WEST LOS ANGELES COLLEGE

2012-2014 CATALOG

LOS ANGELES COMMUNITY COLLEGE DISTRICT
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WEST LOS ANGELES COLLEGE
9000 Overland Ave. | Culver City, CA 90230

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PHONE DIRECTORY

General College Telephone Number: (310) 287-4200

DIRECT PHONE LINES

All phone numbers are in the (310) Area Code

OFFICE TELEPHONE NUMBER	
Academic Affairs	287-4374
Administrative Services	287-4368
Admissions and Records	287-4501
Assessment/Matriculation	287-4462
Associated Students Organization	287-4426
Athletics (Men's)	287-4577
Athletics (Women's)	287-4577
Aviation Maintenance Technology	287-4515
Bookstore	287-4560
Business Office	287-4262
CalWORKS	287-4261
Campus Police/Sheriff's Dept.	287-4314
Child Care Center	287-4357
Counseling	287-4399 or 287-4257
Dental Hygiene	287-4464
Distance Learning	287-4305
Disabled Students Programs and Services (DSP&S)	287-4450
Extended Opportunity Programs and Services (EOP&S)	287-4317
Financial Aid	287-4532
Health Center	287-4478
International Students Office	287-4312
JumpStart Program	287-4465
Library (Heldman Learning Resource Center [HLRC])	287-4408
Paralegal Studies Program	287-4438
Student Services	287-4333
Tutoring	287-4324
Westside Extension	287-4475
Workforce Development Center	287-4261

ACCREDITATION
West Los Angeles College is a public community college accredited by the
Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges
10 Commercial Boulevard, Suite 204, Novato, CA 94949.
This publication was produced by the Office of Academic Affairs.

2012-2014 CATALOG

PRESIDENT'S MESSAGE

Our motto at West Los Angeles College is "GO **WEST.** GO **FAR.**"

This past June, at my first commencement ceremony at West, I recited this motto with our graduates from the ceremonial podium. This act summed up a forty-four year tradition of collective support and mutual dependence in our academic community. We are here as a community of faculty, staff and administrators with a single-minded, common purpose: to help, guide and challenge our students to identify and pursue their educational and career goals – and to achieve them. We do this as part of the larger community that we serve in West Los Angeles, with a purposeful eye on providing quality programs that are balanced between the diverse student interests – and community needs. We support our students to pursue university transfer, to complete career and technical education that leads to sustainable jobs, and to develop a sense of purpose and a personal practice of civic engagement.

Our diverse palette of traditional transfer curricula includes business, art, science and social science majors. And we offer several programs that are uniquely connected to our surrounding area. These include our aviation technician, film/television production, computer science, and administration of justice programs among many others. Also, we offer our highly sought after dental hygiene program and American-Bar-Association-accredited paralegal program.

In addition to outstanding instruction, we pride ourselves in having the feel of a small liberal arts college with the cost of a California Community College. We are now building the facilities that will give West the look to match that feel. Last Spring, we opened two new modern four-story buildings to support instruction and student services. And we finally abandoned the majority of the temporary buildings in which the college was founded in 1969. I like to say "if you haven't been to West for a few months, bring a map with you because you won't recognize the place." More importantly, if you haven't been to West for a few months, please come by for a visit. You will be delighted with the changes you will see.

Welcome to West!

Nabil Abu-Ghazaleh
President

2012–2013 COLLEGE CALENDAR

FALL SEMESTER 2012

Residency Determination Date . . . . . Aug 26, 2012
Labor Day Holiday (Observed) . . . . . Sept 3, 2012
Instruction Begins . . . . . Aug 27, 2012
Veterans' Day Holiday (Observed) . . . . . Nov 12, 2012
Thanksgiving Holiday (Observed) . . . . . Nov 22-25, 2012
Final Examinations. . . . . Dec 10-16, 2012
Fall Semester Ends . . . . . Dec 16, 2012
Winter Break . . . . . Dec 17, 2012 - Jan 1, 2013

WINTER INTERSESSION 2013

Residency Determination Date . . . . . Jan 1, 2013
Instruction Begins . . . . . Jan 2, 2013
Martin Luther King's Birthday (Observed) . . . . . Jan 21, 2013
Final Examinations . . . . . The last day of class
Winter Intersession Ends . . . . . Feb 3, 2013

SPRING SEMESTER 2013

Residency Determination Date . . . . . Feb 3, 2013
Instruction Begins . . . . . Feb 4, 2013
Lincoln's & Washington's Birthdays (Observed) . . . . . Feb 15 & 18, 2013
Spring Break . . . . . Mar 29 - April 5, 2013
Cesar Chavez Day (Observed). . . . . April 1, 2013
Memorial Day Holiday (Observed) . . . . . May 27, 2013
Final Examinations . . . . . May 28 - Jun 3, 2013
Spring Semester Ends . . . . . Jun 3, 2013

SUMMER 2013

Summer Session Begin (Instruction Dates Vary) . . . . . Jun 10, 2013
Independence Day . . . . . Jul 4, 2013
Summer Sessions End . . . . . Aug 18, 2013

NOTE: Dates subject to change.

2013–2014 COLLEGE CALENDAR

See 2013 - 2014 Schedules of Classes for dates.

ABOUT THE DISTRICT

THE CATALOG

The West Los Angeles College (West) Catalog describes the courses, programs and services of the college that are planned for the 2012-2014 academic years. Most of the policies and regulations affecting students are described in this catalog, and each student is responsible for becoming familiar with this information. More current and complete information may be obtained from the appropriate department or administrative office or from the WLAC website at ***www.wlac.edu***.

THE COLLEGE

West Los Angeles College, located on a lushly landscaped hillside in Culver City, opened its doors in February 1969. One of the nine campuses of the Los Angeles Community College District, the college has approximately 12,000 students attending day, evening and weekend classes. West serves Baldwin Hills, Beverly Hills, Brentwood, Century City, Crenshaw, Culver City, La Tijera/Windsor Hills, Marina del Rey, Mar Vista, Pacific Palisades, Palms, Playa del Rey, Venice, Westchester, West Los Angeles and Westwood. Students represent a rich mixture of nationalities and cultures.

Administration

West Los Angeles College's president heads the college, and is assisted by three vice presidents as well as deans, associate deans, classified administrators, faculty and staff. They all carry out the vision of the college: "West: A gateway to success for every student."

Academic Divisions

The college features thirteen divisions which provide quality academic transfer and vocational classes and wide-ranging support services for students. The divisions are: Allied Health; Aviation, Travel and Hospitality; Behavioral and Social Sciences; Business; Communication, Entertainment and Media Arts; Computer Science and Applications; Counseling; Dance, Health and Physical Education; Humanities and Fine Arts; Language Arts; Library and Learning Resources; Mathematics; and Science.

Support Services

Support services of the College include: the Child Development Center (CDC), Disabled Students Programs and Services (DSP&S), Distance Learning, Extended Opportunity Programs and Services/ Cooperative Agencies Resources for Education (EOP&S/CARE), Matriculation, Student Services, Counseling, Financial Aid, and the Workforce Development Center.

Accreditation

The college is fully accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, and offers a wide range of transfer and vocationally-oriented programs. The American Dental Association and the Federal Aviation Administration also recognize the vocational curricula offered at West Los Angeles College. The American Bar Association has given full approval to the Paralegal Studies Program.

THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

The Los Angeles Community College District, the largest in California, serves approximately 150,000 students and is governed by a publicly-elected seven-member Board of Trustees. The District's administrators, a Chancellor, Senior Vice Chancellor, and other senior staff members are appointed by the Board of Trustees. A non-voting student member who is nominated by the Associated Students Organizations of all nine campuses also sits on the Board.

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GENERAL INFORMATION

EDUCATIONAL PHILOSOPHY

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

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

OUR VISION

WEST: A gateway to success for every student.

OUR MISSION

West Los Angeles College provides a transformative educational experience.

West fosters a diverse learning community dedicated to student success. Through quality instruction and supportive services, the College develops leaders who encourage excellence in others.

A West, education enriches students with the knowledge and skills needed to earn certificates and degrees, to transfer, to build careers, and to pursue life-long learning.

OUR VALUES

Excellence
West envisions each student and employee striving for excellence in and out of classes, laboratories, libraries, studios, playing fields and offices.

Ethics
We hold ourselves and others to the highest standards in personal as well as intellectual responsibilities. This informs relationships among students, staff, faculty and administration.

Empowerment
At West, everyone – students, staff, faculty, and administration – is empowered by high expectations, respect and acknowledgement in all pursuits, from single lessons to completed degrees, from daily encounters to formal policy deliberations.

Engagement
To be fully engaged – academically, locally and globally – is to embrace learning with passion, commitment and energy.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

West Los Angeles College uses student learning outcomes to continually assess student learning and institutional improvement. Student learning outcomes are used to measure achievement of course goals, programs, and degrees. Assessment data provide information for faculty development of strong programs, effective curricula, and innovative teaching. In addition, student learning outcome assessment assists programs, departments and the college in accreditation by providing evidence of quality teaching and learning.

A. **Critical Thinking:** Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.

B. **Communication:** Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.

C. **Quantitative Reasoning:** Identify, analyze, and solve problems that are quantitative in nature.

D. **Self-awareness/Interpersonal:** Apply self-assessment and reflection strategies to interpersonal, work, community, career, and educational pathways.

E. **Civic Responsibility:** Apply the principles of civility to situations in the contexts of work, family, community and the global world.

F. **Technical Competence:** Utilize the appropriate technology effectively for informational, academic, personal, and professional needs.

G. **Cultural Diversity:** Respectfully engage with other cultures in an effort to understand them.

H. **Ethics:** Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.

I. **Aesthetics:** Use multiple modes of inquiry and approaches to experience and to engage with the arts and nature; develop and express personal creative visions throughout all aspects of one's life.

NON-DISCRIMINATION POLICY

All programs and activities of the Los Angeles Community College District shall be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer-related), sexual orientation, age, disability or veterans status (*Board Rule 1202*).

Inquiries regarding equal opportunity at West Los Angeles College should be directed to the College Equal Opportunity Officer.

ACADEMIC FREEDOM STATEMENT

15002. ACADEMIC FREEDOM. The Board of Trustees reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow sexual harassment. The discussion of sexual ideas, taboos, behavior or language which is an intrinsic part of the course content shall in no event constitute sexual harassment. It is recognized that an essential function of education is a probing of received opinions and an exploration of ideas which may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the student's right to learn. Adopted 02 22 95

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 (*Board Rule 15001*). 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 Sherron Rouzan, Advocate for Students at (310) 287-4527; or by calling the Office of Diversity 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 the conduct is aimed at students.

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

STUDENT ID SYSTEM AND SOCIAL SECURITY NUMBER

The Los Angeles Community College District is committed to protecting student privacy and has worked to change existing data collection and storage systems to eliminate the use of Social Security numbers as the primary method of student identification.

During July 2006, in accordance with state legislation, the college switched to a new student identification system. At the time the new student ID system was introduced, current students were sent a letter informing them of their new identification number. New students will be issued a student ID number at the time of application. Every student ID will begin with the numbers "88" to make it easy to identify. For additional information, visit our college website at: **www.wlac.edu**, or visit the Admissions Office in SSB.

ACCURACY STATEMENT

The Los Angeles Community College District and West Los Angeles College have made every effort to make this 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. Please refer to the online catalog addenda for the most current version of this publication at **http://www.wlac.edu/academics/catalog.html**

INFORMACIÓN GENERAL

¿QUIÉN PUEDE MATRICULARSE?

- Una persona que terminó la preparatoria, o
- Una persona que tenga 18 años, y pueda beneficiarse de una educación
- Un estudiante de 18 años y que no terminó la preparatoria bajo unos programas especiales.

¿CÓMO PUEDE MATRICULARSE?

1. Obtenga un formulario en Admissions Office - Bldg SSB o por medio de la red electrónica ("Internet").
2. El formulario tiene que ser presentado en persona o a través del Internet con una fotografía. También, traiga un comprobante de su número de seguro social. Si usted no tiene un número de seguro social, usted puede pedirle a la escuela un número de identificación.

¿COMO PUEDE USTED MATRICULARSE EN LAS CLASES?

Nuevos Estudiantes: Después de entregar su solicitud, usted recibirá una cita para matricularse. Usted podrá matricularse en las clases por medio del uso del el Internet a cualquier hora después de la fecha/hora de su cita.

Si es necesario, las computadoras estarán disponibles en la escuela para inscribir a los estudiantes.

La mayoría de los estudiantes tendrán que hacer una cita para que se les evalúe el nivel académico. La evaluación ayuda a determinar el nivel apropiado de las clases que los estudiantes pueden tomar.

Nosotros recomendamos que los estudiantes nuevos participen en una orientación, antes de matricularse en clases.

Estudiantes matriculados: Si usted ha tomado clases en WLAC en los últimos dos semestres, usted recibirá una cita para matricularse por correo electrónico. Usted puede matricularse para las clases por el Internet a cualquier hora/fecha después de su cita para matricularse. Las computadoras están disponibles para los estudiantes..

Estudiantes que quieran re-inscribirse: Si han pasado mas de dos semestres desde que tomo clases en WLAC usted tendrá que re-inscribirse.

Para matricularse por el Internet, visite la pagina: ***www.wlac.edu***.

COSTO DE INSCRIPCIÓNES:

Residentes de CA: $26.00 por unidad
No-residentes:
$186.00 por unidad (residentes fuera del estado)
$204.00 por unidad (estudiantes extranjeros)
Eestudiantes extranjeros tambien tienen que pagar $26.00 de la matriculación por cada unidad.

AYUDA FINANCIERA:

Usted tiene que ser un ciudadano estadounidense o residente permanente para recibir ayuda económica. La ayuda económica incluye "grants" (ayuda federal o estatal y becas que usted no tiene que pagar) y préstamos de bajo interés. La ayuda le puede asistir a usted a pagar por la matriculación, libros y costo de vivienda.

PASO 1: Llene y someta la forma FAFSA. La forma está disponible en el Internet (www.fafsa.gov) o en la oficina de Ayuda Financiera, SSB.

PASO 2: Varias semanas más tarde, usted recibirá un Informe De Ayuda Estudiante (Student Aid Report - "SAR") por correo electrónico. Tráigalo a la Oficina de Ayuda Financiera para empezar un fichero y hablar sobre cualquier problema con su solicitud.

PASO 3: La Oficina de Ayuda Financiera repasará su solicitud y procesa automáticamente la matricula con excepción financiera para los estudiantes que califican bajo este criterio.

PASO 4: La Oficina de Ayuda Financiera le mandará a usted una Carta de Notificación que le explicará la ayuda que usted va a recibir.

PASO 5: Los cheques de ayuda financiera, serán enviados por correo o enviados electrónicamente a la cuenta de banco del estudiante durante el año. Típicamente su primer cheque llegará después de dos semanas después de que reciba la carta de notificación, pero puede tardar más tiempo.

LA MATRíCULA CON EXCEPCIóN FINANCIERA (FEE WAIVER)

Si usted es un residente de California con ingresos bajos, usted puede calificar para la matrícula con excepción financiera, la cual cubre la matrícula . Esta no cubre libros y mantenimiento (gastos). Para esto usted necesita llenar la solicitud de FAFSA para saber si usted puede calificar en estas áreas.
NOTA: Cuando usted someta la solicitud de FAFSA automáticamente es considerado para la matrícula con excepción financiera. Si usted necesita la matrícula con excepción financiera inmediatamente tendrá que llenar la solicitud respectiva. Estas formas están disponibles en la oficina de ayuda financiera, SSB.

ADMISSIONS POLICIES & INFORMATION

APPLICATION FOR ADMISSION

Applications are available on the college website (***www.wlac.edu***), or at the Office of Admissions and Records, Student Services Building SSB. (If applying on campus, a photo ID must be submitted with the application for admission.) From that point on, the Los Angeles Community College District and the college use a computer-generated number (not the social security number) to identify student records.

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.

International F-1 Visa students may be required to show acceptable proof of ability in English and to provide other documents, as outlined in the international student application. See the college website at ***www.wlac.edu*** and click on International Students.

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.

Students in grades K-12 applying to concurrently enroll at West Los Angeles College must submit the "Supplemental Application for Admission of Students in Grades K-12" for every academic term in which they wish to enroll.

READMISSION

Students who have not attended West for two or more semesters must file a new application. Students in grades K-12 applying to concurrently enroll at West Los Angeles College must submit the "Supplemental Application for Admission of Students in Grades K-12" for every academic term in which they wish to enroll.

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. F-1 Visa students, by virtue of their non-resident status, do not meet this requirement.

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 Residency 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 nonresident will be required to pay non-resident tuition fees as established by the District Board of Trustees.

NON-RESIDENT TUITION FEE

Effective Summer 2009, nonresident students who are admitted as "Special Part-time Students Grades K-12" will be charged nonresident tuition fees for all units taken. The tuition fee for non-resident students must be paid at the time of registration.

NON-RESIDENT TUITION REFUND CRITERIA AND SCHEDULE

A non-resident student who formally drops or otherwise separates from part or all of his/her enrollment may request a refund of previously paid non-resident tuition in accordance with the schedule below.

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

AB 540 EXEMPTIONS

On October 12, 2001 the Education Code was modified to exempt certain non-resident students who attended and graduated from California high schools from non-resident tuition. This change (Education Code, Section 68120.5) does not grant residency; rather it requires that certain non-resident students be exempt from paying non-resident tuition. Students exempt from paying non-resident tuition do not become residents for eligibility purposes for any state-funded program (*e.g., EOP&S, BOG Fee Waiver*). The exemption tuition is mandatory; if the District finds that a student meets all requirements in the law, non-resident tuition may not be charged.

The student must meet all of the following eligibility requirements to be eligible for the exemption:

1. The student must have attended a California high school (grades 9 through 12) for three or more years.

2. The student must have graduated from a California high school or attained the equivalent thereof (e.g., a GED or high school proficiency exam).

3. Except for non-immigrant aliens, any non-resident student who meets the requirements contained in "1" and "2" shall be exempt from non-resident tuition even if he/she is a U.S. citizen or lawful immigrant.

4. Students without lawful immigration status must complete and sign the LACCD EC 68130.5 Non-Resident Tuition Exemption Request form, which indicates that the student has applied for legalization or will do so as soon as the student is eligible to do so.

INTERNATIONAL (F-1) VISA STUDENTS/ADMISSIONS

West Los Angeles College is an institution approved by the U.S. Citizenship and Immigration Services 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 Associate degree curricula.

All applicants must meet the following admissions criteria:

1. Diploma/transcripts from a secondary school (high school) or diploma/transcripts from a U.S. high school or diploma/transcripts from a foreign university

2. English language proficiency to begin academic program OR start program at West Language Academy for language training.

Proficiency is verified by one of the following:

- West Language Academy assessment
- WLAC ESL assessment level 5 or above
- English is your native language
- Attendance at a U.S. high school for a minimum of two years
- Attendance at a U.S. college or university with a passing grade in English 101 or equivalent
- International Baccalaureate with an English Language score of 3 or better
- TOEFL minimum score of 450 PBT or 45 IBT; WLAC TOEFL Code is 4964
- IELTS minimum score of 4.5
- iTEP minimum score of 4
- STEP-Eiken minimum score for 2nd grade of at least 75% and Results Pass
- Cambridge Certificate of Proficiency in English (CPE) score of "C" or better
- Cambridge General Certificate of Education reflecting A Level Placement

3. Demonstrate the ability to pay the nonresident tuition and fees and personal living expenses estimated at $16,500 per year (fees subject to change). Fees include mandatory Medical Insurance provided by LACCD with no substitution of other medical insurance coverage.

   International students must maintain a full time academic load of 12 or more units per semester for the Fall and Spring semesters. Enrollment is permitted but not required during the Winter and Summer sessions. Upon admission, student services include counseling, orientation, instructional support (tutoring) and Learning Skills Center, and an international student organization. Information is available in the International Student Services Office located in Building SSB.

INTERNATIONAL STUDENT MEDICAL INSURANCE FEE

International students attending a college in the Los Angeles Community College District under an F-1 visa shall be charged a medical insurance fee equal to the cost of medical insurance purchased by the District on the student's behalf.

In exchange for the International Student Medical Insurance fee, international students will be provided with a medical insurance policy with the following minimum coverage:

1. Medical benefits of $250,000 maximum benefit, with per incident maximum benefit of $100,000;

2. Repatriation of remains in the amount of $15,000;

3. Expenses associated with the medical evacuation of the student to his or her home country in the amount of $50,000; and

4. A deductible not to exceed $500 per accident or illness. $25 co-pay for physician and urgent care visits. $100 co-pay for emergency room visits. Co-pay fees are waived if referred by the Student Health Center.

5. The maximum out-of-pocket expenses is $2,500 if out-of-network medical services are used.

STUDENT IDENTIFICATION NUMBER

The Los Angeles Community College District maintains a student record system that uses a computer-generated number to identify an individual. For legal and privacy reasons, it no longer uses the social security number. 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 (FERPA)

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 (e.g., information about students participating in athletics, announcement of scholarships and awards). 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 exempt 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 at **www.wlac.edu**.*)

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 *(Board Rule 8401.10).*

The student's transcript may be withheld if:

1. Any library books or other college property are charged to the student or 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.

Submitting Academic Transcripts

- Official copies of academic transcripts shall be received only by the Admissions and Records Office, unopened, via U.S. mail.
- No transcripts will be accepted directly from students.
- This recommended policy shall remain in effect until further notice. (6/2/05)

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.

TYPE OF FEE	Summer /Winter	Fall /Spring
Enrollment Fees for ALL Students (*subject to change by the California Legislature)	$46/unit	$46/unit
Non-Resident Tuition for Out-of-State Residents (All non-resident students must also pay the $46* per unit enrollment fee)	$190/unit	$190/unit
Non-Resident Tuition for International Student and/or F-1 VISA (All Non-Resident International students must also pay the $46* per unit enrollment fee)	$212/unit	$212/unit
Application Fee	$35	$35
SEVIS Processing Fee	$25	$25
International Student Medical Insurance (IMED)	$237/128	$498
Audit Fee	$15	$15
Health Services Fee (Mandatory)	$8	$11
Associated Student Organization (ASO) Membership Fee (Optional)	$3	$7
Student Representation Fee (Mandatory)	$1	$1
Parking Fee		
All Student Lots	$7	$20
Instructional Materials Fee	See courses in schedule of classes	See courses in schedule of classes
Other Fees (All fees owed must be paid before transcripts or verifications will be released.)		
Emergency Processing of Transcripts (CSU/IGETC Certification is not available with Rush Transcript requests)		
First 2 transcripts ever requested	$7	$7
Additional Rush Transcripts	$10/copy	$10/copy
Verification of Enrollment/Transcripts		
First 2 transcripts ever requested	Free	Free
Additional copy	$3/copy	$3/copy

STUDENT FEES

Note: the fees listed below were accurate at the time this catalog went to print in August 2012, but are subject to change by the California Legislature or the LACCD Board of Trustees. Fees are due at the time of registration and create a hold until paid in full.

Payment Methods

There are several ways to pay fees depending on the student's personal convenience and physical access to the college:

In Person: Pay by cash, check or credit card at the following Cashier's Window:

Business Office, Building SSB:
Monday and Thursday 8:30 a.m. - 5:00 p.m.
Tuesday and Wednesday 8:30 a.m. - 7:00 p.m.
Friday 8:30 a.m. - 1:00 p.m.

U.S. Mail: Make check or money order payable to West Los Angeles College. Send to WLAC Business Office, 9000 Overland Ave., Culver City, CA 90230. Be sure to provide your Student ID number, current address, and phone number with your check.

On-Line: Pay by Visa, MasterCard, American Express, Discover Card

If you pay your fees by check, you authorize the College either to use the information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. Funds may be withdrawn from your account as soon as the same day and you will not receive a cancelled check back from your financial institution. A $10 handling fee will be charged for each check returned as not payable by the bank.

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. All students are required to pay the enrollment fee after they have registered for classes. A hold will be placed on the student's permanent record until fees are paid by the time of registration each semester.

Board of Governors' Waiver and Enrollment Fee Assistance

West Los Angeles College offers enrollment fee assistance to eligible students who need assistance in paying the enrollment fee. The Board of Governors (BOG) Enrollment Fee Waiver is available to a student whose family is receiving Temporary Assistance for Needy Families (TANF) / CalWORKs, Supplemental Security Income/State Supplemental Program, General Assistance/General Relief, or who meet the qualifying income standard. In addition, dependents of Veterans/ National Guard, Congressional Medal of Honor recipients and their children, victims of the September 11, 2001 terrorist attack and dependents of deceased law enforcement /fire suppression personnel killed in the line of duty, are also eligible for fee waiver.

An Automatic Fee Waiver will be processed for eligible California residents who have filed a Free Application for Federal Student Aid (FAFSA) with the College Financial Aid Office. All other students must contact the Financial Aid Office to obtain a Board of Governors Fee Waiver (BOGFW) Application.

See Board of Governors Fee Waiver Program under "Financial Aid."

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 date, unless the student must drop a class due to cancellation or rescheduling by the college administration.

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 date, unless the student must drop a class due to its cancellation or rescheduling by the college administration.

1. All refund of fees paid MUST BE requested through the Business Office. Refund must be accompanied with the original copy of the register receipt and credit card slip. A picture I.D. is also required.

2. A waiting period of 15 working days for check payment will be observed before cash or check refund will be given. A cancelled check will be required to obtain an earlier refund. Refunds for payment processed by electronic check can be processed after a 10 working day waiting period upon presentation of an electronic payment receipt.

3. Non-resident tuition fee refund will be made by check.

Non-Resident Tuition Fee

(See Residency Requirements).

Audit Fee

Students who are enrolled in ten units of credit or more may audit up to three units without charge. There is no withdrawal from an audit or refund of the audit fee.

Health Services Fee

The Board of Trustees shall require that each campus collect a mandatory fee for the administration of a college health program to all full-time and part-time students pursuant to Education Code Section 76355 and Title 5 of the California Code of Regulations, Section 54702 *(Board Rule 8502)*.

Associated Students Organization (ASO) Fee

This student activity fee supports scholarships, enrichment programs and student events on campus.

Student Representation Fee

This is a mandatory per semester fee to provide support for representatives to state student view points before various governmental offices and agencies.

Parking Fee
Parking fee information is available at **www.wlac.edu**. All College parking areas are designated "Permit Parking Only" and are restricted to vehicles displaying a valid permit.

Parking passes can be ordered online at **www.wlac.edu/BusinessOffice.**

Instructional Materials
Students may be required to provide their own additional instructional or other materials required for a credit or non-credit 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.

Other Fees
Please visit ***www.wlac.edu/admissions/transcipts.html*** or call (310) 287-4501 to determine the correct amount of fee for transcript processing or enrollment verification.

MATRICULATION

ADMISSION, ASSESSMENT, ORIENTATION, COUNSELING, REGISTRATION, FOLLOW UP
Matriculation is a process that assists the student in achieving his or her educational goals. It is an agreement between the college and student who enrolls for credit and non-credit. Here is how the matriculation process works:

1. **ADMISSIONS:** Complete the West application On-line at ***www.wlac.edu*** or in person at the Admissions office Building SSB.

2. **ASSESSMENT:** Because reading, writing, and mathematics skills are essential for learning and understanding all subjects, it is helpful for students to know their level of performance in these areas. Testing in these subjects, as well as in English as a Second Language, will show your educational strengths and needs and can provide useful information for planning a course of study at West Los Angeles College. Testing is not conducted to keep you out of college or specific classes. Your test results, along with your high school records, educational and employment experiences, current work schedule, and motivational level, can be used to help you plan your classes. Your West Los Angeles College counselor can provide interpretation of test results and work with you to prepare a Student Educational Plan (SEP). The Assessment Office can provide information about the types of testing available and its testing schedule. Students can take the test once per semester. Accommodations will be made available for students with special needs. Please contact the Assessment Center at (310) 287-4462 for more information.

ENGLISH AND MATHEMATICS:
All students wishing to enroll in English, ESL, or Mathematics classes are required to be assessed, and there is no charge for assessment. In order to be assessed, students must first file a WLAC Application for Admission with the Admissions Office. Assessment appointments can be made online at www.wlac.edu or in person at the Student Entry Center on the Assessment Appointment Computers. WALK-IN Assessment is available throughout the year. Math and English Practice Tests are available in the Student Entry Center or online: **www.act.org/compass/sample/index.html**. Please bring your student ID and a valid picture ID. Students may not need to take an Assessment Exam if they have taken the test in the last two years, or have acceptable test and placement information from another college as approved by a West Los Angeles counselor.

For additional Information on Assessment Testing, please call (310) 287-4462.

ENGLISH AS A SECOND LANGUAGE:
A special English assessment is available to students whose native language is not English, and who wish to enroll in ESL classes.

MATRICULATION PROCEDURES FOR CHALLENGING PRE/COREQUISITES AND LIMITATIONS ON ENROLLMENT:
Prerequisites to all Mathematics and English courses are enforced. Prerequisite/Corequisite Challenge Petitions are available in Counseling, Admissions Offices and in the Assessment Center. See the information in the Academic Policies section of this catalog for additional data about prerequisites.

- Complete the prerequisite and corequisite challenge petition. These forms are available in the Admissions and Counseling Department.

- Submit the completed petition and supporting documentation to the department chairperson.

- Your request will be evaluated by the department and a written/verbal response will be available from Admissions and Records within five (5) working days (except during school holidays, winter session, and summer session). This form must be submitted to the Department Chair no later than the last date to add classes, which is published in the schedule of classes for the semester you would like to enroll.

- You are allowed to enroll in the course if the challenge is upheld.

- An appeal may be filed with the Dean of Academic Affairs or designee if necessary.

- No units will be granted for successfully challenged courses by this request. To challenge a course for credit, refer to the process for earning credit by examination in the college catalog.

- Some courses are limited to students who must audition or tryout in order to be accepted in the course (*e.g., athletics, or performance courses*).

If a course has not been offered in the last three semesters and the student believes their progress in attaining their educational goal will be delayed, a course may be considered "not reasonably available."

Some other grounds for challenge require that you support your challenge with documentation. You may be requested to provide specific information to the Department Chair or Dean of Academic Affairs. Failure to do this may result in delayed resolution. See below for additional information about supporting documentation.

SUPPORTING DOCUMENTATION:
To support your challenge where required, the following kinds of documentation may be submitted:

- Copy of high school/college transcript.

- Written documentation of work or related experience from employer.

- Doctor's statement.

TITLE V REGULATIONS (SECTION 55201):
The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and if the challenge is upheld, the student shall be permitted to enroll in the course program in question. A student may challenge any prerequisite or corequisite on one or more of the grounds listed below:

- The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites.

- The prerequisite or corequisite is in violation of this article.

- The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

- The student has knowledge or the ability to succeed in the course program despite not meeting the prerequisite or corequisite.

- The student will be subject to undue delay in attaining the goal in his/her educational plan because the prerequisite or corequisite course has not been reasonably made available; and

- Such other grounds for challenge as may be established by the district governing board.

  Prerequisite/Corequisite challenge petitions are available in the Student Entry Center, Counseling and Admissions Offices, Building SSB, and in the Assessment Center, Building SSB. Assistance with the challenge process can also be found in the Counseling Offices.

3. **ORIENTATION:** The purpose of the West Los Angeles College Orientation is to provide students with information concerning college programs, college services, student rights and responsibilities. Currently, the College Orientation is offered to students online at ***www.wlac.edu*** or directly before or following their completion of the Assessment Test in Building SSB. Orientation is also available to students who have completed or are exempt from the assessment test on a walk-in basis except during heavy registration periods (two weeks before and one week after the first day of classes). For information concerning Orientation, please call (310) 287-4462.

4. **COUNSELING AND ADVISEMENT:** Counseling is a major component of Matriculation. Students are encouraged to make an appointment with a counselor to prepare a Student Educational Plan (SEP). Students will be advised regarding selection of courses and information regarding transfer, certificates, degree programs, majors, SEPs, and more. Students seeking assistance with career planning are encouraged to enroll in Personal Development courses and visit the Online Career and Personal Development Center at the college website at ***www.wlac.edu/matriculation/Career.html***. Counseling appointments may be made online at ***www.wlac.edu*** or in the Student Entry Center on the Counseling Appointment computers.

5. **REGISTRATION:** Taking advantage of Steps 1 through 4 will facilitate your registration. Use the college web site, ***www.wlac.edu*** to register.

6. **FOLLOW-UP:** Each semester you are encouraged to meet with a counselor to review completed classes and to update your Student Educational Plan. To stay on target, continue meeting with a counselor at least once each semester.

   Online counseling is also available. DegreeWorks is a valuable resource for educational planning. For additional information, visit ***www.wlac.edu/counseling/counselor.html.***

COLLEGE'S RESPONSIBILITIES UNDER THE MATRICULATION PROCESS:

- In general, provide orientation for new and nonexempt students.
- Orient you to West programs, services and policies.
- Assess your educational skills and career goals.
- Counsel and advise you on developing your Student Educational Plan (SEP). This process assists students from the time they enroll until the time they complete their studies at any of the campuses of the Los Angeles Community College District.
- Deliver top-quality instruction.
- Provide a wide variety of courses.
- Offer services to support your education.
- Track progress toward your goal.

STUDENT'S RESPONSIBILITIES UNDER THE MATRICULATION PROCESS:

- Express a general educational intent initially, and after a reasonable period of time, declare a specific educational goal.
- 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. You agree to:
  1) Declare an educational goal.
  2) Meet with a counselor to discuss your choice.
  3) Attend classes.
  4) Complete assignments and courses.
  5) Strive to make progress toward your goal.
  6) Seek support services as needed.

EXEMPTION CRITERIA FOR MATRICULATION:

The matriculation process is strongly recommended to any student who has the following educational goal on the college application:

- A vocational certificate
- An Associate degree
- Transfer to a four-year university
- Undecided about your specific goals and considering one of the above options.

Exempt criteria:

- You are not considering one of the above educational goal options and have completed fewer than 16 units of courses for personal interest.
- You have completed an Associate degree or higher
- You have participated in the Assessment Placement Process within the last two years or course equivalency at another California Community College or four-year institution with a grade of "C" or higher and present "Official Transcripts with grade or interpreted test results" from the respective college or four-year institution. Some colleges are unable to provide course/placement results that can be used for exemption; if this occurs, the student will need to take the WLAC Assessment test.

If you have been declared exempt, you will be notified at the admissions station that you are covered by an exemption. You will also be given the opportunity to elect whether or not to participate in the matriculation process or any part of the matriculation process. Students who do not wish to participate in various components of the Matriculation process may request a "Waiver" from the Matriculation Coordinator. All students enrolling in credit and non-credit courses are requested to participate in the Matriculation process unless exempt. However, even though exempt, students may choose to participate in any matriculation component. In addition, students wishing to challenge specific matriculation services will be informed of their rights to participate in all other non-disputed components, and will be asked to sign a statement waiving their right to the matriculation services, thus providing acknowledgment to the college of receipt of the information above.

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.

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 admission to the college.

2. Complete and submit Veterans enrollment forms for school records declaring major, transfer school, and schools previously attended. The appropriate form for over 60 units must be filed.

3. Request that transcripts from all colleges attended be 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.

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 DD21 4, 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 6 units of elective credit for 181 days or more of active-duty service; such petitions will also be evaluated on a case-by-case basis. See Academic Policies, Credit for Military Service and Elective Credit for Military Training.

Adds and Drops For Veterans

Add permits or drop cards must be submitted 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, Building SSB.

STUDENT PROGRAMS & SERVICES

ASSOCIATED STUDENTS ORGANIZATION (ASO)

The ASO General Council represents students in the shared governance process. The ASO emphasizes student leadership and self-governance to enable students to develop and express initiative in terms of the common good. Governed by the Executive Council, the Associated Student Organization conducts activities on behalf of the students. The General Council represents the student body's interests at the college, district, regional, state, and federal levels. On behalf of the Vice Presidents of Student Services, the ASO Advisor oversees the Associated Student organization Executive Council, Finance Committee, and Inter-Club Council.

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 ASO.

A $7 student activity fee supports enrichment programs and student events on campus. Board of Trustees rules govern the collection, deposit and expenditure of funds, and all records are subject to annual audit by the Board of Trustees.

I. LACCD Administrative Regulation E-22 (Eligibility for Student Association Officers) pertains to the following standards:
Note: the following standards governing candidate and officer (as defined by the ASO constitution and by-laws) eligibility for appointed and elected Associated Student Organization (ASO) officers 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 80 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 or session. The ASO Constitution may not set a higher GPA requirement.

D. The candidate or officer must not be on academic or progress probation, as defined by LACCD Board Rule 8200.10

E. At the time of election, or appointment, and throughout the term of office, the candidate or officer must be actively enrolled in and must successfully complete a minimum of five (5) units per semester. The ASO Constitution may not set a higher unit requirement. Units in which a student receives an Incomplete (INC) will not be counted in determining the number of units completed. Students falling below this requirement will automatically forfeit their office. Students who forfeit office for failing to meet this unit requirement will not be reinstated if INC grades are converted to letter grades and units are awarded for those courses. Candidates may be enrolled in more than one college in the District, but the candidate must be currently enrolled in a minimum of five (5) units at the college where the candidate is seeking office. Officers must maintain that enrollment at the college where the office is held.

F. Exceptions on the maximum unit requirement in Section 1a of this regulation may be made for students enrolled in a college degree, certificate or transfer program where the combination of program requirements and prerequisites may result in the student exceeding the 80 degree-applicable unit limit.

Exceptions will be decided by the College President based upon recommendations made by the Chief Student Services Officer.

In order to be considered for an exemption, a student who exceeds the requisite 80 degree- applicable unit maximum must satisfy at least one of the following conditions:

1. The requirements of the student's declared associate degree major, certificate and/or transfer objective, as specified in the college catalog, caused the student to enroll in courses that exceeded the 80 degree-applicable unit maximum.

2. Program prerequisites, as specified in the college catalog, caused the student to exceed the 80 degree- applicable unit maximum.

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 in the District.

B. If a candidate or officer, who exceeded the unit maximum in Section 1a of this regulation and was granted an exception, fails to be enrolled in courses that are specifically required for his or her declared associate degree, certificate or transfer objective requirements, as specified in the college catalog.

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. If the student should disagree with the findings of the Chief Student Services Officer and/or designee, he/she can appeal the decision through the student grievance procedures contained in LACCD Administrative Regulation E-55. 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 if an ASO officer is suspended for more than ten (10) days from one or more classes, activities, services, programs, or specific locations at any college in the Los Angeles Community College District, under LACCD disciplinary provisions (Board Rule, Chapter IX, Article VIII, Sections 9801-9806).

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 Disabled Students Programs and Services (DSP&S) in compliance with Section 504 of the Rehabilitation 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 5 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 noncredit courses are eligible to vote at the college of attendance. Enrollment in Community Services classes does not meet this requirement.

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 uncharted 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 Honor Society
- American Criminal Justice Association
- Anthropology Club
- Art Club
- Cheer Club
- Chess Club
- Christian Club
- Club Latino United for Education
- Criminal Justice Club
- Dental Hygiene Club
- Economics Club
- EOPS/CARE Club
- Fitness Club
- International Student Club
- Paralegal Club
- Phi Beta Lambda (Business)
- Phi Theta Kappa (International Honor Society)
- Political Club
- Puente Club
- Social Justice Alliance
- The Student Voice – WLAC Newsletter
- Umoja Black Student Movement
- Value Creation Buddhists Association
- WLAC Walking Club

Colors and Mascot

The college colors, selected by the students of West Los Angeles College in 1969, are royal blue and gold. The original college nickname was the "Oilers," which was selected because the campus neighbors an oil field on one side. Teams were referred to as the "Oilers." However, in 2008 as part of the college's 40th anniversary celebration, the students and faculty selected a new mascot – the Wildcats.

The motto "Go West. Go Far" was also adopted near the time of the 40th anniversary celebration, It speaks to the success of our alumni and the mission of our faculty and staff – to help our students realize their goals and go far in life.

CHILD DEVELOPMENT CENTER

The Child Development Center is a nurturing place for children of WLAC student-parents. It is licensed by the DPSS Community Care Licensing. The Center provides services which are free or low cost, are safe, and foster a positive learning environment for students' children. Children aged 2-5 years are offered a developmentally appropriate curriculum, preparing them for their elementary education.

Applications are available in the Counseling Center, EOP&S, the Workforce Development Office and the Child Development Center, which is located south of the flagpole. For additional information phone (310) 287-4357. Applications are also available on the college web site.

Hours and Days

The Center offers services day and evening. It is open Monday – Thursday from 7:45 a.m. to 4:00 p.m. for Toddlers and Preschoolers. The Center offers a meal program to participants of the day program.

Ages of Children

• Children aged 2-5 years are accepted into the Monday – Thursday 8:00 a.m. – 4:00 p.m. program.

Children must attend a minimum of two sessions a week in the day program and one session per week in the evening program. Tuition is based on a sliding scale ranging from $1.00 to $2.50 an hour for student families. Qualifying families may be placed on a grant from CalWORKS, State Preschool, or General Child Care to reimburse tuition (different grants assist different age groups of children).

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

COMMENCEMENT

Commencement Information

Commencement occurs at the end of the Spring semester. Students may petition to graduate if they anticipate completion of the requirements for an Associate Degree or Certificate of Achievement.

Certificate of Achievement candidates may petition at any time during the year using a Certificate Petition; however, the deadline for Spring certificate petitions must be the same as the graduation petition deadline in order to invite everyone to the ceremony in a timely manner.

Students must file within the deadlines to be invited to West's Commencement ceremony.

Graduation petitions are accepted throughout the academic calendar year during the Spring, Summer, Fall, and Winter semesters.*

**Please refer to the Academic Calendar in the current schedule of classes for exact dates and deadlines.*

Graduation Petition Process

Students who anticipate graduation must complete a Graduation Packet:

Step 1

To ensure you are eligible for graduation with an Associates Degree, please confirm that the following items are in progress or have been completed:

- 12 units of residency completed at West
- A minimum 2.0 cumulative grade point average
- A "C" or better in English 101* and Math 125*
- A "C" or better in all major courses
- 60 degree applicable units

** Continuous enrollment prior to Fall 2009 may have catalog rights to English 28 & Math 115*

Step 2

Students may choose a General Education Plan from the following:

- Plan A – For majors with a minimum of 18 units
- Plan B – For majors with a minimum of 36 units
- Plan CSU* - For all majors
- Plan IGETC* - For all majors

**Students are still required to fulfill the Health and PE requirements.*

Step 3

Official transcripts from all colleges/universities that you have attended must be on file in the Office of Admissions and Records, except for Los Angeles Community College District campuses. Transcripts must be mailed directly from the institution to West.

Step 4
A transcript evaluation petition must be completed for courses taken outside of the Los Angeles Community College District.

Step 5
Submit the completed Graduation Packet to the Office of Admissions and Records. It is highly recommended that you submit a Graduation Checklist Worksheet from **Degree**Works.

Graduation Information can be found at our website: ***www.wlac.edu/graduation/index.html***

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 by appointment. These services are provided by professional counselors through individual counseling, group workshops and referrals to appropriate resources on and off campus.

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

2. 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 challenges or barriers that impede plans to fulfilling those educational goals.

3. A counseling session will also assist individuals in selecting appropriate programs of study relative to their chosen objectives. Individual student/counselor conferences are available by appointment. Brief counseling is available on a walk-in basis. Counseling appointments may be made online at ***www.wlac.edu***, or in the Student Entry Center or by calling the Counseling Center directly at (310) 287-4257 / 4399.

4. Entering (first year) students are encouraged to enroll in Personal Development courses (PD 5, 17, & 40). Returning students and second year community college students are strongly encouraged to enroll in PD 4, 8, and 20. 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 and career objectives.

5. The Counseling Center is available to students 8:30 a.m. to 5:00 p.m. Monday and Thursday and, 8:30 a.m. to 7:00 p.m. Tuesday and Wednesday. The Counseling Center is open 8:30 a.m. to 1:00 p.m. on Fridays.

Students can obtain additional information by calling (310) 287-4399/4257, or by visiting the West Los Angeles College web site (***www.wlac.edu***). The Counseling Center is located in the Student Entry Center, Building SSB.

Summary of Counseling Services

- Assist in completion of petitions (e.g., academic renewal, course repeat, preliminary graduation review & IGETC/CSU Certifications).

- Work with students to develop individualized student educational plans for academic, transfer and career goals

- 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 and certificate programs offered at West Los Angeles College.

- Provide limited personal counseling and referrals on and off campus when appropriate.

Additional Counseling Services

Additional counseling services are also available through EOP&S/CARE and DSP&S programs.

DISABLED STUDENT PROGRAMS & SERVICES

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

The DSP&S Office is located in Building SSB. Office hours are Monday through Thursday, 8:30 a.m. to 5:00 p.m., and Friday, 8:30 a.m. to 1:00 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.
- Registration assistance.
- Academic and career guidance counseling.
- Adaptive equipment and technology aids.
- Adapted computer labs
- Test proctoring and related accommodations.
- Instructor liaison.
- Learning strategies and study skills classes

The DSP&S Office 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

Assessment, 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.

- Liaison with the Recording for the Blind and Dyslexic (*books on tape*).
- Alternate media and assistive technology (electronic text)
- Test proctoring and related accommodations.
- Special classes, such as Learning Skills 40: Introduction to Learning Disabilities and Learning Skills 41 (A-C): Study Strategies for the Learning Disabled.

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

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

The EOP&S program is a state-funded program of support services which are designed to be above and beyond the scope of other services offered by the college. These services are specifically designed for students who are economically and educationally disadvantaged.

Who Is Eligible?

Students may be eligible for the EOP&S program if they satisfy the following requirements:

- Full-time student (*12+ units*).
- Board of Governors Fee Waiver (*BOGFW*) eligible under Method A or Method B.
- Application for Financial Aid is on file with WLAC.
- Student is educationally disadvantaged under Title V, Article 2, and Section 56220(e) of the California Code of Regulations.

To Apply:

- Complete an EOP&S Application.
- Attend an EOP&S Orientation.
- Meet with an EOP&S Counselor.

Quality Services

Every student has the right to receive quality services. Our office is committed to excellence and takes pride in its ability to serve students in a timely, efficient and effective manner. It is our goal to continue maintaining the highest level of services to the students we serve.

Priority Registration

EOP&S students have an opportunity for registration prior to regular telephone registration for all students. With this service, participating students are reasonably assured of the appropriate classes at the right time, allowing for the accommodation of other needs and responsibilities (e.g., child care, work, family needs, community services).

Transfer Assistance

EOP&S students interested in transferring to the University of California (UC) or the California State University (CSU) system may qualify for a transfer application fee waiver. In addition, students applying to one of these universities can receive help with the application process, campus visitation, letters of recommendation, scholarship application, and biographical essay.

Workshops
Student Success Workshops are designed to enhance student personal development and success in higher education. All workshops are scheduled in advance, and students may attend without an appointment.

Book Voucher Program
EOP&S students in good standing are given a book voucher to purchase books for authorized classes during the semester. Authorized classes are those listed in the Student Educational Plan/syllabus and approved by the EOP&S counselor.

Counseling
The EOP&S counselor is an important resource, and all EOP&S students are eligible to receive individualized counseling. Participating students are required to meet with an EOP&S counselor at least three times per semester to update or revise the Student Educational Plan.

In addition to assisting students with class selection, counselors provide information on job preparation skills whether the student plans to complete a certificate of achievement or certificate of completion, an associate degree, or transfer to a college or university.

Cooperative Agencies Resources For Education (CARE)
CARE is a special program for a unique group of EOP&S students. Administered through the EOP&S office, the CARE program provides additional services to students who are single parents, head-of-household, and receiving public assistance from CalWorks or TANF. Students who qualify for the CARE program are eligible to receive additional services in addition to those available under EOP&S.

Who Is Eligible?
Students may be eligible for the CARE program if they satisfy the following requirements:

- Full-time student (12+ units).
- Single parent head of household.
- Current recipient of CalWorks/TANF.
- Have at least one child under 14 years of age.

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. 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) at **www.fafsa.ed.gov.** The college code for West is #008596.

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 noncitizens 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 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 Academic Progress Policy for Financial Aid Recipients" later in this section, 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 a minimum of 6-8 weeks 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.

Types of Financial Aid Available

GRANTS

- FEDERAL PELL GRANT
- FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)
- BUREAU OF INDIAN AFFAIRS GRANT (BIA)
- CAL GRANTS:
  1) CAL GRANT A
  2) CAL GRANT B
  3) CAL GRANT C
- CHAFEE GRANT
- BOARD OF GOVERNORS FEE WAIVER (BOGFW)

SCHOLARSHIPS

- LAW ENFORCEMENT PERSONNEL DEPENDENTS SCHOLARSHIPS

LOANS

- FEDERAL PERKINS LOAN
- FEDERAL FAMILY EDUCATION LOAN PROGRAMS (FFELP)
- FEDERAL STAFFORD LOAN PROGRAM
- BOOK LOANS

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 $5500 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 should complete the Free Application for Federal Student Aid (FAFSA) online at **www.fafsa.ed.gov**.

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 $400 per academic year. FSEOG is available for as long as it takes to complete the first undergraduate degree within the time frame coinciding with 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 a tribal group serviced by the BIA;
2. Are enrolled members of a federally recognized tribe;
3. Have financial aid eligibility and scholastic ability;
4. Are working toward an undergraduate or graduate degree;

** STUDENT ALERT! **

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.*

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 (*e.g., tutoring, personal support*) that will help you stay. Talk to your instructors; 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 is 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 place a national HOLD on your student aid eligibility.

5. Have completed all of the application requirements. Amounts of the grants vary and are set by the individual agencies of the BIA.

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 Cottage 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, Cal Grant A, B, or C.

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.

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.

Chafee Grant

The California Student Aid Commission (CSAC) has a new program entitled the California Chafee Program (CCGP). This program provides up to $5,000 of free money to former foster youth for college courses or vocational school training expenses.

You must complete the FAFSA and be enrolled at least halftime in an eligible program at WLAC.

You may complete the Chafee Grant Application online and receive additional information at ***www.chafee.csac.ca.gov.***

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, Marshals, Deputy Marshals, etc.*) who have been killed or totally disabled in the line of duty.

For more information and application material contact California Student Aid Commission Phone: (888)224-7268, #3. Web site: ***www.specialized@csac.ca.gov***.

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. For further information, please see "Board of Governor's Waiver and Enrollment Fee Assistance" (in the "Admissions Policies and Information" section).

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

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 varies. Interest rates may vary from year to year. Students with outstanding 7-8% loans will continue borrowing at that rate (contact lender about consolidation programs). 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.

In order to apply, applicants must submit a Stafford Loan Application as well as a Free Application for Federal Student Aid (FAFSA). 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, "Financial Aid Guide," 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:

Cost of Attendance – 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 aid, a student 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 substandard, they will be placed on probation and considered for aid. Applicants with two or more semesters of substandard 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.

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 90-unit limit will occur at the beginning of the student's first semester of attendance. Students with fewer than 90 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 be 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 90 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.

Type of Class	Financial Aid Yes	Eligibility No
Pass/No Pass	X	
ITV	X	
Audited Classes		X
ON-LINE	X	

4. Students are allowed 90 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.

5. Students must complete more than 67% of semester units attempted with a grade of A, B, C, D, F, or P 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.*

Determination of Disqualification
1. Students who have met their educational goal are ineligible for further financial aid.

2. Students who have completed 90 units with the LACCD are ineligible for further financial aid beyond the academic year in which the 90 units were completed.

3. Students who do not achieve a cumulative GPA of 2.00 or better by the end of the academic year must be disqualified.

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 any of 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.

The Financial Aid Office is located in Building SSB, telephone (310) 287-4532. The Assessment Office is located in Building SSB, telephone (310) 287-4462.

HEALTH CENTER

The Student Health Center in Bldg. SSB offers free or low cost healthcare services to all currently-enrolled students. All medical services are provided by a certified Nurse Practitioner. An On-call Physician is available for medical consults. The student health center is closed weekends and all official holidays.

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

The Student Health Center offers mental health counseling services (by appointment only) to students on campus. For more information on this service please call (310) 287-4535.

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 Lot 5, for assistance. The Campus Sheriff can provide first aid and contact paramedic and ambulance services in the area.

For more information please call (310) 287-4478, or go to: ***www.wlac.edu/services/brochures/healthcenter.pdf***

HONORS

Honor Societies

Alpha Gamma Sigma / Phi Lambda Kappa
Alpha Gamma Sigma (AGS) 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, Phi 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 the web site for more info: ***www.geocities.com/ags_wlac/ags***.

Phi Theta Kappa – International Honor Society
The purpose of Phi Theta Kappa (PTK) 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. Membership is open to full time, part-time, and international students. PTK currently meets once per month. For further information, please see Thomas Harjuno in the MSB Bldg.

Transfer Honors Program

The Transfer Honors Program provides priority consideration for admission to selected prestigious four-year institutions including: UCLA, UC Irvine, UC Riverside, UC Santa Barbara,UC Santa Cruz, Azusa Pacific University, Chapman University, CSU Fullerton, CSU Stanislaus, LMU, Occidental College, Pepperdine University, Pitzer College, Pomona College, San Diego State University, University of Judaism, and Whitman College.

Program Benefits:

- Transcripts reflect participation in the program with "Honors" designation.
- Access to an Honors Counselor.
- Guest speakers, seminars, field trips to cultural events and concerts to further enhance Honors classes.
- Priority in application for Transfer Alliance Program scholarships.
- Participation in the annual Honors Student Research Conference at UC Irvine.
- Bus trips and tours to Alliance universities.
- Opportunities for interaction and individual conferences, and mentoring.

To Qualify for the Transfer Honors Program:

- Minimum of 3.0 Grade Point Average (GPA) from high school in subject A-G courses; or if currently a student at West, the completion of 12 **transferable** college units with a minimum 3.0 GPA or better;
- Eligible for English 101 through West assessment or completion of English 28 or ESL 8 at West with grade of "A".

To Apply:

- If you have met the qualifications, obtain a Transfer Honors Application from the Transfer Honors counselor, or download from the WLAC website;
- Present your official high school transcript or West transcript, application and personal essay to the Transfer Honors Program Director;
- The Transfer Honors Program Director will notify you regarding your acceptance.

Contract Honors Courses:
Students in the Transfer Honors program can select any UC/CSU transferable course(s) for Honors contract credit with instructor agreement.

The student must earn an "A" or "B" in the course in order to have the Honors credit granted.

Honors Certification:

- Complete at least 18 units of Honors at West;
- Maintain a minimum of 3.2 GPA or above for all college transfer courses including those in your major.

For More Information please contact:

- Helen Young, Program Director
  (310) 287-4289 | transferhonors@wlac.edu
  SSB - 3rd Floor
- Andrea Frederic, THP Counselor
  (310) 287-4260
  SSB - 3rd Floor

Dean's Honor

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 "Summa Cum Laude" with a GPA of 3.70-4.0. Braided gold and blue honor cords are awarded to those students who graduate "Magna Cum Laude" with a GPA of 3.50-3.69. Braided blue honor cords are awarded to those students who graduate "Cum Laude" with a GPA of 3.00-3.49. Honor cords are presented only to students who qualify and participate in Commencement. Students who already possess an Associate in Arts or Science or equivalent, or an advanced degree are not eligible for these awards.

INTERCOLLEGIATE ATHLETICS

West Los Angeles College is a member of the Western State Athletic Conference. Other member institutions include 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 State Conference, the California Community College Athletic Association/ Commission on Athletics (CCCAA/COA), constitution and codes govern competition and eligibility.

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

All questions pertaining to athletic eligibility should be directed to the Director of Intercollegiate Athletics, Mr Steve Aggers at (310) 287- 4513. You may also direct questions pertaining to athletic academic advising, and NCAA or NAIA rules for community college transfer students to Mr. Jawell Samilton, the West Los Angeles College Athletic Academic Counselor, at (310) 287-4273.

INTERNATIONAL STUDENTS

International F-1 Visa Students/Admissions

West Los Angeles College is an institution approved to issue certificates of eligibility (I-20) for non immigrant student status. West Los Angeles College accepts qualified international students who wish to pursue occupational, transfer, and A.A. degree curricula. Refer to Page 10 for details about admissions criteria.

Students with F-1 visa status must maintain a full time academic load of 12 or more units each Fall and Spring semester. Student services include counseling, instructional support (tutoring) and a learning skills center, a student organization and an international student club. Information is available at ***www.wlac.edu/international/f1visa.html***

INTERNATIONAL STUDENT MEDICAL INSURANCE FEE

International students attending a college in the Los Angeles Community College District under an F or M visa shall be charged a medical insurance fee equal to the cost of medical insurance purchased by the District on the student's behalf.

In exchange for the International Student Medical Insurance fee, international students will be provided with a medical insurance policy with the following minimum coverage:

1. Medical benefits of $250,000 maximum benefit, with a per incident maximum benefit of $100,000.

2. Repatriation of remains in the amount of $15,000.

3. Expenses associated with the medical evacuation of the student to his or her home country in the amount of $50,000.

4. Deductible not to exceed $500 per accident or illness. $25 co-pay for physician and urgent care visits. $100 co-pay for emergency room visits. Co-pay fees are waived if referred by the Student Heath Center.

5. The maximum out-of-pocket expense is $2,500 if out-of-network medical services are used.

PARKING

CAMPUS PARKING, TRAFFIC, AND SAFETY REGULATIONS
The maximum speed limit is eight (8) miles per hour on all parking facilities and 25 miles per hour on campus roads. All persons driving a vehicle on the campus are required to comply with the traffic laws of the State of California and the rules and regulations pursuant to Section 21113A of the California Vehicle Code. Violations of any of the regulations set forth below may result in a citation being issued.

Section 21113A. CVC grants the President of West Los Angeles College authority to regulate and impose special conditions regarding traffic and parking regulations which include the authority to have vehicles which block traffic flow and pose a safety hazard, or are abandoned with no license towed away at the owner's expense.

Vehicles parking in areas designated as tow-away zones will be towed away – no exceptions. Please check fences and curbs for tow-away signs. ALL POSTED CAMPUS TRAFFIC AND PARKING REGULATIONS WILL BE ENFORCED. Parking on campus is a privilege, and permission to park may be revoked at any time.

West Los Angeles College assumes no responsibility for damage to any motor vehicle, theft of its contents, or injury to persons operating such vehicles on or off the campus.

Students may only park in the following Parking Lots:

- South Parking Structure and its overflow lot
- Parking Lot 5 Entry on Freshman Drive

Free parking is available on Stocker Street.

METERED PARKING STALLS ARE USED PRIMARILY FOR VISITORS. STUDENTS WITH A PERMIT MAY USE THE METER, BUT THEY MUST PAY.

A VALID PERMIT MUST BE DISPLAYED AT ALL TIMES. A STUDENT'S WEST LOS ANGELES COLLEGE PARKING DECAL IS VALID AT EACH LOS ANGELES COMMUNITY COLLEGE DISTRICT CAMPUS AT WHICH THE STUDENT IS CURRENTLY ENROLLED IN CLASSES.

Student parking permits are issued in the Business Office, Building SSB, upon payment of the student parking fees.

Parking passes can be ordered online at **www.wlac.edu/BusinessOffice.**

See STUDENT FEES section in this college catalog for more details.

A two week grace period to purchase parking permits is given for the Fall/Spring semesters.

SCHOLARSHIPS

Throughout the year, West Los Angeles College receives announcements about scholarship opportunities for students. The focus of each scholarship is different; some require academic excellence, 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 the Student Activities Building (A5); the Student Services Office (SSB 440); and the Financial Aid Office (SSB 210).

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

1. **AAUW SANTA MONICA BAY BRANCH LOCAL SCHOLARSHIP FUND**
   $1000 scholarships will be awarded to women who are full-time West students, are U.S. citizens, and who reside on Los Angeles' Westside. Open to Healthcare or Education majors only. Minimum GPA is 3.0.

2. **ALBERT D. SANCHEZ SCHOLARSHIP**
   One award of $250 is granted 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.

3. **ALPHA GAMMA SIGMA (AGS) ACADEMIC AWARD**
   This $100 award is granted to an AGS student who has demonstrated outstanding scholastic achievement during the previous year. Minimum GPA is 3.5. Students may have more than 70 units completed.

4. **ALPHA GAMMA SIGMA (AGS) LEADERSHIP AWARD**
   This $100 award is granted to an AGS member who has demonstrated leadership skills for two semesters. Minimum GPA is 3.00. Students may have more than 70 units completed.

5. **ALPHA GAMMA SIGMA (AGS) SERVICE AWARD**
   This $100 award is granted to an AGS member who has shown consistent community service for two semesters. Minimum GPA is 3.00. Students may have more than 70 units completed.

6. **ANNA CHIANG COMPUTER SCIENCE TECHNOLOGY SCHOLARSHIP**
$300 scholarships will be awarded to students who have completed at least four computer science (CO SCI) courses and have passed an industry certification exam from Microsoft, CISCO, CompTIA, or CISSP within the past 2 years. Minimum GPA is 3.5 for CSIT units only. Students who have received this scholarship within 2 years will not be considered.

7. **CHARLES S. REMY JR. MEMORIAL AWARDS**
$500 scholarships are granted in honor of the first student body president of West, and are awarded to students who have exhibited outstanding leadership on campus or in the community.

8. **CHARLES S. REMY JR. MEMORIAL AWARDS**
$500 scholarships are granted in honor of the first student body president of West, and are awarded to students who have exhibited outstanding leadership on campus or in the community.

9. **CULVER MARINA BAR ASSOCIATION**
$500 scholarship given to a student studying law Related fields who is pursuing a career as a legal assistant, paralegal or lawyer. Minimum GPA is 2.0.

10. **DAVID RODRIGUEZ MEMORIAL SCHOLARSHIP**
$500 scholarships are granted in honor of the first student body president of West, and are awarded to students who have exhibited outstanding leadership on campus or in the community.

11. **DENTAL HYGIENE ALUMNI AWARD**
This $200 award is presented to the graduating student who demonstrates outstanding professionalism. The recipient will have provided compassionate and caring therapy to patients, and maintained integrity and respect in his or her relationships with patients, classmates and faculty. Minimum GPA is 3.0.

12. **DON LEIFFER AWARDS**
Awards of $500 are granted to recognize outstanding academic achievement by students representing each of the college's eleven academic divisions. Minimum GPA is 3.0. Must have completed English 101 and one speech course. Must be paid ASO member.

13. **DOROTHY C. KAHN-GALLOWAY CHILD DEVELOPMENT TEACHER'S TRAINING SCHOLARSHIP**
Applicants must have completed 15+ units in Child Development at WLAC. The purpose of this 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. Minimum GPA is 2.5.

14. **DOROTHY G. GIBSON AWARD**
This $1000 award is granted 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 a demonstrated financial need. Minimum GPA is 3.0.

15. **EDWIN & DOROTHY PACKHAM MEMORIAL AWARD**
These $200 to $400 awards are granted to students working in enterprise activities based on scholarship, educational goals, unmet financial need and service to the college community. Minimum GPA is 2.75.

16. **EUGENE PHELPS MEMORIAL ACHIEVEMENT AWARD**
This $500 award is granted in honor of Eugene N. Phelps, long-time professor of American Culture. It is awarded 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 Semester. Demonstrated community service is desirable; financial need may be a consideration. Minimum GPA is 3.25.

17. **HENRY KUBO MEMORIAL AWARD FOR EXCELLENCE IN MATHEMATICS**
This $250 award is granted annually to an outstanding student in Mathematics in honor of Henry Kubo, long time professor of Mathematics. Minimum GPA is 3.0.

18. **IRVING R. TANNENBAUM MEMORIAL AWARD**
This $250 award is granted 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. Minimum GPA is 3.0.

19. **ISABEL SHANE MEMORIAL AWARD**
One $250 award is granted 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. Minimum GPA is 3.0.

20. JAN NATHAN MEMORIAL SCHOLARSHIP
This award is granted to any student returning to college at least 15 years after high school. Minimum GPA is 2.5.

21. JOAN VAN STELLE TEACHING SCHOLARSHIPS
Two scholarships of $500 each will be granted to assist second-year students who intend to transfer to four-year colleges or universities to major in Education. Minimum GPA is 2.0.

22. LATINA LEADERSHIP NETWORK OF LACCD SCHOLARSHIP
$300 given to a female candidate who has exhibited active involvement in community service and college activities demonstrating leadership, achievement and mentorship. All majors will be considered. Minimum GPA is 2.5.

23. LYDIA VERA SORRENTO AWARD
This fund provides a $250 award for a student who achieves academic excellence in foreign languages. Minimum GPA is 3.5.

24. MALACHI & EZEKIEL SCHOLARSHIPS
Awards of $125 each will be granted to students who are single parents (male or female). Minimum GPA is 3.0.

25. MICHAEL SCHWARTZ SCHOLARSHIP
Award of $500 given to a student who has earned 10 units in Music (including Harmony in the 200 series, 4 units in Performance and 3 units in Music History). Classes in the 100 series count towards the 10 units. Minimum GPA is 3.0.

26. MATHEMATICS DEPARTMENT AWARDS
Awards of $200 each will be granted to students who have demonstrated diligence of effort. Students must have completed Math 125 or Math 128, or be enrolled in Math 200 or higher. Minimum GPA is 2.0.

27. MORRIS J. HELDMAN CHEMISTRY AWARD
This $250 award, in memory of West's Founding President. Student must have completed at least 15 units prior to the Spring Semester at WLAC. Must have completed or be currently enrolled in Chemistry 2. Minimum GPA is 3.0.

28. PRESIDENT "Q" AWARD
This $500 scholarship is awarded to a student who has exemplified the qualities of strength of character, leadership and concern for fellow students. Students must also demonstrate creativity and community service. Minimum GPA is 2.5.

29. RABBI SIDNEY J. JACOBS MEMORIAL SCHOLARSHIP
This $200 scholarship is awarded to a student who volunteers time helping people, animals or the environment. Students should be able to provide documentation of community service. Minimum GPA is 3.5.

30. ROBERT LENCH HONORS MEMORIAL SCHOLARSHIP
One award of $1000. Completion of at least 18 units In the Honors Program. This scholarship provides the student with assistance to complete his or her baccalaureate degree. Minimum GPA is 3.5.

31. SELMA MORLEY MEMORIAL ANTHROPOLOGY AWARD
This $300 scholarship is awarded to a student who has shown interest in the topic as determined by course instructor, and is a former or current member of the Anthropology Club. Minimum GPA is 3.0.

32. WLAC ALUMNI SCHOLARSHIP
This award of $200 is granted to a student who participates in campus activities and demonstrates leadership qualities. Minimum GPA is 2.5.

33. WLAC FACULTY/ACADEMIC SENATE SCHOLARSHIP
Three scholarships of $300 is awarded to a students who has completed at least 24 units and is on a transfer track to a four-year college or university. The student must demonstrate leadership skills or involvement in school government, community, or extracurricular activities. Minimum GPA is 3.5.

34. WLAC FALL FEST VENDORS AWARD
This $100-$200 award is granted to any student returning to college at least 15 years after high school; who is enrolled for two semesters in a Business or Liberal Arts major; has a minimum GPA of 2.5; and has completed 35 units but less than 60 units. Minimum GPA is 2.5.

35. WLAC FOUNDATION SCHOLARSHIPS
Awards of $1000 and $2000 are granted to students of any major who have completed at least 45 units at WLAC and have demonstrated excellence in the classroom. Minimum GPA is 3.75.

36. WLAC "OUTSTANDING ATHLETE" AWARD
$200 awards, one to a male and one to a female, are given to scholar athletes who have demonstrated outstanding leadership on and off the playing surface and have completed a minimum of 36 units. Minimum GPA is 3.0.

TRANSFER CENTER

Building SSB | (310) 287- 4353
Monday – Thursday: 8:30am - 5:00pm
Friday 8:30am - 1:00pm

Helen P. Young
Director of Transfer Center & Honors Program
(310) 287-4289

Andrea Frederic
Transfer Honors Counselor | (310) 287-4260

Darrell Roberson
Student Services Assistant | (310) 287-4542

The West Los Angeles College Transfer Center is a valuable resource for students interested in a four year university. It is a place to relax and interact with other students who have similar goals. Staff and student workers are available to assist you regarding the transfer process. UCLA peer advisors share transfer experiences, providing motivation and encouragement. Students can meet with university representatives who can answer questions and provide information to increase transfer success. Students can browse through literature and computer programs for transfer and career exploration. The Transfer Center is your connection to your future.

Resources available include:

- Brochures, catalogs and other material outlining universities and transfer requirements.
- Opportunities to have one-on-one advising sessions with university representatives.
- Access to computer-based programs such as EUREKA to explore career and transfer options.
- Computer workstations provide students access to online transfer applications, transfer eChat and other transfer information
- Transfer fair highlighting the UC/CSU system as well as private and out of state universities.
- Transfer Preparedness Workshops facilitated by Counseling staff.
- Field Trips to 4-year colleges and universities.

The goal of the transfer center is to engage students in the transfer process; therefore producing a successful transfer student.

TRANSFER HONORS PROGRAM

See Honors Section on Page 29.

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 Admissions Office, Building SSB, and provides information and services for all veterans.

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 a 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. Completing the appropriate form or giving written notice to the Admissions Office represents official withdrawal from a class.

Selective Service

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

ACCELERATED COLLEGE TRANSFER (ACT)

The Accelerated College Transfer (ACT) program is a two-year sequence of coursework designed for the highly motivated student who is interested in a non-traditional pathway to degree completion and/or transfer. The ACT program offers multiple two-year pathways to complete the following Associate of Arts degrees while simultaneously fulfilling IGETC requirements for transfer to UC and CSU campuses:

- **Business Administration**
- **Liberal Arts and Sciences: Arts & Humanities**
- **Liberal Arts and Sciences: Behavioral and Social Sciences**
- **Liberal Arts and Sciences: Health Professions**
- **Liberal Arts and Sciences: Math, Science and Computer Science**

The ACT program also offers pathways for vocational training:

- **Certificate of Achievement in Real Estate**

- **Prerequisite coursework for West's Dental Hygiene program**
  *NOTE: Completion of prerequisite coursework does not guarantee admission into the WLAC Dental Hygiene program. Please visit **www.wlac.edu/alliedhealth/dental/**, or contact the Allied Health division at (310) 287- 4457, for additional information regarding admission requirements.*

The ACT program features hybrid (classroom-based and online instruction) in 8-week sessions to offer flexible degree and certificate pathways for individuals with demanding schedules that conflict with traditional weekday course offerings*. The two-year pathways also include fully online courses to enable students to complete 15+ units in any given semester. The mixed format of the ACT program grants students the flexibility to complete entire degree/certificate programs during evenings, on the weekend, and online! Please visit the website at ***www.wlac.edu/act*** for details.

** Some courses (including Math) are scheduled fully online for 16 weeks. Science courses with lab components are scheduled as fully classroom-based for 16 weeks.*

BOOKSTORE

The Bookstore offers a variety of services to students, faculty and staff at West Los Angeles College. It is open five days a week, Monday through Thursday from 9:30am- 7:00pm and Friday 9:30am- 2:00pm. Hours of operation may vary at the beginning of semesters and during semester breaks.

The Bookstore sells textbooks and supplies, college and Wildcats logo merchandise, study aids and computer software. The Bookstore recently launched a textbook rental program which saves students an average of 60% or more off the new textbook purchase price. The store also operates the PAWS 4 Snacks & Stuff convenience store which stocks a wide variety of snacks and beverages.

The Bookstore buys back used books during the last week of final exams in the Fall and Spring terms. The Bookstore telephone number is (310) 287-4560. Additional information on the Bookstore and services provided can be found at www.wlac.edu/bookstore/ .

COMPUTER SCIENCE AND APPLICATIONS DIVISION COMPUTER CENTER

The Computer Science Information Technology (CSIT) department provides a number of computer labs in order to support the various instructional programs. Labs, in general, are organized by curriculum or training program.

Primary labs includes; a CISCO/VMware lab (25 workstations), a Linux lab (30 workstations) supporting the cloud computing and virtualization curriculum, three general purpose computing labs consisting of approximately 130 computers. The general purpose labs support our programming, web design & development, Microsoft system & application, and Oracle database courses.

Students also have access to a general purpose lab that provides access to a wide range of software resources including; Microsoft Office, Microsoft Visual Studio, Adobe Web Premium, Legal Solutions Plus, WordPerfect, and SharePoint. Lab computers generally run the latest Microsoft operating system version.

Apple computers are available, as well. Students have access to Mac minis, iMac's, and Mac Pro's.

Labs and classroom resources are often provided through one of many industry alliances established by the CSIT department. Key academic alliances

are with Microsoft, CISCO, VMware (virtualization), EMC (information storage), Oracle (Database), Apple (Apple University Alliance) and CompTIA (Computer A+ Security+ certification). Through these alliances students and faculty have access to software and training resources free of charge or at significant discounts.

See the department website at **www.wlac.edu/csit/index.html** for the CE-101 Computer Lab hours. Students not enrolled in Computer Science or Computer Applications classes may use the open computer lab in the Heldman Learning Resource Center (HLRC).

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 online and hybrid classes that provide flexibility in scheduling and the ability to study when it is convenient for you. Online and hybrid classes feature the same content and offer the same transferability as on-campus classes. For transferability information, check out the "Hybrid and Online Classes" section of the current Schedule of Classes or visit the West Los Angeles College Distance Learning Program web site at www.wlac.edu/online.

Online classes 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 up-to-date computer with Internet access. Students are also welcome to access online classes using the Library Instructional Research Lab (LIRL) on the 2nd floor of the Library. Hybrid classes have an on-campus requirement; see the current Schedule of Classes or visit the Distance Learning Program web site at http://www.wlac.edu/online for specific course requirements.

Please visit www.wlac.edu/online for a list of current hybrid and online class offerings, online student services and more. For questions, or to request additional information, contact Eric Ichon, Dean of Distance Learning & Instructional Technology, at (310) 287-4305 or by email at ichone@wlac.edu.

Degrees Available Completely Online

- Accounting
- Anthropology
- Business
- Business Administration
- Computer Network and Security Management Option
- Computer Science Information Technology
- English
- Fire Technology
- Liberal Arts
- Marketing
- Real Estate

Degrees Available Primarily Online

- Administration of Justice
- Child Development
- Computer Application and Office Technologies
- Computer Web Support / Database Administration
- Economics
- History
- Hospitality
- Management – Small Business
- Philosophy
- Political Science
- Spanish
- Travel

Certificates of Achievement Available Completely Online

- Computer Network and Information System Security
- Computer Network Management
- Computer Science Information Technology
- Computer Web Support and Administration
- Fire Technology
- Hotel Front Desk and Back Office Operations

Certificates of Achievement Available Primarily Online

- Business Application and Database Management
- Child Development
- Computer Web Support & Database Administration
- Event and Convention Planning
- Hospitality
- Hotel Sales and Marketing
- Management – Small Business

Skill Certificates Available Completely Online

- Accounting
- Basic & Advanced Travel
- Business
- Child Development – Administration and Supervision of Early Childhood Programs
- Child Development – Health, Nutrition, Safety and Food Sanitation of Early Childhood Programs
- Computer Applications and Office Technologies
- Computer Network Management
- Computer Network Security
- Computer Network and Security Management
- Entrepreneurship
- Fire Technology
- Jewish Studies
- Real Estate

Skill Certificates Available Primarily Online

Child Development – Observation, Assessment, and Guidance in Early Childhood Programs
Director/Private Pre-School
Teacher/Private Pre-School

FOOD SERVICE

Café West, operated by Lovebirds award-winning Lovebirds Café & Bakery offers affordable in-door, out-door and to-go dining for students, faculty, staff and guests throughout the year. Chinese, Italian and Mexican entrees are available in addition to burgers and fries, salads and deli sandwiches. Pastries and a breakfast menu are also offered.

When classes are in session, the café is typically open from 7:00am - 9:00pm, Monday - Thursday and 8:00am - 2:00pm, Friday and Saturday.

In addition, the Bookstore provides a wide variety of hot and cold "grab and go" food and beverages. The PAWS convenience store also offers an assortment of snacks and beverages for students on the go.

HOUSING

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

JUMPSTART PROGRAM

JUMPSTART provides high school students the opportunity to earn transferable college credits, begin preparing for a career, and earn credits toward high school graduation through participation in a supportive academic experience.

Students may enroll in college level classes offered at West or in specifically designated courses offered at their high school.

Students must obtain written permission from their parents and high school counselors to participate in JUMPSTART.

For more information, please visit ***www.wlac.edu/highschool*** or call (310) 287-4451.

LIBRARY AND LEARNING RESOURCES

The Library and Learning Resources Division actively seeks to help students in achieving their ultimate educational goal: academic success. Thus, it seeks to accommodate and to support the variety of learning styles that students develop to achieve that success. A student, for example, may want to study either alone or in a group; accomplish research in the traditional method or learn about new online methods of research; polish basic skills in English or Math or supplement subject-content courses (e.g., Chemistry, Foreign Language, History, Political Science) in a computer-assisted instructional environment; or seek tutorial assistance. Any student can accomplish any combination of these modes of learning in the Division of Library and Learning Resources.

The Division consists of two departments: the Library, and the Learning Center. The Division occupies the Heldman Learning Resource Center (HRLC) building. The Library is located on the 2nd and 3rd floors, and the Learning Center is located on the ground level.

Free Wi-Fi access is available to all West students and staff. Wi-Fi access points are strategically located throughout the Library building to allow Internet access anywhere within the building.

Operational hours vary from semester to semester, so please contact the Library Circulation Counter (x4408), Learning Center (x4404), Reference Desk (x4269), or visit the Divisional web site ***www.wlac.edu/library*** for current information.

LIBRARY

24/7 Online Reference Services

West Los Angeles College Library offers 24/7 online live chat reference services to answer research question 24 hours a day, 7 days a week.

Audio-Visual and Multimedia Services

Library staff will assist faculty and students to access and use the audio-visual & multimedia resources in the Library.

Book Collection and Other Library Resources

The library collection consists of approximately 67,000 print titles and two e-book collections of approximately 15,000 titles. Most of the print titles are available for general circulation. Others are held either in Reference or on Reserve. Print sources include books, monographs, government documents, maps, encyclopedias, dictionaries, and legal materials. Other hardcopy resources include a collection of serials or periodicals of approximately 70 titles. The Library also maintains an instructional media collection of DVDs, video tapes, CDs, and audio recordings. Remote access is provided for all electronic resources, including several periodical and reference databases.

Information Competency (IC)

According to the American Library Association, Information Competency "is a set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information." The UCs, CSUs, and the Academic Senate of the Community Colleges of California, among others nationwide, all endorse information competency as a priority for college students. The Western Association of Schools and Colleges names information literacy, among other priority competencies, specifically in their Handbook of Accreditation:

Baccalaureate programs ensure the development of core learning abilities and competencies including, but not limited to, college-level written and oral communication; college-level quantitative skills; information literacy; and the habit of critical analysis of data and argument.

To address this core competency the Library provides Library Science courses and orientations. Students participate in a teacher-sponsored class-orientation. More ambitious students may want to undertake one of the for-credit Library Science courses, many transferable to CSU and/or UC. Please consult the current Schedule of Classes for the Library Science courses.

Library Lab and Classroom

Library Science courses are taught online, and the workshops are conducted in the Library Internet Research Classroom (LIRC -- HLRC 218). All of the Library's online resources are available in LIRC for students undertaking Library Science coursework or other formal instruction in information competency.

These resources are also available at the larger Library Instructional Research Lab (LIRL) which is the school's college-wide computer lab. Both PC and Mac computers are available at LIRL. Together LIRC and LIRL provide over 150 student computers, offering access to the online catalog, periodical and research databases, the Internet, and selected Microsoft applications.

Reference and Circulation Services

The Reference Desk is staffed by librarians who respond to all research and reference queries, assisting students with effective strategies to obtain information. Instructional and bibliographical aids are available in print and on the library web site. At the Circulation Counter, books, textbook reserves, periodicals, and other materials may be checked out for prescribed periods of time.

LEARNING CENTER

Learning Skills

The Library and Learning Resources Division offers Learning Skills classes that address basic skills in language acquisition and mathematics and provide support for other subject area courses. Learning Skills courses are offered via computer-assisted instruction in an open-classroom laboratory environment, as well as via traditional in-class instruction. Basic skills courses include classes on language acquisition (grammar, vocabulary, reading fundamentals, essay writing) and mathematics (basic math to intermediate algebra). Other Learning Skills courses support and foster student success in such subjects as Chemistry, and Political Science. Learning Skills courses can also assist students in studying for the math, reading, and essay assessment exams for nursing programs, GED and CBEST. Students enroll in one-half or one unit open entry/open-exit, self-paced, individualized courses.

Tutorial Services

A campus-wide, free Tutorial Services Program provides assistance in many subjects. Tutoring is provided only for courses taught at West Los Angeles College. Peer tutoring is available on a drop-in basis; arrangements may be made for group tutoring. Please consult the current tutoring schedule for availability of tutors and times.

Learning Center

Located on the first floor of the HLRC, the Learning Center provides an active learning center. It includes computer-assisted instruction facilitated by Learning Skills staff, as well as peer and group tutoring. Included in the Learning Center are the Language Lab and the Writing Lab. Hours of operation vary from semester to semester, please contact extension 4404, or visit the library web site.

Joyce Jaffe Writing Lab

The Writing Lab services are available on a drop-in basis to any student wanting help with organizing, developing, writing, and revising class papers for courses at West Los Angeles College (e.g., English, Health, Psychology) and with preparing essays for scholarship and transfer applications.

Language Lab

Foreign language lab courses are held in the foreign language lab. Students use interactive multimedia computer tutorials to enhance listening, reading, and writing skills in a foreign language. The lab activities allow the students to review, drill, and master vocabulary and grammar material presented in the lecture course. Foreign language video, audio-cassettes and software keyed to the textbook are available for lab use only. Students taking Spanish online should take the lab course offered online.

SHERIFF'S SERVICES

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

The Sheriff's Department is located in Building C-3 on Freshman Drive by Lot 5. The College Sheriffs are on campus 24 hours each day throughout the year. The Sheriff's Department handles criminal complaints and personal injuries. The Sheriffs also handle lost and found property and general assistance relating to the campus. The telephone number for the Sherriff's Department is (310) 287-4314.

For information on the Clery Act Information, go to: www.wlac.edu/sheriff/sheriff3.htm.

General Regulations on Driving and Parking

1. The person in whose name the vehicle is registered will be held responsible for any violations involving the vehicle.
2. Yield the right of way to pedestrians at all times.
3. Driving or parking a vehicle on pedestrian paths, sidewalks, or safety zones is prohibited. All violators will be cited.
4. Curbs painted red indicate NO PARKING zones. Curbs painted yellow indicate loading and unloading zones for passengers and business deliveries. Curbs painted green indicate "special parking" or limited parking time. Curbs painted blue indicate handicapped parking by Special Permit obtained from Special Services. Student parking is not permitted in Staff/Faculty lots without a Special Permit. Parking in red and yellow zones, loading docks, entrances to buildings and driveways constitutes illegal parking.
5. No vehicle shall back into a stall. Vehicles must park clearly within marked stalls. Failure to do so will constitute illegal parking.
6. The responsibility of finding a legal parking space rests with the motor vehicle operator. LACK OF SPACE IS NOT CONSIDERED A VALID EXCUSE FOR VIOLATION OF THESE REGULATIONS.
7. Any area on campus that has been closed off by barricades or other traffic control devices shall not be entered by any vehicle.
8. Motorcycles, motor-scooters and motorized bicycles may not be parked in bicycle racks nor may they be driven on sidewalks or pedestrian paths. Motorcycles, motor scooters and motorized bicycles must park in motorcycle areas of lot No. 1 or 7. MOTORCYCLES ARE NOT PERMITTED ON INNER CAMPUS ROADWAYS.
9. Always lock your car and set brakes when parking.
10. If you feel you have received a parking citation in error, see the College Sheriff between the hours of 7:00 a.m. - 9:00 p.m., Monday – Thursday and 8a.m.-4p.m., Friday –Saturday (excluding holidays). Sheriff's Office open 24 hours. For emergency calls: (310)287-4314, or (310)287-4315.

Bicycle Safety Rules

1. Bicycle racks are provided at various locations on campus. Lock your bicycle to the rack with a sturdy chain to help prevent theft.
2. No bicycle riding is permitted on sidewalks adjacent to classrooms or under arcades.
3. No bicycles are permitted in classrooms, library, gyms, or other school facilities.
4. If bicycles are chained to poles outside classrooms they must be parked so as not to obstruct sidewalks.
5. Ride with the traffic, obeying all traffic rules as you would on a public highway as per Section 21200 of the California Vehicle Code.
6. It is your responsibility to watch out for pedestrians. Exercise caution on the inner campus and walk your bike during heavily congested periods.
7. Riding on grass is prohibited.

Roller-skates, in-line skates and skateboards are not permitted on campus.

Dogs are not permitted on campus.

Except for seeing eye dogs.

Access to campus is limited on weekends and at night. The campus is closed from 11:00 p.m. to 6:00 a.m. Monday-Thursday, 6:00 p.m. to 6:00 a.m. Friday-Saturday, closed on Sunday.

Non-District Sponsored Transportation

Some classes may be conducted off campus. Unless you are specifically advised otherwise, you are responsible for arranging for your own transportation to and from the class site. Although the District may assist in coordinating the transportation and/or recommend travel times, route or caravanning, be advised that the District assumes no liability or responsibility for the transportation and any person driving a personal vehicle who is not an agent of the District.

WESTSIDE EXTENSION
(West 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 taken for career development, personal growth or simply enjoyment, and there are usually 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.

The office is located in Parking Lot 5. See the web site for office hours, as they vary throughout the year.

You can view Westside Extension's offerings at **http://westside.wlac.edu**, contact them by emailing westside@wlac.edu or calling 310-287-4475.

WORKFORCE DEVELOPMENT CENTER

CalWORKs and TRiO Programs

The Workforce Development Center (WDC) administers the CalWORKs/TANF program that supports GAIN participants attending the college. Supportive services such as advisement, workshops, work study, and job placement are provided.

The WDC also includes a TRiO cluster of programs serving students from middle school, high school (Talent Search and Upward Bound), and community college (Educational Opportunity Center and Student Support Services). The TRiO programs provide experiences such as visits to college and university campuses, cultural events, counseling, tutoring, and assistance with financial aid, career counseling, and job placement. Programs also assist students with test performance on the ACT and SAT examinations.

The WDC includes job placement services to assist students with internships, part and full-time jobs, job counseling, resume assistance, and interview preparation.

The Workforce Development Center can be reached at (310) 287-4261.

RULES, REGULATIONS & POLICIES

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

All persons shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation. All persons shall respect and obey the rules, regulations and policies of the Los Angeles Community College District.

Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's status as student, faculty, staff or visitor. Violations of such rules and regulations include, but are not limited to, the following:

Article VIII - Conduct on Campus

Board Rule 9803.10 Willful Disobedience
Willful disobedience to directions of College officials acting in the performance of their duties.

Board Rule 9803.11 Violation of College Rules and Regulations
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
Dishonesty, such as cheating, or knowingly furnishing false information to the College.

Board Rule 9803.13 Unauthorized Entry
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 Disruption of Classes
Obstruction or disruption of classes, administration, disciplinary procedures, or authorized College activities.
Board Rule 9803.16 Theft of or Damage to Property
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 of the Los Angeles Community Colleges by loud or unusual noise or any threat, challenge to 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
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:

A. opiates, opium and opium derivatives

B. mescaline

C. hallucinogenic substances

D. peyote

E. marijuana

F. stimulants and depressants

G. 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 9803.21 Discriminatory Behavior
Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veterans status.

Board Rule 9803.22 Unlawful Assembly
Any assemblage of two or more persons to 1) do an unlawful act, or 2) do a lawful act in a violent, boisterous or tumultuous manner.

Board Rule 9803.23 Conspiring to Perform Illegal Acts
Any agreement between two or more persons to perform illegal acts.

Board Rule 9803.24 Threatening Behavior
A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.

Board Rule 9803.25 Disorderly Conduct
Conduct that may be considered disorderly includes: lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding or inciting another person to breach the peace of college premises or functions.

Board Rule 9803.26 Theft or Abuse of Computer Resources

Theft or abuse of computer resources including but not limited to:

A. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.

B. Unauthorized transfer of a file.

C. Unauthorized use of another individual's identification and password.

D. Use of computing facilities to interfere with the work of a student, faculty member or College official, or to alter College or District records.

E. Use of unlicensed software.

F. Unauthorized copying of software.

G. Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.

H. Use of computing facilities to interfere with the regular operation of the College or District computing system.

Board Rule 9803.27 Performance of an Illegal Act
Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District-sponsored event, which is prohibited by local, State, or federal law.

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 Conduct (see above).

The District has adopted Board Rule 91101, Student Discipline Procedures, to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Conduct. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established Standards of 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.

Article IX - Freedom Of Speech

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 9902.10
RESPONSIBILITIES OF PERSONS USING FREE SPEECH AREAS. All persons using the Free Speech Area of a college are expected to monitor the content of their speech such that the expression (1) is not obscene, libelous or slanderous according to current legal standards, (2) does not create a clear and present danger of the commission of unlawful acts on community college premises, (3) is not violative of lawful community college regulations, or (4) does not substantially disrupt the orderly operation of the college. Any person who is found to have expressed speech in violation of this section may be subject to the sanctions applicable respectively to students, staff, faculty or visitors.

Board Rule 9902.11
DISTRIBUTION OF MATERIALS. Persons using a Free Speech Area shall be allowed to distribute petitions, circulars, leaflets, newspapers, miscellaneous printed matter and other materials, subject to the following restrictions:

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 passersby, nor shall they force or coerce passersby into taking the proffered material.

Board Rule 9902.12
FORMS OF SPEECH. Persons using a Free Speech Area shall be entitled to exercise their speech privileges in any manner which does not violate the rules of conduct set forth in Article VIII or in this Article, including but not limited to the use of printed materials and the wearing of buttons, badges or other insignia, except that:

A. No means of amplification may be used, electronic or otherwise, which creates any noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at the time;

B. No person using the Free Speech Area shall physically touch, strike or impede the progress of passersby, except for incidental or accidental contact, or initiation of such contact by a passerby;

C. No person using the Free Speech Area shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he/she is using the Free Speech Area on behalf of and collecting funds for an organization which is registered with the secretary of state as a nonprofit corporation, or is an approved Associated Students Organization or Club.

TIME ALLOTMENTS FOR SPEECH. The president of each college or his/her representative may set reasonable time restrictions on the use of Free Speech Areas, in order to ensure that all persons are given equal access to the use of the Free Speech Area. The times at which the Free Speech Area may be used shall be subject to reasonable campus regulations.

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
BULLETIN BOARDS. Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. The location and number of such bulletin boards shall be determined by the college president or his/her representative.

Each college may have bulletin boards. The use of the bulletin boards shall be open to use only by students or recognized student organizations and shall be based on a first-come, first-served basis.

Posting of materials on bulletin boards shall be subject to the limitations concerning the manner of exercising students' rights of free expression in Free Speech Areas pursuant to Section 9902.10.

All materials displayed shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the college president's designee.

The president of each college shall prescribe reasonable lengths of time during which such printed material may be posted on the bulletin boards with the object of assuring fair access to the bulletin boards for all students.

Board Rule 9903.11
POSTING AREAS. The president of each college, or his/her representative, may designate areas other than the bulletin boards for display of materials.

STUDENT USE OF AREAS NOT DESIGNATED FOR FREE SPEECH ACTIVITIES. Student use of classrooms, rooms, buildings, facilities and grounds not designated as Free Speech Areas or otherwise designated for student free speech exercises in accordance with this Article shall be governed by the rules and regulations established pursuant to Article X, relating to student activities and events.

Board Rule 9905
VISITOR 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.

Article X - Events And Activities of Students And Student Groups

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 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 the campus Counseling Office or the Student Health Center 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 instructor 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.

STUDENT DISCIPLINE PROCEDURES

Violation of the above Board Rules 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 PROCEDURE

The purpose of the student grievance procedure is to provide a prompt and equitable means of resolving student grievances. The procedure 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.

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 certificates, 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.***

Section 76224(a) provides:
"When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final."

Before filing a grievance, each student with a complaint should 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 should 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 member, the student should contact the person's immediate supervisor or manager.

STUDENT RESPONSIBILITY

The college believes that education requires the concentrated effort of both the instructor 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 or her courses. This would include regular and prompt attendance, adequate study time, and careful adherence to the specific course work requested by the instructor.

ACADEMIC POLICIES

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. This includes enrollment at other LACCD campuses. 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.

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

Unit Minimum: A student must be enrolled in at least one course per term.

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.

Note: *Students are responsible for officially dropping a class that they stop attending. See "Adding/Dropping/ Section Transfer of Classes" below.*

Auditing

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

1. Single audit classes require a fee of $15 per unit. There is no withdrawal from an audit or refund of the audit fee.

2. Students who are enrolled in ten units of credit or more may audit up to three units without charge. There is no withdrawal from an audit or refund of the audit fee.

3. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course.

4. Priority in class enrollment shall be given to students desiring to take the course for credit.

5. Permission to enroll in a class on an audit basis is at the instructor's discretion.

6. 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. (*Board Rule 6706.00*)

7. Financial Aid may not waive any fees for audited courses.

Concurrent Enrollment

A student may simultaneously enroll at both West Los Angeles College (West) and a high school or another college.

The following, however, are not permitted:

- Concurrent enrollment in more than one section of the same course during a semester, with the exception of certain Physical Education classes on a limited basis.

- Enrolling in classes scheduled or conducted during overlapping times.

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

A limited number of eligible elementary and secondary school students (grades K-12) may be admitted as special part-time students. These students will be admitted for the purpose of enrolling in advanced scholastic or vocational work at the college, under the provisions of Education Code sections 48800, 48800.5 and 76001. Students admitted under the provisions of this regulation are expected to follow the regulations and procedures established for all college students.

Special part-time students:

- Will submit the "Supplemental Application for Admission for Students in Grades K-12" and additional documents requested by Admissions & Records prior to enrollment.

- Will not exceed 11 units per semester across the Los Angeles Community College District. Exceeding the enrollment limit forfeits special part-time status and will result in tuition fees for all units taken.

The Los Angeles Community College District and its colleges are not responsible for the supervision of minor students outside of the classroom setting. Special part-time admits will not be afforded any special consideration or supervision as a result of their special admission status.

Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes, and if or when a class is cancelled and/or dismissed early.

Parents or guardians will not have access to a student's records (including grades and transcripts) without the student's written consent, the student's minor status notwithstanding.

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 Office 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/DROPPING/SECTION TRANSFER OF CLASSES

Adding Classes

Only students who have been admitted to the college and are in approved active status may add or attend classes. Students who want to add a course after the end of the first week of class must obtain an add permit from the instructor.

Dropping Classes

Students wanting to drop one or more classes must do so through the Student Information System (SIS) at ***www.wlac.edu***.

Please refer to the current schedule of classes for semester drop date deadlines.

A grade (A, B, C, D, F, P, INC, or NP) will be assigned to students who are enrolled past the end of the 14th week, even if they stop attending class, except in cases with 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 appropriate faculty.

Section Transfer

Students may transfer from one section of a class to another section of the same class in the same semester with the approval of the instructor of the class being transferred to in addition, the class must have the same start and end dates.

Withdrawal from the College

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

Official withdrawal requires that a student drop one or more classes through the online Student Information System (SIS) at **www.wlac.edu**. A student who does not comply with these requirements may receive failing grades. See the College Calendar in the current schedule of classes for the deadlines for withdrawal. Information on class withdrawal policy is included under "Grading Symbols and Definitions Policy" below.

Please see "Limit of 3 Attempts" course repetition policy on page 48.

COURSE FOR PREREQUISITES

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

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

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

TRANSFER CREDIT POLICY

Transfer credit for lower division courses taken at regionally accredited institutions of higher education in the United States is accepted toward Associate Degrees or Certificates. Students must provide official transcripts. Please have your school(s) mail them directly to our Graduation Office.

CREDIT BY EXAMINATION

Students may receive credit for courses (on 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 Admissions Office. The petition to receive credit by examination must be approved by the subject's department chairperson. (Board Rule 6704)

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 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 (*Board Rule 6704)*.

Approved Credit by Examination Courses:

Allied Health Division
- Dental Hygiene 103
- All Health Occupations
- All Pharmacy Technician

Aviation Maintenance
- (*Limited - must meet FAA rules*)

Behavioral and Social Sciences Division
- Administration of Justice 1, 2, 3, 4, 5, 6, 7, 8, 14, 15, 67, 75, 98, 101
- Anthropology 101, 102

Business Division
- Business 1, 38
- Law 1
- Real Estate 1, 3, 5, 7, 9, 21

Humanities and Fine Arts Division
- Architecture 161, 162, 172, 173, 180, 201, 202
- Art 101, 102
- Foreign Language
- Humanities 1
- Music 101, 201, 211, and 321
- Philosophy 1

Science Division
- Astronomy 1
- Biology 3A
- Environmental Science 1 and 2
- Geology 1
- Oceanography 1

Limitations 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 (Board Rule 6704.10). The same 15-unit maximum applies toward meeting graduation requirements (Board Rule 6704.11). Units for which credit is given pursuant to the provision of this section shall not apply toward the 12 units of residence (Board Rule 6704.12). No more than one challenge per course will be permitted.

The student's record shall be annotated "Credit by Examination", and Credit by Examination grades shall be entered on the student's record as "P" for passing and "NP" for not passing (Board Rule 6704.13). A student who does not pass the exam for a course may not repeat the exam. (Board Rule 6704.14). Students may need to enroll in a special Credit by Exam course to obtain credit, and students will be responsible for any tuition fees.

Credits acquired by examination are not applicable to meeting such unit load requirements as selective service deferment, veterans, or Social Security benefits.

COURSE REPETITION

Dropping / Withdrawing & Repeating Classes

Limit of 3 Attempts -- Effective July 2012, Title V regulations limit the number of times a student can enroll in a non-repeatable credit course to three (3) attempts. Opting for a "W" in a class or earning a grade of "D" or "F" all count as attempts. If a class is dropped prior to the "No Penalty" withdrawal date so that no "W" is received, it will NOT count as an attempt at the class.

For more information on this policy, exceptions, and how to petition, visit www.WLAC.edu/admissions/policies.html. The web page also addresses making wise class selections and deciding when and whether to drop a class.

Dropping Classes

Students should use the online Student Information System to drop a class or classes they no longer plan to attend. Students should write down the confirmation number for their records or print it. It is the students' responsibility to drop a class. Failure to drop a class in a timely manner may result in a "W" or an "F" on your academic record. You may also be held accountable for payment of all fees whether you attend or do not attend class. Deadlines for dropping a class with no "W" or with a "W" are published in the class schedule every semester and online at www.wlac.edu.

Repeating Classes

If you are enrolling in a class in Music, Art, Dance Techniques, Physical Education (Kinesiology) or Theater, please read this first!

Course Families

Effective Fall 2013, students enrolled in 'active participation courses' in physical education, visual arts or performing arts are limited to 4 enrollments per 'family'. Failures and withdrawals all count as enrollments.

If you are a student enrolling in classes in one of these areas, please check the academic department website at **http://www.wlac.edu/academics/index.html** for updates on which restrictions apply to courses in your area.

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.

To Improve Substandard Grades

Students may repeat coursework in which substandard grades ("D," "F," or "NP") were awarded in the District. 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 the provisions of Board Rule 6704 (Credit by Examination) may not be used to remove a substandard grade.

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 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 are met:

   A. Complete a minimum of 12 units at West Los Angeles College.
   B. Are currently enrolled.
   C. Serve 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.

CREDIT FOR COURSES TAKEN AT INSTITUTIONS OF HIGHER LEARNING OUTSIDE THE US

1. After completion of 12 units within the Los Angeles Community College District with a "C" (2.0) or higher grade point average, students may submit a petition to have course work completed at institutions of higher education outside the United States accepted by the college.

2. A maximum of the equivalent of 30 semester units may be accepted for course work completed at an institution of higher education outside the United States.

3. Students petitioning for credit must provide an evaluation of their transcripts completed by an independent transcript evaluation service** approved by the California Commission on Teacher Credentialing. **NOTE: Please see the Evaluation Office in Admissions and Records for a list of approved agencies.

4. Course descriptions along with topics covered, hours, and prerequisites, if applicable, must also be included.

5. If course equivalency is granted, the courses shall be used for all degrees and certificates awarded by colleges in the LACCD, except that:
   A. No course taken outside the US may be used to satisfy the Associate Degree's Reading and Written Expression or Oral Communication Requirement.
   B. No course taken at institutions of higher learning outside the US may be used to satisfy Associate Degree's American Institutions requirement.
   C. In cases where course credit is not granted for the Written Expression, Oral Communication, or American Institutions requirements may petition to receive elective credit.

This evaluation is only valid in the Los Angeles Community College District and may not necessarily meet the requirements of other colleges and universities. Those wishing to transfer should consult with their prospective transfer institution.

CATALOG RIGHTS

A student remaining in continuous attendance in the Los Angeles Community College District may elect to satisfy the degree, certificate or graduation requirements in effect at the college from which the student will either earn his/her degree, certificate or graduate:

1. at the time the student began such attendance at the college, or

2. at the time of graduation.

The college may develop a policy to:

1. authorize or require substitutions for discontinued courses; or

2. require a student changing his/her major to complete the major requirements in effect at the time of the change;

3. allow students to select an intervening catalog in years between time student began continuous attendance and time of graduation.

This policy does not apply to college programs which are governed or regulated by outside government agencies or which require licensure or certification through one of these agencies.

CONTINUOUS ATTENDANCE
"Continuous attendance" means no more than one semester absence within a school year, excluding Summer Sessions and Winter Intersession. Students granted a "military withdrawal" under the provisions of Board Rule 6701.10, will be considered to be in "continuous attendance" for their required period of military service.

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 Procedure" under the "Student Conduct" section.

GRADING SYMBOLS AND DEFINITIONS POLICY

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, certificate, or license.

Grades shall be averaged on the basis of point equivalencies to determine a student's Grade Point Average (GPA), using the following evaluative symbols:

SYMBOL	DEFINITION	GRADE POINT
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Passing (*Less than Satisfactory*)	1.00
F	Failing	0.00
P	Pass (*At least satisfactory - units not counted in GPA*)	0.00
NP	No Pass (*Less than satisfactory - units not counted in GPA*)	0.00

(*P and NP grades may be given only in courses authorized by the District, Pass/No Pass Option and Credit by Examination Policies.*)

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

"INC" Incomplete

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 or 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 he or she 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 2 weeks 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, 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 or 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.

PASS/NO PASS OPTION

The college president may designate courses in the college catalog wherein all students are evaluated on a "Pass/No Pass" 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 "Pass/No Pass" or a letter grade. These courses will be noted in the college catalog as being eligible for the Pass/ No Pass option.

1. **USAGE FOR A SINGLE PERFORMANCE STANDARD** The Pass/No Pass 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 Pass (P) shall be assigned for meeting that standard, and a grade of No Pass (NP) shall be assigned for failure to do so.

2. **ACCEPTANCE OF CREDITS**
   All units earned on a "Pass/No Pass" basis at 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 "Pass/No Pass" 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 Pass" (NP) grade.

4. **GRADE POINT CALCULATION**
   Units earned on a "Pass/No Pass" basis shall not be used to calculate grade point averages. However, units attempted for which "No Pass" (NP) is recorded shall be considered in probationary and dismissal procedures.

5. **STANDARDS OF EVALUATION**
   The student who is enrolled in a course on a "Pass/No Pass" 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. **COURSE REPETITION**
   A student who has received a grade of "No Pass" (NP) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades policy.

Regulations for Pass/No Pass or Pass/Fail

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

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

A limited number of units of "Pass/No Pass" can be applied toward transfer to UC campuses. Please consult a West counselor or the Transfer Center for specific information.

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

"Pass/No Pass" is similar to Pass/Fail. A passing grade is granted for performance which is equivalent to the letter grade of "C" or better. Students electing "Pass/ No Pass" 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 Pass grade as the equivalent of "C." Consultation with a counselor is advisable before making such elections.

APPROVED PASS/NO PASS COURSES

Allied Health/Dental Hygiene
- Dental Hygiene 87, 90, 91A, 91B, 92, 151, 160, 201, 251

Aviation and Travel Division
- All Travel courses

Behavioral and Social Sciences Division
- All Administration of Justice Courses
- All Anthropology courses

Business Division
- All Accounting, Business, Law, Management, Marketing, and Real Estate courses

Communication, Entertainment and Media Arts Division
- Theater 505

Computer Science and Applications Division
- All Computer Science Information Technology courses

Humanities and Fine Arts Division
- Architecture 5 through 49
- 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

Library and Learning Resources Division
- Library Science 88, 99D, 99E, 101, 102, 117, 130
- Learning Skills 2, 3, 4, 5 10, 15, 49, 50
- Supervised Learning Assistance (*Tutoring*)

Mathematics Division
- Math 100

Science Division
- Biology 3,
- Earth Science 1
- Environmental Science 1, 2
- Geography 1, 2,
- Geology 1, 6
- Oceanography 1

ACADEMIC STANDARDS AND CREDIT POLICIES

Academic Renewal

Students may submit a petition to the Admissions and Records Office 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 student's academic record indicating where courses have been removed by an 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.

Note: *Academic renewal actions are irreversible.*

Graduation Honors and Awards

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 (Board Rule 8200.10). A student shall be placed on probation if any one of the following conditions prevail:

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

b. Progress Probation - The student has enrolled in the Los Angeles Community College District in a total of at least 12 semester units and the percentage of all units in which a student has enrolled for which entries of "W" (Withdrawal), "I" (Incomplete), and "NC" (No Credit) are recorded reaches or exceeds fifty percent.

c. Transfer Student - The student has met the conditions of Section a. or Section b. at another college within the Los Angeles Community College District.

d. Provisional Students - The student is admitted as a provisional student with probationary status pursuant to Board Rule 8100.

Appeal of Probation (Board Rule 8200.11).
A student who is placed on probation may submit a written appeal in compliance with college procedures.

Removal from Probation (Board Rules 8201.10 and 8201.11).
A student shall be removed from probation upon meeting the criteria specified in this section.

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

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

Standards For Dismissal

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

Academic Probation (Board Rule 8202.10).
A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three (3) consecutive semesters.

Progress Probation (Board Rule 8202.11).
A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W", "I", and "NC" are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent (50%).

Dismissal (Board Rule 8202.13).
A student who is subject to dismissal shall be notified by the College President, or designee, of dismissal which will become effective the semester following notification.

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

Exceptions to Dismissal (Board Rule 8202.14).
A student who is subject to dismissal may be continued on probation under the following conditions:

a. The dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student.

b. The student selects to enroll in a prescribed corrective program designed to assist him/her in improving academic skills.

Appeal of Dismissal (Board Rule 8202.15).
A student who is subject to dismissal may submit a written appeal in compliance with college procedures. Dismissal may be postponed and the student continued on probation if the student presents evidence of extenuating circumstances or shows significant improvement in academic achievement but has not been able to achieve to a level that would meet the requirements for removal from probation.

Re-admission after Dismissal (Board Rule 8202.16).
A student who has been dismissed may request reinstatement after two semesters have elapsed. The student shall submit a written petition requesting re-admission to college in compliance with college procedures. Re-admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the colleges. Readmitted students are returned to probationary status and will be subject to dismissal in accordance with 8202.10 and 8202.11.

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 in the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in considering 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 a lifetime interest.

1. **Unit Requirement –** at least 60 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.

2. **Scholarship Requirement –** A 2.0 GPA or better in all work attempted in the curriculum upon which the degree is based.

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

Effective for students admitted prior to Fall 2009:

A. The competency requirement in reading and written expression may be met by:
   A1. 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 course with a grade of "C" or better, or
   B2. Achieving a satisfactory score on the District Mathematics Competency Examination given by the mathematics department.

Effective for all students admitted for the Fall 2011 term or any term thereafter:

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.

B. The competency requirement in mathematics may be met by:
   B1. Completion of Math 125, or a higher, mathematics course with a grade of "C" or better, or
   B2. Achieving a satisfactory score on the District Mathematics Competency Examination given by the Mathematics Department.

Catalog rights to Fall 2009 depends upon continuous attendance.

4. **Residence Requirement –** Completion of at least 12 units of course 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.

5. **Course Requirements –** Students who are majoring in programs of study for which 18 to 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. The two Graduation Plans are outlined in the West Los Angeles College General Education Requirements worksheet and a list of majors can be found at the end of the "Academics" section.

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

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 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.

2. A 2.0 GPA 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 Transfer Curriculum (IGETC) for CSU or UC campuses, or the CSU Certification requirements which will enable them to complete their lower-division general education courses at West Los Angeles College.

TRANSFER REQUIREMENTS

(See page 66 for Associate Degrees for Transfer).

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 Transfer Curriculum (IGETC) for CSU or UC campuses, or the CSU certification requirements which will enable them to complete their lower-division general education courses at West Los Angeles College. West Los Angeles College can provide lower-division preparation for various 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 deemed to be "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; or
2. Completion of the lower-division prerequisites for upper division majors and minors. Prerequisites 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 transfer institutions regarding specific requirements for upper-division standing.*

Courses Which May Be Used in IGETC or CSU plans:

1. Courses that are required for the major may also be used for general education.

2. A course found in more than one 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.

5. Courses required for the major must be completed with a grade of "C" or higher.

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 a baccalaureate degree at any one of the campuses in 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 neither 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 wish to attend, as 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 better before transfer to a CSU. Please refer to the CSU worksheet at the end of this section.*

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses prospective transfer students attending California community colleges may complete at the community college to satisfy the lower-division breadth/general education requirements at both the University of California and the California State University.

Students have the option of completing IGETC (as described in the chart below) or the specific lower-division breadth/general education requirements of the school or college at the campus they plan to attend. IGETC must be completed prior to transfer.

The University has an agreement with each California community college that specifies which of its courses may be applied to each category of IGETC. All courses must be completed with a grade of C or better. Courses are listed on the ASSIST website at www.assist.org.

IGETC is most helpful to students who want to keep their options open — those who know they want to transfer but have not yet decided upon a particular institution, campus or major. Certain students, however, will not be well served by following IGETC. Students who intend to transfer into majors that require extensive lower-division preparation, such as engineering or the physical and natural sciences, should concentrate on completing the many prerequisites for the major that the college screens for to determine eligibility for admission. (See IGETC Considerations section below.)

IGETC is not an admission requirement. Completing it does not guarantee admission to the campus or program of choice. However, completing the lower-division breadth/general education requirements — whether through IGETC or the campus-specific requirements — may be considered by the campus in selecting among qualified applicants.

Students who do not complete IGETC before transferring will be required to satisfy the specific lower-division general education/breadth requirements of the UC college or school they attend.

IGETC Subject and Unit Requirement

	SUBJECT AREA	REQUIRED COURSES	UNITS REQUIRED
1.	**English Communication** One course in English composition and one course in critical thinking/English composition.	2 courses	6 semester units or 8-10 quarter units
2.	**Mathematical Concepts and Quantitative Reasoning**	1 course	3 semester units or 4-5 quarter units
3.	**Arts and Humanities** Three courses with at least one from the arts and one from the humanities.	3 courses	9 semester units or 12-15 quarter units
4.	**Social and Behavioral Sciences** Three courses from at least two disciplines, or an interdisciplinary sequence.	3 courses	9 semester units or 12-15 quarter units
5.	**Physical and Biological Sciences** One physical science course and one biological science course, at least one of which includes a laboratory.	2 courses	7-9 semester units or 9-12 quarter units
6.	**Language Other Than English *** Proficiency equivalent to two years of high school courses in the same language.	Proficiency	Proficiency
	TOTAL	11 courses	34 semester units

* Students intending to transfer to CSU are required to take an additional course in oral communication and do not need to demonstrate proficiency in a language other than English.

GPA Requirement

IGETC courses must be completed with a grade of C or better. A grade of Credit or Pass may be used if the community college's policy states that it is equivalent to a grade of C or better.

Use of AP Exams

IGETC course credit may be earned for scores of 3, 4 or 5 on Advanced Placement (AP) exams that the community college faculty recognize as equivalent to its IGETC-approved courses. An acceptable score on an English AP exam may be used to meet the English Composition requirement, not the Critical Thinking/ English Composition requirement.

Proficiency in a Language Other Than English

Students may demonstrate proficiency for the purpose of fulfilling the Language Other Than English IGETC requirement in one of the following ways:

- Complete two years of high school coursework in one language other than English with a grade of C or better.
- Complete a course or courses at a college or university with a grade of C or better in each course. Any course (excluding conversation courses) considered by the college or university to be equivalent to two years of high school language may be used. Many college catalogs list the prerequisite for the second course in a language as: Language 1 at this college, or two years of high school language. In this case Language 1 clears both years of the requirement.

AP Credit to the CSU, UC and AA/AS Degree Pattern

AP EXAM	Passing Score	WLAC COURSE EQUIVALENT
Art History	3, 4, 5	Art 101 & 102
AP Art Studio: Drawing	3, 4, 5	Art 201 and Art 202
AP Art Studio: Two-dimensional design	3, 4, 5	Art 501
AP Biology	3, 4, 5	Biology 3A & 3B
AP Calculus AB	3, 4, 5	Math 261
AP Calculus BC	3, 4, 5	Math 261 and Math 262
AP English Language and Composition OR English Literature and Composition	3, 4, 5	English 101
AP French Language	3, 4, 5	French 1
AP Government and Politics:	3, 4, 5	Political Science 1
AP History: European	3, 4, 5	History 2
AP History: United States	3, 4, 5	History 11 and 12
AP History: World	3, 4, 5	History 86 and 87
AP Human Geography	3, 4, 5	Geography 2
AP Macroeconomics	3, 4, 5	Economics 2
AP Microeconomics	3, 4, 5	Economics 1
AP Music Theory	3, 4, 5	Music 101
AP Physics B	3, 4, 5	Physics 6 and Physics 7
AP Physics C: Mechanics	3, 4, 5	Physics 37
AP Physics C: Electricity and Magnetism	3, 4, 5	Physics 38
AP Psychology	3, 4, 5	Psychology 1
AP Spanish Language	3, 4, 5	Spanish 1
AP Statistics	3, 4, 5	Math 227

- Achieve a satisfactory score on the SAT Subject Test in languages other than English. If the test was taken before May 1995, the first score is the minimum; if the test was taken after May 1995, use the second score.

  Chinese With Listening: not offered before 1995/520

  French/French With Listening: 500/540

  German/German With Listening: 500/510

  Hebrew (Modern): 500/470

  Italian: 500/520

  Japanese With Listening: 500/510

  Korean/Korean With Listening: not offered before 1995/500

  Latin: 500/530

  Spanish/Spanish With Listening: 500/520

- Achieve a score of 3, 4 or 5 on a College Board Advanced Placement (AP) Examination in a language other than English.

- Achieve a score of 5 or higher on an International Baccalaureate (IB) Higher Level Examination in a language other than English.

- Satisfactorily complete a proficiency test administered by a community college, university or other college in a language other than English. The test must assess the student proficiency at a level equivalent to at least two years of high school language.

- Complete, with grades of C or better, two years of formal schooling at the sixth-grade level or higher in an 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.

- Earn a passing grade on the international A level or O level exam in a language other than English.

If an appropriate achievement test is not available to assert a student's proficiency in a language other than English, a faculty member associated with a California community college can verify competency. The college must provide a document on letterhead asserting that the student proficiency in the language is equivalent to two years of high school study.

IGETC Course Agreements

A single community college course may be listed on the IGETC Course Agreement under more than one subject area; however, it may be used only once to satisfy one IGETC subject area. The University will allow students to use the same course to count toward IGETC as well as major requirements.

Certification

Certification of IGETC completion is the responsibility of the last community college a student attends prior to transfer.

IGETC Considerations

Students with a substantial amount of coursework from institutions outside the United States should consult with a community college counselor to determine whether they should complete IGETC or the lower-division breadth/general education requirements at the campus they plan to attend.

In addition, some colleges or majors prefer that transfer students follow a more prescribed lower-division curriculum, as described here:

- Berkeley: IGETC is acceptable for all majors in the College of Letters and Science, and it is highly recommended. The Haas School of Business and the Colleges of Engineering, Environmental Design and Chemistry have extensive, prescribed major prerequisites. In general, IGETC is not appropriate preparation for majors in these colleges. Although IGETC satisfies breadth requirements for most majors in the College of Natural Resources, specific lower division major requirements must still be satisfied; check with the college or visit the ASSIST website for more information at http://info.assist.org/.

- Davis: Anyone preparing for a bachelor of science degree is advised not to pursue IGETC, and instead to concentrate on major-specific preparatory work.

- Irvine: All schools accept IGETC. However, selection by the campus is based on demonstrated academic achievement and preparation for the intended major.

- Los Angeles: The Henry Samueli School of Engineering and Applied Science does not accept IGETC.

- Merced: The School of Engineering and the School of Natural Sciences do not recommend IGETC.

- Riverside: The Marlan and Rosemary Bourns College of Engineering and the College of Natural and Agricultural Sciences do not accept IGETC, although any courses taken to satisfy IGETC may be applied toward the college's breadth pattern. The College of Humanities, Arts, and Social Sciences accepts IGETC.

- San Diego: IGETC is accepted by John Muir, Earl Warren, Sixth and Thurgood Marshall Colleges only. Students completing IGETC are welcomed at Eleanor Roosevelt and Revelle Colleges; however, they must fulfill the specific general education requirements of those colleges. At UCSD, all majors are available to students in each college, so students who choose IGETC will not be restricted in their choice of major as a result.

- Santa Barbara: Transfers into the College of Letters and Science and the College of Creative Studies may use IGETC to substitute for general education requirements. Transfers into the College of Engineering may also use IGETC to substitute for general education requirements. In addition to general education, all students in the College of Engineering are required to complete a depth requirement. Students who wish to satisfy the depth requirement prior to transfer must complete a yearlong sequence in the history of world civilization, history of Western civilization, history of the United States, history of Western philosophy or history of Western art. Students may want to choose courses for IGETC that will concurrently satisfy the depth requirement. Students may also complete the depth requirement with upper division coursework after transferring. Note that students planning to transfer into a major in engineering, computer science or the biological or physical sciences must be careful to complete lower division major prerequisites to ensure competitiveness and make normal, timely progress through the major.

- Santa Cruz: IGETC is not appropriate preparation for any major in the Jack Baskin School of Engineering or the Division of Physical and Biological Sciences. This is because IGETC does not provide students with enough mathematics and science courses to complete their majors in two years after transferring.

- Partial certification is defined as completing all but two (2) courses on the IGETC pattern. The student petitions for certification and either the complete or partial certification is sent by the CCC to the UC or CSU. Each UC or CSU campus will inform a student that has submitted a partial certified IGETC of the specific timelines and courses needed to complete the IGETC. The UC or CSU is responsible for verifying that the missing IGETC course(s) has been completed.

Warning: Students need Area 1 and 2 completed to meet minimum transfer admission requirements. Therefore, partial certification that acknowledges a deficiency in Area 1 and/or 2 may also indicate a student does not meet minimum transfer requirements.

WEST LOS ANGELES COLLEGE
ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS
PLAN A (2012-2013)

General Education Requirements: Minimum of 30 semester units.
Major Requirements: Minimum of 18 units in a single or related field. Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis requirement must be completed with a "C" (2.0 or equivalent) or better or a "P" if the course is taken "Pass no Pass" basis

THIS FORM SUBJECT TO CHANGE EACH YEAR *Please see a counselor and check the college catalog for specific major requirements.*	C	IP	N
A. NATURAL SCIENCES LECTURE COURSE REQUIRED **3 Semester /4 Quarter Units minimum** *Courses with Labs are marked with (L). Separate Lab courses are marked with (*)* Anatomy 1L; Anthropology 101, 111*; Astronomy 1; Biology 3A , 3B*; 6L, 7L; Chemistry 51L, 60L, 101L; Earth Science 1; 2*; Environmental Science 1, 2; Geography 1, 15*; Geology 1, 6*; Microbiology 20L; Oceanography 1, Physical Science 1, 14*; Physics 6L, 7L, 12, 37L; Physiology1L; Psychology 2 Courses Other College _____ Advanced Placement _____			
B. SOCIAL AND BEHAVIORAL SCIENCES **9 Semester /12 Quarter Units minimum** **B1. AMERICAN INSTITUTIONS** (3 Semester Units minimum) African American Studies 4#*(same as History 41)*, 5#*(same as History 42)*; History 11, 12,14, 41#, 42#, 43,44; Political Science 1 **B2. SOCIAL AND BEHAVIORAL SCIENCES** (3 Semester Units minimum) Administration of Justice 1, 4, 67; African American Studies 2, 4#, 5#; Anthropology 102, 103, 121, 134; Business 5#*(same as Law 1)*; Child Development 1; Economics 1, 2, 10,11; Geography 2; History 1, 2, 29, 86, 87; Law 1#*(same as Business 5)*; Library Science 101 (*1 unit*), 103 (*2 units*); Personal Development 20, 40; Political Science 2, 7; Psychology 1, 13; Sociology 1, 2, 11; **B3.** Minimum of **3 additional** semester units from B1 or B2 above. Courses Other College _____ Advanced Placement _____			
C. HUMANITIES **3 Semester /4 Quarter Units minimum** Arabic 1, 2; American Sign Language 1, 2; Art 101, 102, 103, 107, 109, 111, 201, 501, 708, 709; Chinese 1, 21, 22; Cinema 1,3#(*same as Theater 505*), 5, 107; English 102, 127, 203, 204, 205, 206, 209, 215, 219, 233# *(same as Jewish Studies 6*), 234, 239, 275; French 1, 2, 3, 4, 5, 6, 10; History 1, 2, 40; Humanities 1, 30, 31, 60, 61, 77; Japanese 1, 21, 22; Jewish Studies 6#*(same as English 233)*, 26; Music 101, 111, 121, 141; Philosophy 1, 20, 33, 41; Spanish 1 or 21, 22, 2, 3, 4, 5, 6; Speech 135; Theater 100, 110, 120, 200, 505#(*same as Cinema 3)* Courses Other College _____ Advanced Placement _____			
D. LANGUAGE AND RATIONALITY **12 Semester /16 Quarter Units minimum** D1. **ENGLISH COMPOSITION** (3 Semester Units minimum) Business 32; English 28, 101; Journalism 101 *English & Math competency requirements changed effective F'09 academic year. English 101 & Math 125, or Math 123C, or Math 128 required for competency. Need grade of "C" or better* D2. **COMMUNICATION AND ANALYTICAL THINKING** (6 Semester Units minimum) **Co Sci** 901, 902, 915**,** 933, 934, 935, 936, 938; **English** 102,103; **Math** 115, 117, 118, Math 123A,B,C,125, 127, 128 or higher; **Philosophy** 6, 8, 9; **Speech** 101, 102, 104, 121, 151 D3. Minimum of **3 additional semester units** from D1 or D2 above. Courses Other College _____ Advanced Placement _____			
E. HEALTH AND PHYSICAL EDUCATION **3 Semester Units minimum** E1. HEALTH EDUCATION (2 Semester Units minimum) **Health** 2, 7, 11 (Include one P.E. activity course from E2 or authorized exemption) **Note**: Health 2 includes PE activity E2. ONE PHYSICAL EDUCATION ACTIVITY (1 Semester Unit minimum) ANY P.E./PHYSICAL EDUCATION/DANCEST/DANCETQ**/ ACTIVITY** may be counted Military Credit Courses Other College _____ (if applicable) _____			
Major / Area of Emphasis:			
Major Courses (minimum 18 units) See WLAC catalogue for major requirements			
Electives			
Competency Met: Eng: Course _____ Math: Course_____ Test _____ **TOTAL**			

(L) course with Lab; (*) separate Lab course; (#) same as course

C = Completed IP = In Progress N = Need

Updated Fall 2012

Counselor's Name _____ Student's Signature _____ Date

WEST LOS ANGELES COLLEGE
ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS
PLAN B: 2012-2013

General Education Requirements: Minimum of 18 semester units.
Major Requirements: Minimum of 36 units in a single or related field. Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis requirement must be completed with a "C" (2.0 or equivalent) or better or a "P" if the course is taken on a "Pass or No Pass" basis.

THIS FORM SUBJECT TO CHANGE EACH YEAR *Please see a counselor and check the college catalog for specific major requirements.*	**C**	**IP**	**N**
A. NATURAL SCIENCES LECTURE REQUIRED **3 Semester /4 Quarter Units minimum** *Courses with Labs are marked with L. Separate Lab courses are marked with *.* Anatomy 1L, Anthropology 101, 111*, Astronomy 1; Biology 3A , 3B*; 6L, 7L ; Chemistry 51L, 60L, 101L, 102L, 211L, 212L; Earth Science 1,2*; Environmental Science 1, 2; Geography 1, 15*, Geology 1, 6*; Microbiology 20L; Oceanography 1, Physical Science 1, 14*; Physics 6L, 7L, 12, 37L, 38L, 39L; Physiology 1L; Psychology 2 Courses Other College _____ Advanced Placement _____			
B. SOCIAL AND BEHAVIORAL SCIENCES **3 Semester /4 Quarter Units minimum** B1. AMERICAN INSTITUTIONS (*3 Semester Units minimum*) African American Studies 4#*(same as History 41),* 5#*(same as History 42)*; History 11, 12, 14, 41#, 42#; 43, 44; Political Science 1 Courses Other College _____ Advanced Placement _____			
C. HUMANITIES **3 Semester /4 Quarter Units minimum** Arabic 1, 2; American Sign Language 1, 2; Architecture 101; Art 101,102, 103, 107, 109, 111, 201, 501, 502, 708, 709; Chinese 1, 21, 22; Cinema 1, 3# *(same as Theater 505),* 5, 107; English 102, 127, 203, 204, 205, 206, 209, 215, 219, 233#*(same as Jewish St. 6),* 234, 239, 275; French 1, 2, 3, 4, 5, 6; History 1, 2, 86, 87; Humanities 1, 30, 31, 60, 61; Japanese 1, 21, 22; Jewish Studies 3, 6#*(same as English 233)* 26, 27; Music 101, 111, 121, 122, 136, 141, 201, 202, 211, 321-324, 341, 411-413, 561, 775; Philosophy 1, 20, 33, 41; Spanish 1, or 21, 22, 2, 3, 4, 5, 6: Speech 135, Theater 100, 110, 120, 200, 505 Courses Other College _____ Advanced Placement _____			
D. LANGUAGE AND RATIONALITY **6 Semester /8 Quarter Units minimum** D1. ENGLISH COMPOSITION (*3 Semester Units minimum*) Business 32, English 28, 101; Journalism 101 **English & Math competency requirements changed effective F'09 academic year. English 101 & Math 125 or Math 123C or Math 128 required for competency .Need a grade of "C" or better* D2. COMMUNICATION AND ANALYTICAL THINKING (*3 Semester Units minimum*) Accounting 1; Co Sci 901, 902, 930; English 102, 103; Library Science 101; Math 115, 117, 118, Math 123A,B,C, 125, 127, 128 or higher; Philosophy 6, 8, 9; Speech 101, 104, 121, 151 Courses Other College_____ Competency Met: Eng: Course _____ Math: Course_____ Test _____ Other College _____ Advanced Placement _____			
E. HEALTH AND PHYSICAL EDUCATION **3 Semester /4 Quarter Units minimum** E1. HEALTH EDUCATION (*minimum 2 units in Health Education*) Health 2, 7,11 (Include one activity course from E2 or authorized exemption) **Note**: Health 2 includes P.E. activity E2. PHYSICAL EDUCATION ACTIVITY (*minimum 1 unit in P.E. Activity*) Military Credit ANY P.E./PHYSICAL EDUCATION/DANCEST/DANCETQ**/ ACTIVITY** may be counted for this area (if applicable) Courses Other College _____ _____			
Major/Area of Emphasis:			
Major Courses (minimum 36 units)			
Electives			
TOTAL			

*(L) Lab; *Separate Lab; # same as course* **C** = Completed **IP** = In Progress **N=Need**

Counselor's Name Student's Signature Date

Associate Degree: Plan A & B GRADUATION REQUIREMENT

I. Unit Requirement: At least 60 units of course credit in a selected curriculum. (6201.10)

II. Scholarship Requirement: A "C" (2.0) grade average or better in all work attempted in the curriculum upon which the degree is based. (6201.11)

III. Competency Requirements: (Administrative Regulation E-79)

The following courses and examinations are approved to meet the competency requirement for the Associate Degree as defined in Board Rule 6201.12:

For all continuing students entering PRIOR to Fall 2009	For all new/returning students ENTERING Fall 2009 or after
A. Mathematics Competency 1. Completion of one of the following courses *(or its equivalent at another college)* with a grade of "C" or better: ☐ Mathematics 115 or any higher level mathematics course with a prerequisite of Mathematics 115 or its equivalent. ☐ Electronics 10, 12, 14 ☐ General Engineering Technology 121 OR 2. Achievement of a score of 15 or higher on the District Mathematics Competency Examination.	**A. Mathematics Competency** May be met by completion of one of the following: 1. Completion of one of the following courses (or its equivalent at another college) with a grade of "C" or better: Mathematics 125 or any higher-level mathematics courses with a prerequisite of at least mathematics 125 or its equivalent. 2. A passing score on the District (Intermediate Algebra) Mathematics Competency Examination. 3. A score of 3 or higher on one of the following AP Exams: Calculus AB, Calculus BC or Statistics 4. Complete the college assessment exam in mathematics and achieve a score determined comparable to satisfactory completion of intermediate algebra. That is, students who place into a mathematics course above the level of intermediate algebra have met the competency requirement.
B. Reading and Written Expression Competency 1. Completion of one of the following courses *(or its equivalent at another college)* with a grade of "C" or better: ☐ English 28, English 61, English 62, English 63, English 65 ☐ English 101 ☐ Journalism 101 2. In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges.	**B. Reading and Written Expression Competency** May be met by completion of one of the following: 1) Completion of English 101 (or its equivalent at another college) with a grade of "C" or better. 2) A score of 3 or higher on one of the following AP Exams: English Language and Composition English Composition and Literature 3) In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges. 4) Complete the college assessment exam in English and achieve a score determined comparable to satisfactory completion of English 101. That is, students who place into a English course above the level of English 101 have met the competency requirement.

IV. Residence Requirement: Completion of at least 12 units of work in residence and attendance at the college during the semester in which the requirements are completed. Exceptions may be made for injustice or undue hardship. (6201.13)

HOW TO CHOOSE THE CORRECT GENERAL EDUCATION PLAN

Students will follow either Plan A or Plan B depending on the number of units in their major. Please check the college catalog or speak with a counselor.

WEST LOS ANGELES COLLEGE

California State University System

CSU GENERAL EDUCATION PLAN 2012-2013

Every community college may apply its courses differently, even if the course has the same title and course number. Consult with a counselor for up to date information. **Areas A1, A2, A3, B4** must be completed with a grade of "C" or higher before transferring to a CSU

	THIS FORM SUBJECT TO CHANGE EACH YEAR *Please Consult with a Counselor*	**C**	**IP**	**N**
A	**ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING** **9 Semester /12 Quarter UNITS** Select 1 course from each area+. A-1. **Oral Communication**: Speech 101, 102, 121, 151 A-2. **Written Communication:** English 101 A-3. **Critical Thinking**: English 102***, 103; Philosophy 6, 8; Speech 104 *English 103 is a CSULA requirement* +*All coursework in this area must be completed with a "C" or better to meet admissions requirements to a CSU campus.* Other College _____ Advanced Placement_____			
B	**PHYSICAL UNIVERSE AND ITS LIFE FORMS** **9 Semester /12 Quarter UNITS** Select 3 courses to include one from B-1, one from B-2, and one from B-4. A corresponding lab course is required. Lecture courses with Lab included are marked ^{L}. Separate Lab courses are marked * B-1. **Physical Science**: Astronomy 1; Chemistry 51^{L}+, 60^{L}+,101^{L}, 102^{L}, 211^{L}, 212^{L}; Earth Science 1; Environmental Science 1; Geography 1, 15*; Geology 1, 6*; Oceanography 1; Physical Science 1; Physics 6^{L+}, 7^{L+},12, 14*, 37^{L+}, 38^{L+}, 39^{L+}; *(+UC transfer credit limit : Credit given for only one series Physics 6/7 or Physics 37/38/39)* *(+Chemistry 51 and 60 combined: max credit one course. No credit for Chem. 51 or 60 if taken after Chem. 101 or 102)* B-2. **Life Science**: Anatomy 1^{L}; Anthropology 101; Biology 3A & 3B*(*to receive UC/CSU credit for 3A+, 3B+ must be completed)*, 6^{L+}, 7^{L+}, 10^{L}; Environmental Science 2; Microbiology 20^{L}; Physiology 1^{L}; Psychology 2*(+No credit for Bio 3A,3B if taken after Bio 7 or 7)* B-3. **Laboratory Activity**: This requirement may also be satisfied by completion of any lecture with lab course listed in area B1 or B2 above that is marked with a ^{L}: Anthropology 111*; Biology 3B*(*to receive UC/CSU credit for 3A, 3B must be completed)*; Earth Science 2*; Geography 15*; Geology 6*; Physical Science 14*; Physics 14**(Lab for Physics 12)*; B-4. **Mathematics/Quantitative Reasoning**: Math 215, 227, 235, 236, 240, 241, 245, 260, 261, 262, 263, 270, 275 *Coursework in area B-4 (Math/Quantitative Reasoning) must be completed with a "C" or better for admission to a CSU.* Other College _____ Advanced Placement_____			
C	**ARTS AND HUMANITIES** **9 Semester /12 Quarter UNITS** Choose 1 course from C-1, 1 course from C-2, and a third course from either C-1 or C-2. C-1. **Arts**: Art 101, 102, 103, 107, 109, 111, 201, 501, 502, 708, 709; Cinema 3*(same as Theater 505)*, 107; Humanities 73***, Music 101, 111, 121, 122,141; Physical Education 814; Theater 100, 110, 200, 505*(same as Cinema 3)* C-2. **Humanities**: Arabic 1, 2; American Sign Language 1, 2; Chinese 1, 21; English 102***,127, 203, 204 , 205, 206, 209, 215, 219, 233+ *(same as Jewish Studies 6)* 234, 239, 275; French 1, 2, 3, 4, 5, 6; 1*);* History 1, 2, 86, 87; Humanities 1, 30, 31, 60, 61, 77; Japanese 1, 21; Jewish Studies 3, 6+*(same as English 233)*, 26, 27; Philosophy 1, 20, 33, 41; Spanish 1 or 21, 22, 2, 3, 4, 5, 6; Speech 135; Theater 120 *(ea);repeatable* Other College _____ Advanced Placement _____			
D	**SOCIAL SCIENCES** **9 Semester /12 Quarter UNITS** Courses must be chosen from at least two disciplines *(please review box below for additional options)*. **CSU graduation requirement in U.S. History, Constitution & American Ideals** May be met prior to transfer by taking one U.S. History and Political Science 1. U.S. History courses are marked with **. These courses are not required for certification and may be counted in area D– one from section A, one from B and other courses must be taken from D0 – D9 A. Political Science 1** B. African American Studies 4**, 5**; History 11**, 12**, 13, 41,** 42** (*43, 44 Pending Approval*) D-0. **Sociology & Criminology**: Admin. Of Justice 1, 4, 67; Sociology 1, 2, 11 D-1 **Anthropology & Archeology** Anthro 102,103,121,134 D-2. **Economics**: Business 1; Economics 1, 2, 10, 11 D-3. **Ethnic Studies**: African American Studies 2, 4**, 5**; English 219**, 234**; History 41**, 42** (43,44 Pending Approval) D-4. **Gender Studies:** History 1, 52*** D-5. **Geography:** 2 D-6. **History**: African American Studies 4**,5**; History 2, 5, 6, 11**, 12**, 13**, 14, 29, 41**,42**, (43,44 Pending Approval) 52, 86, 87 D-7. **Interdisciplinary Social or Behavioral Science**: Psychology 64; D-8. **Political Science, Government & Legal Institutions:** Administration of Justice 4; Law 3; Political Science 1**, 4, 7, 14 D-9. **Psychology**: Child Development 1; Psych 1, 14, 41*** Other College _____ Advanced Placement _____			
E	**LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT** **3 Semester /4 Quarter UNITS** **Family & Consumer St.** 21; **Health** 2, 7, 11; **Personal Development** 20, 40; **Psychology** 41***, 52, 64; **PE** Activity: **DanceST** 814;**DanceTQ** 463; **Physical Education** 102, 262, 289, 301, 440, 460, 470, 508, 553, 630, 665, 666, 667, 668, 679, 682, 683, 684, 690, *Only 1 unit of DANCEST, DANCETQ, P.E., Phys Ed, activity may be counted in this area Other College _____ Advanced Placement _____ Military Credit _____			
	Major Prep Courses:			
	Electives:			
	(**C** = Completed, **IP** = In Progress, **N** = Need) **TOTAL**			

(***) May be counted in one area only; (**) Meets U. S. History & Institutions requirement by UC, CSU or both; (*) Separate Laboratory course; (+) courses where transfer credit may be limited; (^{L}) Course with a Laboratory component.

Counselor signature_____ Date_____

WEST LOS ANGELES COLLEGE
IGETC ADVISING FORM -- for transfer to the CSU / UC Systems
General Education Plan 2012-2013

	THIS FORM SUBJECT TO CHANGE EACH YEAR *Please consult with a Counselor as updates are made throughout the year*	C	IP	N
I	**ENGLISH COMMUNICATIONS** **2-3 COURSES (6-9 Sem/8-12 Quarter Units)** **CSU** transfer – complete one course from each group. **UC** transfer – complete one course from groups **A** and **B** only. A. **English Composition**: English 101 B. **Critical Thinking/ English Composition**: English 103, C. **Oral Communication (CSU requirement only)**: Speech 101, 102, 104, 151 Other College _____ Advanced Placement (Area IA only) _____			
II	**MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING** **1 COURSE (3 Sem/4 Quarter Units)** **Math** 227, 235+, 236+, 245+, 260+, 261+, 262+, 263, 270, 275 *Max UC credit for two courses: Math 235&236; 261&262 Max UC credit: one course for Math 245 and 260 combined;* Other College _____ Advanced Placement _____			
III	**ARTS AND HUMANITIES** **3 COURSES (9 Sem/12 Quarter Units)** Choose 1 course from A, 1 course from B, and a third course from A or B **Art**: Art 101,102,103,107,109,111; Cinema 3*(same as Theater 505),* 107; Music 111,121,122,141;Theater 100,110, 505(*same as Cinema 3)* **Humanities**: English 102, 203, 204, 205, 206, 209, 215, 219, 233# *(same as Jewish St 6),* 234, 275; French 3,4, 5, 6, 10; History 2*,* 86, 87; Humanities 1, 30, 31, 60, 77; Jewish Studies 3, 6*(same as English 233)* 26,27; Philosophy 1, 20, 33, 41; Spanish 2, 3, 4, 5, 6, Theater 120 *(ea)* Other College _____ Advanced Placement _____			
IV	**SOCIAL AND BEHAVIORAL SCIENCES** **3 COURSES (9 Sem/12 Quarter Units)** Choose 3 courses from at least two different disciplines **Group A:** Anthropology 102, 103, 121, 134; **Group B:** Economics, 1, 2, 10, 11; **Group C**: African American Studies 2; **Group D** History 52; **Group E**: Geography 2; **Group F:** African American Studies 4** *(same as History 41),* 5** *(same as History 42)*;French 10; History 1, 2,5, 6,11+** , 12+**, 13+**, 29,41+* (*same as African American 4*) , 42+** *(same as African American 5)(43,44 Pending Approval)* 52, 86, 87; **Group H**: Administration of Justice 4, Political Science 1, 7 (ea), 14; **Group I:** Child Dev 1; Psychology 1; **Group J**: Administration of Justice 1, 67; Sociology 1, 11 ** *History 11,41; Afro Am 4 combined: max credit, one course* ***History 12,13, 42, (43,44 Pending Approval) African Am 5 combined: max credit, one course* Other College _____ Advanced Placement _____			
V	**PHYSICAL AND BIOLOGICAL SCIENCES** **2 COURSES (7 Sem/9 Quarter Units)** Choose 1 course from A, 1 course from B. At least 1 course must include a corresponding lab. Lecture courses with Labs included are marked with (L). **Separate Lab** courses are marked with (*) A. **Physical Science**: Astronomy 1; Chemistry 51+L, 60+L, 101+L, 102+L, 211+L, 212+L; Earth Science 1,2* Environmental Science 1; Geography 1, 15*; Geology 1, 6*; Ocean 1, Physical Science 1, 14* Physics 6+L, 7+L, 12+L, 14*, 37+L, 38+L, 39+L **+***Chem 51 and 60 combined: max credit, one course. No credit for Chem 51 or 60 if taken after Chem101 or 102.* B. **Biological Sciences**: Anatomy 1L, Anthropology 101*, (Anthro 101 must be completed prior to or concurrent with Anthro 111 to receive IGETC credit)*; Anthropology 111*; Bio 3A &3B* (*to receive UC/CSU credit both 3A&3B must be completed)* 6+L, 7+L, 10+L; Environmental Science 2; Micro 20+L; Physiology 1L; Psychology 2 C. **Laboratory Activity:** Requirement met by any corresponding lab to lecture in area 5A or 5B. Other College _____ Advanced Placement _____			
IV	**LANGUAGE OTHER THAN ENGLISH (UC Requirement ONLY)** Proficiency in any foreign language can be met by passing 2 years of a foreign language in high school with a grade of C or better, 2 years attendance at a foreign junior high or high school, proving competency by an acceptable exam, or choosing one of the following courses: Arabic 2, Chinese 1, 22 French 1, 2, 3,4, 5, 6; Japanese 1, (21*)&22; Spanish 1 or (21*)& 22, 3, 4, 5, 6. *Courses at Level 3 may be double counted in Area 3B. (*) 21 and 22 combined are equivalent to Foreign Language 1. If proficiency was met in high school, transcript must be provided* ***(no units granted for HS coursework).*** Other College _____ Advanced Placement _____			
	CSU Requirement ONLY – GRADUATION REQUIREMENT (NOT part of IGETC American Institutions) *Not part of IGETC, but may be completed prior to transfer. For IGETC Certification purposes, courses used to satisfy this CSU graduation requirement may also be used to satisfy IGETC area IV. If a course is used to satisfy both IGETC area IV and CSU, some CSU campuses may require students to take an additional course(s) after transfer.* Choose 1 course from A; 1 course from B A. African American Studies 4**, 5**; History 11**, 12**, 13**, 41**, 42** (43, 44 Pending Approval) B. Political Science 1 Other College _____ Advanced Placement _____			
	Major Prep Courses:			
	Electives:			
	Credit for one course only +courses may be limited by UC ; ea repeatable; (C = Completed, IP = In Progress, N = Need) TOTAL			

_____ _____
Counselor's Signature **Date**

ASSOCIATE DEGREES, CERTIFICATES OF ACHIEVEMENT AND SKILL CERTIFICATES

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 Achievement, or Skill Certificates.

Associate Degrees for Transfer (AA-T and AS-T)

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to **http://www.sb1440.org/Counseling.aspx.** Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

Associate Degrees for Transfer

(See page 69 for Major Requirements)

- Administration of Justice AS-T
- Mathematics AS-T
- Psychology AA-T

An **Associate of Arts (A.A.) or Associate of 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 including general education requirements and specific major requirements. A minimum GPA of 2.0 ("C") or better is required for an Associate Degree.

A **Certificate of Achievement** 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. Vocational certificate programs are usually one-year educational programs that 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 grade of "C" or better is required in each course required for the major.

A **Skill Certificate** is issued by the college for programs requiring 17 semester units or less. Skill Certificates are designed for those students who have limited time, or who wish 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 Skill Certificate often apply toward a Certificate Program or Associate Degree. A grade of "C" or better is required in each course required for the major. Always consult a counselor for verification.

Note: Skill certificates are not state-approved and are not included on transcripts. Only students completing state-approved degrees and/or certificates may participate in commencement.

During the final semester in which completion of requirements takes place, students should petition the Admissions office for Associate Degrees, Certificates of Achievement or Skill Certificates. Units earned toward a Certificate may be applied toward an Associate Degree of the same major.

A 2.0 GPA and 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 necessary for any certificate.

For both the degree and certificate programs, transcripts from all other colleges attended must be on file in the Admissions office.

Transfer Degrees

- Administration of Justice
- Mathematics
- Psychology

Associate Degrees

- Accounting
- Administration of Justice
- Alcohol and Drug Studies
- Anthropology
- Art – Ceramics
- Art – Drawing and Painting
- Aviation Maintenance Technician
- Biology
- Business
- Business Administration
- Chemistry
- Child Development
- Computer Network and Security Management
- Computer Science Information Technology
- Computer Web Support and Database Administration
- Dental Hygiene
- Economics
- English
- Fire Technology
- French
- Geography
- Geology
- History
- Hospitality
- Liberal Arts in:
  - Arts and Humanities
  - Behavioral and Social Sciences
  - Health Professions
  - Math, Science, and Computer Science
- Management – Small Business
- Marketing
- Mathematics
- Medical Assisting
- Music
- Paralegal Studies
- Pharmacy Technician
- Philosophy
- Physical Education
- Physics
- Political Science
- Psychology
- Real Estate
- Sociology
- Spanish
- Speech
- Travel
- Word Processing

Certificates of Achievement

- Accounting
- Alcohol and Drug Studies
- Aviation – Aircraft Powerplant Technician
- Aviation – Airframe Maintenance Technician
- Business
- Business Application and Database Management
- Child Development
- Computer Network and Information System Security
- Computer Network and Security Management
- Computer Network Management
- Computer Science Information Technology
- Computer Web Support and Database Administration
- Film/TV Production Crafts
- Fire Technology
- Hospitality
- Hospitality – Event & Convention Planning
- Hospitality – Hotel Front Desk and Back Office Operations
- Hospitality – Hotel Sales and Marketing
- Legal Secretary
- Management – Small Business
- Medical Assisting - Administrative
- Medical Assisting - Clinical
- Medical Assisting - Administrative and Clinical
- Paralegal Studies
- Pharmacy Technician – Basic
- Pharmacy Technician – Advanced
- Real Estate
- Travel – Advanced
- Web Support and Administration
- Word Processing

Skill Certificates

- Administration of Justice – Corrections
- Administration of Justice – Fingerprint Classification
- Administration of Justice – Juvenile Corrections Officer
- Administration of Justice – P.C. 832 Arrest Course
- Administration of Justice – Police Orientation Preparation
- Administration of Justice – Probation Officer
- Aircraft – Composite Structures and Fabrication
- Art – Computer Graphic Arts
- Child Development – Administration and Supervision of Early Childhood Programs
- Child Development – Associate Teacher
- Child Development – Curriculum Development in Early Childhood Programs
- Child Development – Director Private Preschool
- Child Development – Early Literacy Development
- Child Development – Family Child Care Providers
- Child Development – Infant and Toddler Studies
- Child Development – Health, Nutrition, Safety and Food Sanitation of EC Programs
- Child Development – Observation, Assessment, and Guidance in EC Programs
- Child Development – School Age Programs
- Child Development – Special Needs Children
- Cinema
- Management – Small Business – Entrepreneurship
- Music – Songwriters' Workshop
- Real Estate Appraiser Trainee
- Real Estate Assistant
- Theater Arts
- Travel – Basic Travel

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 Requirements" 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 with a counselor before registration to get the best available information about courses they need to take.

MAJOR REQUIREMENTS

The following section details the required curriculum for every degree and certificate program offered at the college. Students must complete all course requirements to petition for a Skill Certificate or state-approved Certificate of Achievement. In order to be eligible for an Associate degree, students must fulfill all major courses, all West general education requirements (Plan A or Plan B), and all other graduation requirements for a total of at least 60 units. Students should refer to “Graduation Requirements” (in the “Academics” section of this catalog) for additional information. Students are also encouraged to seek assistance from counselors and faculty.

Transfer students should consult the Transfer Center or the Counseling Office for major preparation and general education requirements for the particular transfer institution of their choice. Transfer students who want to obtain an Associate degree may select one of the Associate Degrees for Transfer (see Administration of Justice AS-T, Mathematics AS-T, or Psychology AA-T). Students who successfully complete one of the above Transfer Degrees will be guaranteed admission to a California State University. Additionally, the Liberal Arts and Science degrees help to prepare students for transfer. These degrees require completion of the West, CSU, or IGETC general education core and at least 18 units of coursework in an approved area of emphasis (see Liberal Arts & Science Section for details).

ACCOUNTING

ASSOCIATE DEGREES

The Associate of Arts degree in Accounting is primarily designed for vocational education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

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 interested in transferring to a four-year college or university with a major in Accountancy or Business Administration (Accounting-related option) may consider the Associate of Arts degree in Business Administration. Students should consult the Transfer Center or the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 0502.00

(41 UNITS, PLAN B) + All other West requirements for Associate Degree

REQUIRED COURSES		UNITS
ACCTG 1*	Introductory Accounting I	5
ACCTG 2	Introductory Accounting II	5
ACCTG 25	Automated Accounting	3
BUS 32	Business Communications	3
CO SCI 930	Microsoft Advanced Business Application	4
LAW I	Business Law I	3
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
MKTG 1	Principles of Selling	3

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

ELECTIVES

(9 UNITS FROM THE FOLLOWING)		UNITS
ACCTG 15	Tax Accounting I	3
ACCTG 20	Managerial Accounting	3
LAW 2	Business Law II	3
MGMT 1	Principles of Management	3
MKTG 21	Principles of Marketing	3
	TOTAL UNITS	**41**

CERTIFICATES OF ACHIEVEMENT

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

CERTIFICATE OF ACHIEVEMENT

MAJOR CODE 0502.00

(34 UNITS)

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
CO SCI 901	Introduction to Computers and Their Use	3
	OR	
CAOT 84	Microcomputer Office Applications: Word Processing	3
LAW 1	Business Law I	3

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

ELECTIVES

(9 UNITS FROM THE FOLLOWING)		UNITS
ACCTG 16	Tax Accounting II	3
ACCTG 20	Managerial Accounting	3
LAW 2	Business Law II	3
ECON 1	Principles of Economics I	3
MGMT 1	Principles of Management	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
	TOTAL UNITS	**34**

ADMINISTRATION OF JUSTICE

ASSOCIATE DEGREES FOR TRANSFER

The Associate of Science degree in Administration of Justice for Transfer is designed to address the principles and practices of the criminal justice system. It will serve students who wish to prepare themselves for one of several careers in law enforcement. The program is an interdisciplinary approach with academic and professional coursework to enhance the students' training Therefore, the program provides preparation for employment as well as transfer to the CSU.

Students who successfully complete the transfer degree in Administration of Justice will be admitted to the CSU with a major in Criminal Justice or Criminology.

Students who successfully complete the Associate in Science degree in Administration of Justice for Transfer will be guaranteed admission to a California State University. The AS degree in Administration of Justice for Transfer meets the requirements for SB1440 for Associate Degrees for Transfer. The degrees were developed to ease the transfer process for students to the CSU.

ASSOCIATE OF SCIENCE DEGREE FOR TRANSFER (AS-T)

MAJOR CODE 2105.00

(18 UNITS) + Completion of CSU Breadth or IGETC

REQUIRED COURSES (6 UNITS)		UNITS
ADM JUS 1	Introduction to Administration of Justice	3
ADM JUS 2	Concepts of Criminal Law	3

LIST A: CHOOSE TWO COURSES (6 UNITS)		UNITS
ADM JUS 3	Legal Aspects of Evidence	3
ADM JUS 4	Principles and Procedures of the Justice System	3
ADM JUS 5	Criminal Investigation	3
ADM JUS 8	Juvenile Procedures	3
ADM JUS 67	Community Relations I	3
ADM JUS 75	Introduction to Corrections	3

LIST B: CHOOSE TWO COURSES (6 UNITS)		UNITS
MATH 227	Elementary Algebra	4
PSYCH 1	General Psychology I	3
SOC 1	Introduction to Sociology	3
	TOTAL UNITS	**18**

The following requirements must be met:

- Completion of required units for the major (18-19 units)
- Completion of CSU Breadth or IGETC
- Completion of a minimum of 60 CSU-transferable units.
- Maintain a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework.
- Complete a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the course catalog.
- Each course in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (Title V 55063).
- Be certified as having completed the California State University General Education Breadth pattern (CSU- GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 64-65 for more information).
- Students should note that no more than 60 units are required for this degree and that no additional requirements will be imposed by West Los Angeles College.

ADMINISTRATION OF JUSTICE

ASSOCIATE DEGREES

The Associate of Arts degree in Administration of Justice is primarily designed for vocational education and workforce training/development. This program is designed to serve students who wish to prepare themselves for one of several careers in law enforcement.

Students interested in transferring to a four-year college or university with a major in Criminal Justice or Criminology may consider the Associate of Arts degree in Liberal Arts and Sciences with an emphasis in Behavioral and Social Sciences. Students should consult the Transfer Center or the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice.

Students should note that Administration of Justice courses are scheduled in rotation and should plan their class schedule accordingly.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 2105.00

(36 UNITS, PLAN B) + All other West requirements for Associate Degree

REQUIRED COURSES FIRST SEMESTER		UNITS
ADM JUS 1	Introduction to Administration of Justice	3
ADM JUS 2	Concepts of Criminal Law	3
ADM JUS*	Elective	3
ENG 101**	College Reading and Composition I	3
POL SCI 1**	The Government of the United States	3

SECOND SEMESTER		UNITS
ADM JUS 3	Legal Aspects of Evidence	3
ADM JUS 4	Principles and Procedures of the Justice System	3
ADM JUS 6	Patrol Procedures	3
MATH 115**	Elementary Algebra	5
SOC 1**	Introduction to Sociology	3
	OR	
PSYCH 1**	General Psychology I	3

THIRD SEMESTER		UNITS
ADM JUS 5	Criminal Investigation	3
ADM JUS 8	Juvenile Procedures	3
ADM JUS 75	Introduction to Corrections	3
HEALTH 11**	Principles of Healthful Living	3
SPANISH 1**	Elementary Spanish I	5

FOURTH SEMESTER		UNITS
ADM JUS 14	Report Writing for Peace Officers (See ENGLISH 130)	3
ADM JUS 67	Community Relations I	3
CO SCI 901**	Introduction to Computers and Their Use	3
PSYCH 2**	General Psychology II	3
ADM JUS*	Elective	3
PHYS ED**	Physical Education	1
	TOTAL UNITS	**36**

* Electives include any Administration of Justice, Corrections, or Fire Technology courses.

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

Veterans and law enforcement personnel may petition for a PHYS ED exemption. Students should also inquire about the Criminal Justice Club.

Please meet with the Administration of Justice Department Chair and a Counselor to ensure your schedule will satisfy your goal.

SKILL CERTIFICATES

Note: Skill certificates are not state-approved and are not included on transcripts. Only students completing state-approved degrees and/or certificates may participate in commencement.

SKILL CERTIFICATE IN CORRECTIONS

MAJOR CODE 2105.10

REQUIRED COURSES		UNITS
ADM JUS 8	Juvenile Procedures	3
ADM JUS 39	Probation and Parole	3
ADM JUS 75	Introduction to Corrections	3
ADM JUS 309	Correctional Interviewing and Counseling	3
CORR 2	Correctional Institutions	3
	TOTAL UNITS	**15**

SKILL CERTIFICATE IN FINGERPRINT CLASSIFICATION

MAJOR CODE 2105.01

REQUIRED COURSE		UNITS
ADM JUS 62	Fingerprint Classification	3

SKILL CERTIFICATE IN JUVENILE CORRECTIONS OFFICER

MAJOR CODE 2105.09

REQUIRED COURSE		UNITS
ADM JUS 260	Juvenile Institution Counselor Core	8

SKILL CERTIFICATE IN PENAL CODE 832 ARREST COURSE

MAJOR CODE 2105.11

REQUIRED COURSE		UNITS
ADM JUS 60	Arrest, Search, and Seizure	3

SKILL CERTIFICATE IN POLICE ORIENTATION AND PREPARATION I

MAJOR CODE 2105.50

REQUIRED COURSE		UNITS
ADM JUS 1	Introduction to Administration of Justice	3
ADM JUS 3	Legal Aspects of Evidence	3
ADM JUS 14	Report Writing for Peace Officers (See ENGLISH 130)	3
POL SCI 1	The Government of the United States	3
SOC 2	American Social Problems	3
	TOTAL UNITS	**15**

SKILL CERTIFICATE IN POLICE ORIENTATION AND PREPARATION II

MAJOR CODE 2105.51

REQUIRED COURSE		UNITS
ADM JUS 5	Criminal Investigation	3
ADM JUS 6	Patrol Procedures	3
ADM JUS 67	Community Relations I	3
ECON 1	Principles of Economics I	3
PSYCH 1	General Psychology I	3
	TOTAL UNITS	**15**

SKILL CERTIFICATE IN POLICE ORIENTATION AND PREPARATION III

MAJOR CODE 2105.52

REQUIRED COURSE		UNITS
ADM JUS 2	Concepts of Criminal Law	3
ADM JUS 8	Juvenile Procedures	3
BIOLOGY 3A	Introduction to Biology - Lecture	3
CO SCI 901	Introduction to Computers and Their Use	3
HEALTH 11	Principles of Healthful Living	3
	TOTAL UNITS	**15**

SKILL CERTIFICATE IN POLICE ORIENTATION AND PREPARATION IV

MAJOR CODE 2105.53

REQUIRED COURSE		UNITS
ADM JUS 4	Principles and Procedures of the Justice System	3
ADM JUS 60	Arrest, Search, and Seizure	3
ADM JUS 75	Introduction to Corrections	3
BIOLOGY 3B	Introduction to Biology - Lab	1
HUMAN 60	People and Their World	3
PHYS ED 666	Body Conditioning	1
	TOTAL UNITS	**14**

SKILL CERTIFICATE IN PROBATION OFFICER

MAJOR CODE 2105.25

REQUIRED COURSE		UNITS
ADM JUS 261	Probation Officer Core	12

ALCOHOL AND DRUG STUDIES

ASSOCIATE DEGREES

The Associate of Arts degree in Alcohol and Drug Studies is primarily designed for vocational education and workforce training/development.

The coursework indicated below will prepare students with all necessary coursework to qualify them to take the written exam for the California Association of Alcohol and Drug Educators (CAADE) and become an Alcohol and Drug Counselor. Several classes may be used for continuing education credit for clinical or Alcohol and Drug licenses or public safety professions. Not all classes are offered every semester but do alternate each semester.

Students interested in transferring to a four-year college or university may consider the Associate of Arts degree in Liberal Arts and Sciences with an emphasis in Behavioral and Social Sciences. Students should consult the Transfer Center or the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 2104.40

(36 UNITS, PLAN B) + All other West requirements for Associate Degree

REQUIRED COURSES		UNITS
PSYCH 1	General Psychology	3
PSYCH 14	Abnormal Psychology	3
SOC 1	Introduction to Sociology (West requirement)	3
PSYCH 64	Introduction to Alcohol and Drug Abuse	3
PSYCH 65	Chemical Dependency: Intervention, Treatment and Recovery	3
PSYCH 68	Biopsychology of Chemical Dependency: Drugs, Behavior and Health	3
PSYCH 37	Psychology of Codependency & Family Systems	3
PSYCH 43	Principles of Group Dynamics	3
PSYCH 63	Alcohol/Drug Studies: Prevention & Education	3
PSYCH 67	Counseling Techniques for the Chemically Addicted	3
PSYCH 84	Fieldwork I Alcohol / Drug Studies	3
PSYCH 85	Fieldwork II Alcohol / Drug Studies	3
	TOTAL UNITS	**36**

NOTE: All classes are required by CAADE except for SOC 1 which is a West requirement.

CERTIFICATES OF ACHIEVEMENT

Students may also earn a Certificate of Achievement in Alcohol and Drug Studies by completing the 36 unit course requirements listed below. This certificate will prepare students with all necessary coursework to qualify them to take the written exam for the California Association of Alcohol and Drug Educators (CAADE) and become an Alcohol and Drug Counselor. Several classes may be used for continuing education credit for clinical or Alcohol and Drug licenses or public safety professions. Not all classes are offered every semester but do alternate each semester.

CERTIFICATE OF ACHIEVEMENT

MAJOR CODE 2104.40

(36 UNITS)

REQUIRED COURSES		UNITS
PSYCH 1	General Psychology	3
PSYCH 14	Abnormal Psychology	3
SOC 1	Introduction to Sociology (WLAC requirement)	3
PSYCH 64	Introduction to Alcohol and Drug Abuse	3
PSYCH 65	Chemical Dependency: Intervention, Treatment and Recovery	3
PSYCH 68	Biopsychology of Chemical Dependency: Drugs, Behavior and Health	3
PSYCH 37	Psychology of Codependency & Family Systems	3
PSYCH 43	Principles of Group Dynamics	3
PSYCH 63	Alcohol/Drug Studies: Prevention & Education	3
PSYCH 67	Counseling Techniques for the Chemically Addicted	3
PSYCH 84	Fieldwork I Alcohol/Drug Studies	3
PSYCH 85	Fieldwork II Alcohol/Drug Studies	3
	TOTAL UNITS	**36**

ALLIED HEALTH

(SEE PARAMEDIC AND MEDICAL ASSISTING)

ANTHROPOLOGY

ASSOCIATE DEGREES

The Associate of Arts degree in Anthropology includes coursework that aligns with specific lower-division major requirements for the Anthropology major at various universities within the University of California (UC) and California State University (CSU) systems. Students interested in transferring to a four-year college or university with a major in Anthropology may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis).

Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

Professional opportunities include careers in archaeology, linguistics, the social and natural sciences, health care, international affairs, urban renewal, social welfare, museum work, the National Park Service, conservation programs, ergonomics, and forensics.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 2202.00

(23 UNITS, PLAN A) + All other West requirements for 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

5 OR 6 UNITS FROM THE FOLLOWING:		
ANTHRO 109	Gender, Sex, and Culture	3
ANTHRO 111	Human Biology Lab	2
ANTHRO 119	Introduction to Forensic Anthropology	2
ANTHRO 121	Anthropology of Religion, Magic, and Witchcraft	3
ANTHRO 132	Native Peoples of North America	3

3 UNITS FROM THE FOLLOWING:		
HISTORY 1	Introduction to Western Civilization I	3
HISTORY 2	Introduction to Western Civilization II	3
PSYCH 1	General Psychology I	3
SOC 1	Introduction to Sociology	3
SOC 2	American Social Problems	3

AT LEAST 3 UNITS FROM THE FOLLOWING:		
BIOLOGY 3A	Introduction to Biology	3
ENV SCI 1	The Human Environment: Physical Processes	3
ENV SCI 2	The Human Environment: Biological Processes	3
GEOG 1	Physical Geography	3
GEOLOGY 1	Physical Geology	3
	TOTAL UNITS	**23**

RECOMMENDED COURSES		UNITS
CO SCI 901	Introduction to Computers and Their Use	3
MATH 227	Statistics	4
PHILOS 8	Deductive Logic	3
PHILOS 9	Symbolic Logic	3

ART

ASSOCIATE DEGREES

CERAMICS OPTION
DRAWING AND PAINTING OPTION

The Associate of Arts degree in Art includes coursework that aligns with specific lower-division major requirements for Art, Art History, Studio Art, and other related majors at various universities within the University of California (UC) and California State University (CSU) systems.

Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

The Associate Degree program in Art has been planned for those intending to enter the fields of design, illustration, art history, and art education. The program offers two state-approved options: 1) Ceramics, and 2) Drawing and Painting. The program also offers coursework in Computer Graphics/Multimedia and Design.

ASSOCIATE OF ARTS DEGREE - CERAMICS OPTION

MAJOR CODE 1002.30

(30 UNITS, PLAN A) + All other West requirements for Associate Degree

REQUIRED COURSES		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

AND 12 UNITS FROM THE FOLLOWING:		
ART 700	Introduction to Sculpture	3
ART 701	Sculpture I	3
ART 708	Introduction to Ceramics	3
ART 709	Ceramics I	3
ART 710	Ceramics II	3
ART 711	Ceramics III	3
	TOTAL UNITS	**30**

ASSOCIATE OF ARTS DEGREE - DRAWING AND PAINTING OPTION

MAJOR CODE 1002.10

(30 UNITS, PLAN A) + All other West requirements for Associate Degree

REQUIRED COURSES		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

AND 12 UNITS FROM THE FOLLOWING:

ART 204	Life Drawing I	3
ART 205	Life Drawing II	3
ART 300	Introduction to Painting	3
ART 301	Watercolor Painting I	3
ART 302	Watercolor Painting II	3
ART 304	Acrylic Painting I	3
ART 305	Acrylic Painting II	3
ART 307	Oil Painting I	3
	TOTAL UNITS	**30**

SKILL CERTIFICATES

Note: Skill certificates are not state-approved and are not included on transcripts. Only students completing state-approved degrees and/or certificates may participate in commencement.

SKILL CERTIFICATE IN COMPUTER GRAPHICS ARTS

MAJOR CODE 1030.22

REQUIRED COURSES		UNITS
ART 201	Drawing I OR	3
ART 501	Beginning Two-Dimensional Design	3
ART 633	Introduction to Computer Graphics	3
ART 635	Desktop Publishing Design	3
ART 639	Introduction to Digital Imaging	3
ART 641	Advanced Desktop Publishing	3
	TOTAL UNITS	**15**

AVIATION MAINTENANCE TECHNICIAN

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 (FAA) certificates by the FAA.

A Skill Certificate in Avionics (Aviation Electronics) is given for the successful completion of each of two modularized courses 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 certificates. 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, evening schedules.

ASSOCIATE DEGREES

The Associate of Arts degree in Aviation Maintenance Technician is primarily designed for vocational education and workforce training/development.

NOTE: Students may receive subject credit for courses at Cal State San Jose and Cal State Los Angeles, as well as at National University after transfer with an Associate of Science degree.

CREDIT FOR FAA CERTIFICATES

Please consult with the Chair of the Aviation Department regarding credit for FAA Airframe and/or Powerplant license. To be awarded an Associate of Science degree, the student must also complete all general education and graduation requirements plus 12 units of residency requirement at West Los Angeles College.

NOTE: Students in the Aviation Maintenance Program grant permission to the Federal Aviation Administration (FAA) to review their college grades and records for certification purposes.

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.

ASSOCIATE OF SCIENCE DEGREE

MAJOR CODE 0950.00

(72 UNITS, PLAN B) + All other West requirements for Associate Degree

REQUIRED COURSES		UNITS
AVIATEK 1	Maintenance Procedures	4
AVIATEK 2	Maintenance Procedures Lab	2
AVIATEK 3	Basic Aircraft Science	4
AVIATEK 4	Basic Aircraft Science Lab	2
AVIATEK 5	Basic Electricity and Auxiliary Systems	4
AVIATEK 6	Basic Electricity and Auxiliary Systems Lab	2
AVIATEK 7	Electrical and Instrument Systems	4
AVIATEK 8	Electrical and Instrument Systems Lab	2
AVIATEK 9	Assembly, Rigging and Inspection	4
AVIATEK 10	Assembly, Rigging and Inspection Lab	2
AVIATEK 11	Aircraft Metal Assembly	4
AVIATEK 12	Aircraft Metal Assembly Lab	2
AVIATEK 13	Hydraulic, Landing Gear and Fuel Systems	4
AVIATEK 14	Hydraulic, Landing Gear and Fuel Systems Lab	2
AVIATEK 15	Propeller and Powerplant Systems	4
AVIATEK 16	Propeller and Powerplant Systems Lab	2
AVIATEK 17	Ignition and Fuel Metering Systems	4
AVIATEK 18	Ignition and Fuel Metering Systems Lab	2
AVIATEK 19	Reciprocating Powerplant Overhaul	4
AVIATEK 20	Reciprocating Powerplant Overhaul Lab	2
AVIATEK 21	Powerplant Troubleshooting and Testing	4
AVIATEK 22	Powerplant Troubleshooting and Testing Lab	2
AVIATEK 23	Inspection and Evaluation	4
AVIATEK 24	Inspection and Evaluation Lab	2
	TOTAL UNITS	**72**

CERTIFICATES OF ACHIEVEMENT

CERTIFICATES OF ACHIEVEMENT - AIRCRAFT POWERPLANT TECHNICIAN

MAJOR CODE 0950.20

(54 UNITS)

REQUIRED COURSES		UNITS
AVIATEK 1	Maintenance Procedures	4
AVIATEK 2	Maintenance Procedures Lab	2
AVIATEK 3	Basic Aircraft Science	4
AVIATEK 4	Basic Aircraft Science Lab	2
AVIATEK 5	Basic Electricity and Auxiliary Systems	4
AVIATEK 6	Basic Electricity and Auxiliary Systems Lab	2
AVIATEK 7	Electrical and instrument Systems	4
AVIATEK 8	Electrical and instrument Systems Lab	2
AVIATEK 15	Propeller and Powerplant Systems	4
AVIATEK 16	Propeller and Powerplant Systems Lab	2
AVIATEK 17	Ignition and Fuel Metering Systems	4
AVIATEK 18	Ignition and Fuel Metering Systems Lab	2
AVIATEK 19	Reciprocating Powerplant Overhaul	4
AVIATEK 20	Reciprocating Powerplant Overhaul Lab	2
AVIATEK 21	Powerplant Troubleshooting and Testing	4
AVIATEK 22	Powerplant Troubleshooting and Testing Lab	2
AVIATEK 23	Inspection and Evaluation	4
AVIATEK 24	Inspection and Evaluation Lab	2
	TOTAL UNITS	**54**

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

CERTIFICATE OF ACHIEVEMENT - AIRFRAME MAINTENANCE TECHNICIAN

MAJOR CODE 0950.10

(48 UNITS)

REQUIRED COURSES		UNITS
AVIATEK 1	Maintenance Procedures	4
AVIATEK 2	Maintenance Procedures Lab	2
AVIATEK 3	Basic Aircraft Science	4
AVIATEK 4	Basic Aircraft Science Lab	2
AVIATEK 5	Basic Electricity and Auxiliary Systems	4
AVIATEK 6	Basic Electricity and Auxiliary Systems Lab	2
AVIATEK 7	Electrical and Instrument Systems	4
AVIATEK 8	Electrical and instrument Systems Lab	2
AVIATEK 9	Assembly, Rigging and Inspection	4
AVIATEK 10	Assembly, Rigging and Inspection Lab	2
AVIATEK 11	Aircraft Metal Assembly	4
AVIATEK 12	Aircraft Metal Assembly Lab	2
AVIATEK 13	Hydraulic, Landing Gear, and Fuel Systems	4
AVIATEK 14	Hydraulic, Landing Gear, and Fuel Systems Lab	2
AVIATEK 23	Inspection and Evaluation	4
AVIATEK 24	Inspection and Evaluation Lab	2
	TOTAL UNITS	**48**

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

SKILL CERTIFICATES

Note: Skill certificates are not state-approved and are not included on transcripts. Only students completing state-approved degrees and/or certificates may participate in commencement.

SKILL CERTIFICATE IN COMPOSITE STRUCTURES & FABRICATION

MAJOR CODE 0950.50

REQUIRED COURSE		UNITS
A/C PS 102	Fabrication and Repair of Advanced Composites	6
A/C PS 110	Aerospace Production Blueprint Reading I	4
A/C PS 115	Aircraft Structures	6
	TOTAL UNITS	**16**

BIOLOGY

ASSOCIATE DEGREES

The Associate of Arts degree in Biology includes coursework that aligns with specific lower-division major requirements for the Biology, Biological Science, and related majors at various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university with a major in Biology or related fields of study may also consider the Associate of Arts degree in Liberal Arts and Sciences (Math, Science, and Computer Science emphasis). Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

The Associate Degree in Biology will provide the student with a strong basic foundation in this science. The curriculum is generally required of lower-division life science majors, as well as pre-dental, pre-medical, pre-optometry, pre-pharmacy, and pre-veterinary students.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 0401.00

(38 UNITS, PLAN B) + All other West requirements for Associate Degree

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

AND THE COURSES IN EACH OF THE FOLLOWING 3 GROUPS:

GROUP 1		UNITS
CHEM 101	General Chemistry I	5
	AND	
CHEM 102	General Chemistry II	5
	OR	
PHYSICS 6	General Physics I	4
	AND	
PHYSICS 7	General Physics I	4

GROUP 2		UNITS
CHEM 211	Organic Chemistry for Science Majors I	5
CHEM 212	Organic Chemistry for Science Majors II	5

GROUP 3		UNITS
MATH 260	Pre-Calculus	5
MATH 261	Calculus I	5
	TOTAL UNITS	**38**

BUSINESS

ASSOCIATE DEGREES

(ALSO SEE MANAGEMENT - SMALL BUSINESS)

The Associate of Arts degree in Business is primarily designed for vocational education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

Students interested in transferring to a four-year college or university with a major in Business Administration or other Business-related major may consider the Associate of Arts degree in Business Administration. Students should consult the Transfer Center or the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice.

The Associate of Arts degree in Business provides a broad background of business knowledge which can be applied in most businesses.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 0501.00

(38 UNITS, PLAN B) + All other West requirements for 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
CO SCI 901	Introduction to Computers and Their Use	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 Entrepreneurship	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3

ELECTIVES (3 UNITS FROM THE FOLLOWING)		UNITS
MGMT 2	Organization and Management Theory	3
REAL ES 18	Real Estate Investments	3
LAW 2	Business Law	3
	TOTAL UNITS	**38**

CERTIFICATES OF ACHIEVEMENT

CERTIFICATE OF ACHIEVEMENT

MAJOR CODE 0501.00

(29 UNITS)

REQUIRED COURSES		UNITS
ACCTG 1	Introductory Accounting	5
	OR	
ACCTG 21	Bookkeeping & Accounting I	3
	AND	
ACCTG 22	Bookkeeping & Accounting II	3
CO SCI 901	Introduction to Computers and Their Use	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
MKTG 21	Principles of Marketing	3
REAL ES 1	Real Estate Principles	3
	TOTAL UNITS	**29**

BUSINESS ADMINISTRATION

ASSOCIATE DEGREES

(ALSO SEE MANAGEMENT - SMALL BUSINESS)

The Associate of Arts degree in Business Administration includes coursework that aligns with specific lower-division major requirements for Business Administration and related majors at various universities within the University of California (UC) and California State University (CSU) systems.

Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

Career opportunities in Business Administration 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.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 0505.00

(26 UNITS, PLAN A) + All other West requirements for Associate Degree

REQUIRED COURSES		UNITS
ACCTG 1	Introductory Accounting I	5
ACCTG 2	Introductory Accounting II	5
CO SCI 901	Introduction to Computers and Their Use	3
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
LAW 1	Business Law I	3
MATH 227*	Statistics	4
	TOTAL UNITS	**26**

* Higher level Mathematics coursework may be substituted to meet transfer requirements at varying four-year institutions.

CHEMISTRY

ASSOCIATE DEGREES

The Associate of Arts degree in Chemistry includes coursework that aligns with specific lower-division major requirements for the Chemistry major at various universities within the University of California (UC) and California State University (CSU) systems. Additional coursework in Math and Physics is required at some UC and CSU campuses.

Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

The Associate Degree in Chemistry is designed to provide students with a strong basic foundation for baccalaureate study in Chemistry.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 1905.00

(45 UNITS, PLAN B) + All other West requirements for 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 1	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
	TOTAL UNITS	**45**

CHILD DEVELOPMENT

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 and 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 in the Child Development 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 Child Development Program at West Los Angeles College prepares those individuals that are interested in opening their own Child Care facility. The program also benefits anyone interested in understanding children, their development, and their behavior.

All students must make an appointment for advisement in the Child Development Office (GC 180). Applications and a student profile record must be on file. Students will be advised to take a Math and an English assessment test.

THERE ARE RESIDENCY REQUIREMENTS AT WEST LOS ANGELES COLLEGE FOR THE AWARDING OF SKILLS CERTIFICATES, CERTIFICATE OF ACHIEVEMENT, AND ASSOCIATE 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 Certificate, Certificate of Achievement, or an Associate 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 a Skills Award, a Certificate of Achievement, or an Associate 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 for participating in the Child Development program is as follows:

ASSOCIATE DEGREES

The Associate of Arts degree in Child Development is considered both an academic program and a career educational training program for both transfer and workforce training/development. The curriculum is specifically designed so that it includes the 24 core units that are transferable to the CSU's in the Child Development major and are also aligned with course requirements for lower division units to transfer to other four-year colleges or university institutions as well.

Students interested in transferring to a four-year college or university with a major in Child Development may earn the Associate of Arts degree in Liberal Arts and Sciences with an emphasis in Behavioral and Social Sciences in addition to the degree in Child Development. Students should consult the Transfer Center or the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. In the employment arena the employers prefer an A.A. degree in Child Development.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 1305.00

(40 UNITS, PLAN B)+ All other West requirements for Associate Degree

REQUIRED COURSES		UNITS
CD 1	Child Growth and Development	3
CD 2	Early Childhood: Principles and Practices	3
CD 7 *(Formerly CD 4)*	Introduction to Curriculum in ECE	3
CD 8 *(Formerly CD 3)*	Curriculum in ECE	3
CD 11	Child, Family, and Community	3
CD 22	Practicum in Child Development I	4
CD 23	Practicum in Child Development II	4
CD 34	Observing and Recording Children's Behavior	3
CD 42	Teaching in a Diverse Society	3
CD 48	Positive Guidance in Early Childhood Settings	3
CD 65	Adult Supervision and Early Childhood Mentoring	2

PLUS 6 UNITS OF SPECIALIZATION:

Child Health, Safety, and Nutrition:

CD 10	Health, Safety, and Nutrition	3
FCS 21	Nutrition	3

Infant Studies:

CD 30	Infant and Toddler Studies I	3
CD 31	Infant Studies II	3

Administration and Supervision:

CD 38	Admin. and Supervision of Early Childhood Programs I	3
CD 39	Admin. and Supervision of Early Childhood Programs II	3

Special Needs:		
CD 44	Early Intervention for Children with Special Needs	3
CD 45	Programs for Children with Special Needs	3
School Age Programs:		
CD 46	School Age Programs I	3
CD 47	School Age Programs II	3
Family Child Care:		
CD 60	Introduction to Family Child Care I	3
CD 61	Introduction to Family Child Care II	3
CD 62	Developmental Profiles: Pre-Birth - Age Eight	3
CD 63	Creative Curriculum in a Family Child Care Setting	3
Early Literacy:		
CD 35	Literacy Development in Young Children	3
Speech 135	Storytelling	3
	TOTAL UNITS	**40**

Note: Students must complete 10 out of the 13 courses 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.

Note: There are pre-requisites and co-requisites for some of the Child Development courses:

- CD 1 and 2 are pre-requisites for CD 7 and 8.
- CD 1, 2, 7, and 8 are pre-requisites for CD 22 and 23.
- CD 42 is a co-requisite for CD 22.
- CD 48 and 65 are co-requisites for CD 23.

CERTIFICATES OF ACHIEVEMENT

Certificate of Achievement in Child Development - (31 units) requires 10 courses (State Approved). The student must complete 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 completed in residency at West Los Angeles College.

CERTIFICATE OF ACHIEVEMENT

MAJOR CODE 1305.00

(31 UNITS)

REQUIRED COURSES		UNITS
CD 1	Child Growth and Development	3
CD 2	Early Childhood: Principles and Practices	3
CD 7 *(Formerly CD 4)*	Introduction to Curriculum in ECE	3
CD 8 *(Formerly CD 3)*	Curriculum in ECE	3
CD 10	Health, Safety, and Nutrition	3
CD 11	Child, Family, and Community	3
CD 22	Practicum in Child Development I	4
CD 34	Observing and Recording Children's Behavior	3
CD 42	The Child in a Diverse Society	3
CD 48	Positive Guidance in Early Childhood Settings	3
	TOTAL UNITS	**31**

SKILL CERTIFICATES

Note: Skill certificates are not state-approved and are not included on transcripts. Only students completing state-approved degrees and/or certificates may participate in commencement.

SKILL CERTIFICATE IN ASSOCIATE TEACHER

MAJOR CODE 1305.01

The student must complete 3 out of the 4 required courses within the Los Angeles Community College District.

REQUIRED COURSES		UNITS
CD 1	Child Growth and Development	3
CD 2	Early Childhood: Principles and Practices	3
CD 7 *(Formerly CD 4)*	Introduction to Curriculum in ECE	3
	OR	
CD 8 *(Formerly CD 3)*	Curriculum in ECE	3
CD 11	Child, Family, and Community	3
	TOTAL UNITS	**12**

SKILL CERTIFICATE IN DIRECTOR PRIVATE PRESCHOOL

MAJOR CODE 1305.00

The student must complete 4 out of the 5 required courses within the Los Angeles Community College District.

REQUIRED COURSES		UNITS
CD 7 *(Formerly CD 4)*	Introduction to Curriculum in ECE	3
	OR	
CD 8 *(Formerly CD 3)*	Curriculum in ECE	3
CD 11	Child, Family, and Community	3
CD 38	Admin. and Supervision of Early Childhood Programs I	3
CD 39	Admin. and Supervision of Early Childhood Programs II	3
	TOTAL UNITS	**15**

SKILL CERTIFICATES IN SPECIALIZED AREAS*

*The following skill certificates will only be awarded upon the completion of core coursework (i.e., CD 1; 2; 7 or 8; and 11).

Note: Skill certificates are not state-approved and are not included on transcripts. Only students completing state-approved degrees and/or certificates may participate in commencement.

CURRICULUM DEVELOPMENT IN EARLY CHILDHOOD PROGRAMS

MAJOR CODE 1305.12

CD 1	Child Growth and Development	3
CD 2	Early Childhood: Principles and Practices	3
CD 7 *(Formerly CD 4)*	Introduction to Curriculum in ECE	3
CD 8 *(Formerly CD 3)*	Curriculum in ECE	3
CD 42	The Child in a Diverse Society	3
	TOTAL UNITS	**15**

INFANT AND TODDLER STUDIES

MAJOR CODE 1305.13

CD 1	Child Growth and Development	3
CD 2	Early Childhood: Principles and Practices	3
CD 11	Child, Family, and Community	3
CD 30	Infant and Toddler Studies I	3
CD 31	Infant and Toddler Studies II	3
	TOTAL UNITS	**15**

EARLY LITERACY DEVELOPMENT

MAJOR CODE 1305.14

CD 1	Child Growth and Development	3
CD 2	Early Childhood: Principles and Practices	3
CD 11	Child, Family, and Community	3
CD 35	Fostering Literacy Development in Young Children	3
SPEECH 135	Storytelling	3
	TOTAL UNITS	**15**

SPECIAL NEEDS CHILDREN

MAJOR CODE 1305.20

CD 30	Infant and Toddler Studies I	3
CD 31	Infant Studies II	3
CD 34	Observing and Recording Children's Behavior	3
CD 44	Early Intervention for Children with Special Needs	3
CD 45	Programs for Children with Special Needs II	3
	TOTAL UNITS	**15**

SCHOOL AGE PROGRAMS

MAJOR CODE 1305.15

CD 7 *(Formerly CD 4)*	Introduction to Curriculum in ECE	3
CD 8 *(Formerly CD 3)*	Curriculum in ECE	3
CD 11	Child, Family, and Community	3
CD 46	School Age Programs I	3
CD 47	School Age Programs II	3
	TOTAL UNITS	**15**

ADMINISTRATION AND SUPERVISION OF EARLY CHILDHOOD PROGRAMS

MAJOR CODE 1305.16

(Must hold a Specialization Skill Certificate in Curriculum Development to qualify for this award.)

CD 7 *(Formerly CD 4)*	Introduction to Curriculum in ECE	3
	OR	
CD 8 *(Formerly CD 3)*	Curriculum in ECE	3
CD 10	Health, Safety, and Nutrition	3
CD 11	Child, Family, and Community	3
CD 38	Administration and Supervision of Early Childhood Programs I	3
CD 39	Administration and Supervision of Early Childhood Programs II	3
CD 65	Adult Supervision and Early Childhood Mentoring	2
	TOTAL UNITS	**17**

HEALTH, NUTRITION, SAFETY AND FOOD SANITATION OF EARLY CHILDHOOD PROGRAMS

MAJOR CODE 1305.17

CD 1	Child Growth and Development	3
CD 10	Health, Safety, and Nutrition	3
FCS 21	Nutrition	3
HEALTH 11	Principles of Healthful Living	3
	OR	
HEALTH 12	Safety Education and First Aid	3
	TOTAL UNITS	**12**

OBSERVATION, ASSESSMENT, AND GUIDANCE IN EARLY CHILDHOOD PROGRAMS

MAJOR CODE 1305.18

CD 1	Child Growth and Development	3
CD 2	Early Childhood: Principles and Practices	3
CD 11	Child, Family, and Community	3
CD 34	Observing and Recording Children's Behavior	3
CD 48	Positive Guidance in Early Childhood Settings	3
	TOTAL UNITS	**15**

FAMILY CHILD CARE PROVIDERS

MAJOR CODE 1305.81

CD 60	Introduction to Family Child Care I	1
CD 61	Introduction to Family Child Care II	1
CD 62	Developmental Profiles: Pre-Birth Through Age Eight	2
CD 63	Creative Curriculum in a Family Child Care Setting	2
	TOTAL UNITS	**6**

CINEMA

SKILL CERTIFICATES

Note: Skill certificates are not state-approved and are not included on transcripts. Only students completing state-approved degrees and/or certificates may participate in commencement.

SKILL CERTIFICATE IN CINEMA

MAJOR CODE 0612.00

Students earning a skill certificate in Cinema 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. They will have the opportunity to analyze screenplays, write a script, and/or produce their own short video or film. Courses are offered in screen writing, script treatment, content development, film history and analysis, and producing and editing of a digital short film.

REQUIRED COURSES		UNITS
CINEMA 1	Introduction to Motion Picture Production	3
CINEMA 3	History of Motion Pictures	3
CINEMA 5	Introduction to Screenwriting	3

PLUS 6 UNITS FROM THE FOLLOWING:

ART 639	Introduction to Digital Imaging	3
BRDCST 1	Fundamentals of Radio and TV Broadcasting	3
BRDCST 7	Radio Announcing I	3
BRDCST 12	Broadcast Station Operation I	3
BRDCST 17	Industrial and Commercial Voice-over Techniques	3
BRDCST 25	Radio/TV/Film Writing	3
CINEMA 18	Main Currents in Motion Pictures	3
CINEMA 107	Understanding Motion Pictures	3
CINEMA 111	Cinema: Developing Content for Movies	3
CINEMA 112	Script Analysis	3
MULTIMD 100	Introduction to Multimedia Computer Applications	3
MULTIMD 210	Digital Editing	3
MULTIMD 320	Web Design	3
	TOTAL UNITS	**15**

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

ASSOCIATE DEGREES

The Associate of Arts degree in Computer Applications and Office Technologies is primarily designed for vocational education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university. For more information visit the department website at http://www.wlac.edu/csit/index.html.

WORD PROCESSING
This curriculum prepares students for office administration occupations with emphasis on computer business application such as advanced word processing, electronic spreadsheet for business analysis, presentation graphics and computerized accounting.

ASSOCIATE OF ARTS DEGREE - WORD PROCESSING

MAJOR CODE 0514.01

(39 UNITS, PLAN B) + All other West requirements for Associate Degree

REQUIRED COURSES		UNITS
ACCTG 21	Bookkeeping & Accounting	3
ACCTG 25	Automated Accounting Methods and Procedures	3
BUS 1	Introduction to Business	3
BUS 31	Business English	3
BUS 32	Business Communications	3
BUS 38	Business Computations	3
CAOT 39	Word Processing: Keyboarding and Operations	3
	OR	
CAOT 84	Microcomputer Office Applications: Word Processing	3
CO SCI 901	Introduction to Computers and Their Use	3
CO SCI 930	Microsoft Advance Business Application	4
CO SCI 934	Operating Systems	3

ELECTIVES (8 UNITS FROM THE FOLLOWING)

	Any CAOT or CO SCI courses	8
	TOTAL UNITS	**39**

CERTIFICATES OF ACHIEVEMENT

CERTIFICATE OF ACHIEVEMENT - WORD PROCESSING

MAJOR CODE 0514.01

(30 UNITS)

REQUIRED COURSES		UNITS
ACCTG 21	Bookkeeping & Accounting	3
ACCTG 25	Automated Accounting Methods and Procedures	3
BUS 31	Business English	3
BUS 32	Business Communications	3
CAOT 39	Word Processing: Keyboarding and Operations	3
	OR	
CAOT 84	Microcomputer Office Applications: Word Processing	3
CO SCI 901	Introduction to Computers and Their Use	3
CO SCI 930	Microsoft Advance Business Application	4
CO SCI 934	Operating Systems	3

ELECTIVES (5 UNITS FROM THE FOLLOWING)

	Any CAOT or CO SCI courses	5
	TOTAL UNITS	**30**

CERTIFICATE OF ACHIEVEMENT - LEGAL SECRETARY

MAJOR CODE 0514.10

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

REQUIRED COURSES		UNITS
CAOT 23ABC	Legal Secretarial Procedures	3
CAOT 39	Word Processing, Keyboarding and Operations	3
CAOT 79	Word Processing Applications	3
CAOT 84	Microcomputer Office Applications: Word Processing	3
CAOT 93	Legal Documents Production	2
PARALEGAL 10	Introduction to Law and Legal Profession	3
	TOTAL UNITS	**17**

COMPUTER SCIENCE INFORMATION TECHNOLOGY

ASSOCIATE DEGREES

COMPUTER SCIENCE INFORMATION TECHNOLOGY OPTION
COMPUTER NETWORK AND SECURITY MANAGEMENT OPTION
COMPUTER WEB SUPPORT AND DATABASE ADMINISTRATION OPTION

The Associate degrees in Computer Science Information Technology are primarily designed for vocational education and workforce training/development. Although the curriculum is not specifically designed for transfer to a four-year college or university, the program offers a variety of courses that fulfill some lower-division requirements for transfer.

Students interested in transferring to a four-year college or university with a major in Computer Science or a related major may consider the Associate of Arts degree in Liberal Arts and Sciences with an emphasis in Math, Science, and Computer Science. Students should consult the Transfer Center or the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice.

The Associate degrees in Computer Science Information Technology provide instruction to students interested in careers in computing, information systems management and security, computer network, web development and database administration, and business application. A Computer Science Information Technology option, Computer Web Support and Database Administration option, and a Computer Network and Security Management option are offered.

NOTE: The Associate of Arts degree (AA) follows Plan A with 30 units of major courses and 30 units of General Education courses. The Associate of Science degree (AS) follows Plan B with 30 units of major courses, 18 units of GE courses, and 12 units of any CO SCI courses. For more information visit the department website at http://www.wlac.edu/csit/index.html.

ASSOCIATE OF ARTS OR SCIENCE DEGREE - COMPUTER SCIENCE INFORMATION TECHNOLOGY OPTION

MAJOR CODE 0702.00

(30 UNITS, PLAN A OR PLAN B) + All other West requirements for Associate Degree

REQUIRED COURSES		UNITS
CO SCI 902	Introduction to Computer Science	3
CO SCI 917	Beginning Micro-Assembly Language	3
CO SCI 934	Operating Systems	3
	OR	
CO SCI 935	Introduction to Linux+	3
CO SCI 936	Introduction to Data Structures	3
CO SCI 939	Programming in C	3
CO SCI 965	Introduction to Computer Networks	3
CO SCI 990	Object-Oriented Programming in Java	4
ELECTIVES (8 UNITS FROM THE FOLLOWING)		
	Any CO SCI courses	8
	TOTAL UNITS	**30**

ASSOCIATE OF ARTS OR SCIENCE DEGREE - COMPUTER NETWORK AND SECURITY MANAGEMENT OPTION

MAJOR CODE 0708.12

(30 UNITS, PLAN A OR PLAN B) + All other West requirements for Associate Degree

REQUIRED COURSES		UNITS
CO SCI 934	Operating Systems	3
	OR	
CO SCI 935	Introduction to Linux+	3
CO SCI 965	Introduction to Computer Networks	3
CO SCI 972	Introduction to Cisco Network Fundamentals	3
CO SCI 974	Introduction to Cisco Routers	3
CO SCI 980	Introduction to Computer and Information Security I	3
CO SCI 982	Introduction to Microsoft Server Operating System	3
CO SCI 985	Network and Information System Security	3
ELECTIVES (9 UNITS FROM THE FOLLOWING)		
CO SCI 913	Apple Care Administrator	3
CO SCI 967	Linux.Apache.MySQL.Virtual and Cloud Computing	3
CO SCI 981	Administering Computer Networks and Security	3
CO SCI 983	Microsoft Networking Infrastructure Administration	3
CO SCI 984	Introduction to Windows Active Directory Services	3
CO SCI 987	Information Storage Management/Virtual Server	3
CO SCI 988	Microsoft SQL Server	3
CO SCI 989	Microsoft Exchange Server	3
	TOTAL UNITS	**30**

ASSOCIATE OF ARTS OR SCIENCE DEGREE - COMPUTER WEB SUPPORT & DATABASE ADMINISTRATION OPTION

MAJOR CODE 0709.00

(31 UNITS, PLAN A OR PLAN B) + All other West requirements for Associate Degree

REQUIRED COURSES		UNITS
CO SCI 933	Database Design (Microsoft Access)	3
CO SCI 938	Web Application Programming Using VB.net	3
CO SCI 953	Database Management Using Oracle	3
CO SCI 957	Introduction to Web Page Development	3
CO SCI 962	Web Programming Using JavaScript	4
CO SCI 963	Web Application Using ASP.net	3

ELECTIVES (12 UNITS FROM THE FOLLOWING)		
CO SCI 937	E-Commerce Essentials	3
CO SCI 952	Web Page Development Using Macromedia Flash	3
CO SCI 958	Web Development Using HTML	4
CO SCI 967	Linux.Apache.MySQL.Virtual and Cloud Computing	3
CO SCI 980	Introduction to Computer and Information Security I	3
CO SCI 982	Introduction to Microsoft Server Operating System	3
CO SCI 987	Information Storage Management/Virtual Server	3
CO SCI 988	Microsoft SQL Server	3
CO SCI 989	Microsoft Exchange Server	3
CO SCI 990	Object Oriented Programming in Java	4
	TOTAL UNITS	**31**

CERTIFICATES OF ACHIEVEMENT

CERTIFICATE OF ACHIEVEMENT - BUSINESS APPLICATION AND DATABASE MANAGEMENT

MAJOR CODE 0701.00

(16 UNITS)
This program enables the student to use application software such as advanced word processing, electronic spreadsheet, database management and presentation graphics to solve typical business problems and perform business analysis.

Concentration in Microsoft and Oracle database application development and Linux database system administration. See Department for course sequence.

REQUIRED COURSES (16 UNITS FROM THE FOLLOWING)		
CO SCI 912	Apple Application Development	3
CO SCI 930	Intermediate Microsoft Office Application	4
CO SCI 933	Database Design (Microsoft Access)	3
CO SCI 934	Operating System	3
CO SCI 937	E-Commerce Essentials	3
CO SCI 938	Web Application Programming Using VB.net	3
CO SCI 953	Database Management Using Oracle	3
CO SCI 967	Linux.Apache.MySQL.Virtual and Cloud Computing	3
CO SCI 980	Introduction to Computer and Information Security I	3
CO SCI 988	Microsoft SQL Server	3
CO SCI 989	Microsoft Exchange Server	3
CO SCI 990	Object Oriented Programming in Java	4
	TOTAL UNITS	**16**

CERTIFICATE OF ACHIEVEMENT - COMPUTER NETWORK AND INFORMATION SYSTEM SECURITY

MAJOR CODE 0708.11

(16 UNITS)
The curriculum is intended to help students develop skills to design, administer, and manage the heterogeneous corporate network and information system with security emphasis. The courses examine and illustrate network security with industry leading network operating systems. Individual courses will assist students in preparing for related industry certification exams.

REQUIRED COURSES		UNITS
CO SCI 965	Introduction to Computer Networks	3
CO SCI 980	Introduction to Computer and Information Security I	3
CO SCI 985	Network and Information System Security	3

ELECTIVES (7 UNITS FROM THE FOLLOWING)		
CO SCI 913	Apple Care Administrator	3
CO SCI 967	Linux.Apache.MySQL.Virtual and Cloud Computing	3
CO SCI 981	Administering Computer Networks and Security	3
CO SCI 982	Introduction to Microsoft Server Operating System	3
CO SCI 983	Microsoft Networking Infrastructure Administration	3
CO SCI 984	Introduction to Windows Active Directory Services	3
CO SCI 987	Information Storage Management/Virtual Server	3
CO SCI 988	Microsoft SQL Server	3
CO SCI 989	Microsoft Exchange Server	3
CO SCI 992	Computer A+ Hardware Laboratory	1
	TOTAL UNITS	**16**

CERTIFICATE OF ACHIEVEMENT - COMPUTER NETWORK AND SECURITY MANAGEMENT

MAJOR CODE 0708.13

(30 UNITS)

REQUIRED COURSES		UNITS
CO SCI 934	Operating Systems	3
	OR	
CO SCI 935	Introduction to Linux+	3
CO SCI 965	Introduction to Computer Networks	3
CO SCI 972	Introduction to Cisco Network Fundamentals	3
CO SCI 974	Introduction to Cisco Routers	3
CO SCI 980	Introduction to Computer and Information Security I	3
CO SCI 982	Introduction to Microsoft Server Operating System	3
CO SCI 985	Network and Information System Security	3

ELECTIVES (9 UNITS FROM THE FOLLOWING)		
CO SCI 913	Apple Care Administrator	3
CO SCI 967	Linux.Apache.MySQL.Virtual and Cloud Computing	3
CO SCI 981	Administering Computer Networks and Security	3
CO SCI 983	Microsoft Networking Infrastructure Administration	3
CO SCI 984	Introduction to Windows Active Directory Services	3
CO SCI 987	Information Storage Management/Virtual Server	3
CO SCI 988	Microsoft SQL Server	3
CO SCI 989	Microsoft Exchange Server	3
	TOTAL UNITS	**30**

CERTIFICATE OF ACHIEVEMENT - COMPUTER NETWORK MANAGEMENT

(17 UNITS)

MAJOR CODE 0706.01

Microsoft Network training at West prepares students to pass Microsoft Certification exams. These industry-demand certifications are important to those who wish to pursue a career working with Microsoft network. This program provides support professionals' core foundation for supporting Microsoft domain network.

REQUIRED COURSES		UNITS
CO SCI 972	Introduction to Cisco Network Fundamentals	3
CO SCI 974	Introduction to Cisco Routers	3
CO SCI 982	Introduction to Microsoft Server Operating System	3

ELECTIVES (8 UNITS FROM THE FOLLOWING)		
CO SCI 913	Apple Care Administrator	3
CO SCI 967	Linux.Apache.MySQL.Virtual and Cloud Computing	3
CO SCI 980	Introduction to Computer and Information Security I	3
CO SCI 981	Administering Computer Networks and Security	3
CO SCI 983	Microsoft Networking Infrastructure Administration	3
CO SCI 984	Introduction to Windows Active Directory Services	3
CO SCI 985	Network and Information System Security	3
CO SCI 987	Information Storage Management/Virtual Server	3
CO SCI 988	Microsoft SQL Server	3
CO SCI 989	Microsoft Exchange Server	3
CO SCI 991	Cisco Router Laboratory	1
CO SCI 992	Computer A+ Hardware Laboratory	1
	TOTAL UNITS	**17**

CERTIFICATE OF ACHIEVEMENT - COMPUTER SCIENCE INFORMATION TECHNOLOGY

MAJOR CODE 0702.00

(30 UNITS)

REQUIRED COURSES		UNITS
CO SCI 902	Introduction to Computer Science	3
CO SCI 917	Beginning Micro-Assembly Language	3
CO SCI 934	Operating Systems	3
	OR	
CO SCI 935	Introduction to Linux+	3
CO SCI 936	Introduction to Data Structures	3
CO SCI 939	Programming in C	3
CO SCI 965	Introduction to Computer Networks	3
CO SCI 990	Object-Oriented Programming in Java	4

ELECTIVES (8 UNITS FROM THE FOLLOWING)		
	Any CO SCI courses	8
	TOTAL UNITS	**30**

CERTIFICATE OF ACHIEVEMENT - COMPUTER WEB SUPPORT & DATABASE ADMINISTRATION

MAJOR CODE 0709.00

(31 UNITS)

REQUIRED COURSES		UNITS
CO SCI 933	Database Design (Microsoft Access)	3
CO SCI 938	Web Application Programming Using VB.net	3
CO SCI 953	Database Management Using Oracle	3
CO SCI 957	Introduction to Web Page Development	3
CO SCI 962	Web Programming Using JavaScript	4
CO SCI 963	Web Application Using ASP.net	3

ELECTIVES (12 UNITS FROM THE FOLLOWING)		
CO SCI 937	E-Commerce Essentials	3
CO SCI 952	Web Page Development Using Macromedia Flash	3
CO SCI 958	Web Development Using HTML	4
CO SCI 967	Linux.Apache.MySQL.Virtual and Cloud Computing	3
CO SCI 980	Introduction to Computer and Information Security I	3
CO SCI 982	Introduction to Microsoft Server Operating System	3
CO SCI 987	Information Storage Management/Virtual Server	3
CO SCI 988	Microsoft SQL Server	3
CO SCI 989	Microsoft Exchange Server	3
CO SCI 990	Object Oriented Programming in Java	4
TOTAL UNITS		**31**

CERTIFICATE OF ACHIEVEMENT - WEB SUPPORT AND ADMINISTRATION

MAJOR CODE 0709.05

(16 UNITS)

The curriculum is intended to help students develop skills in designing, building, programming, populating with contents, branding, marketing, supporting, and managing websites. This program also provides students with the knowledge and skills to administer web site security and to manage client-server database.

REQUIRED COURSES (16 UNITS FROM THE FOLLOWING)		
CO SCI 933	Database Design and Programming	3
CO SCI 937	E-Commerce Essentials	3
CO SCI 938	Web Application Programming Using VB.net	3
CO SCI 952	Web Design Using Flash	3
CO SCI 953	Database Management Using Oracle	3
CO SCI 957	Introduction to Web Page Design	3
CO SCI 958	Web Page Development Using HTML	3
CO SCI 962	Web Development with JAVA Script	4
CO SCI 963	Web Application Using ASP.net	3
CO SCI 967	Linux.Apache.MySQL.Virtual and Cloud Computing	3
CO SCI 988	Microsoft SQL Server	3
CO SCI 990	Object-Oriented Programming in Java	4
	TOTAL UNITS	**16**

CORRECTIONS

(SEE ADMINISTRATION OF JUSTICE)

DENTAL HYGIENE

ASSOCIATE DEGREES

The Associate of Science degree in Dental Hygiene is primarily designed for vocational education and workforce training/ development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

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. 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 students provide dental hygiene services to patients at UCLA Dental Clinic, Veterans Hospital, MEND Dental Clinic, Kid's Dental Clinic 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) 287-4464 or visit the Allied Health website at *www.wlac.edu/alliedhealth/* or come to the Dental Hygiene office.

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. All required courses in each semester are co-requisites and prerequisites for the subsequent semester. Candidates for graduation must satisfactorily complete the Dental Hygiene Program according to the State of California Dental Practice Act guidelines for curriculum. Upon program completion, students are eligible to take the Dental Hygiene National Board Examination, the State Board Examination, and earn an Associate in Science Degree in Dental Hygiene.

NOTE: Courses are open only to students accepted into the Dental Hygiene Program. Students must complete all Plan B General Education Requirements for an associate degree. The Health requirement is waived for students accepted into the hygiene program. See a counselor for your Plan B general education requirements.

PROGRAM ENTRANCE

REQUIRED COURSES		29 UNITS
CHEM 60	Introduction to General Chemistry	5
	OR	
CHEM 51	Fundamentals of Chemistry I	5
MICRO 20	General Microbiology	4
ANATOMY 1	Introduction to Human Anatomy	4
PHYSIOL 1	Introduction to Human Physiology	4
ENGLISH 101	College Reading and Composition I	3
PSYCH 1	General Psychology I	3
SOC 1	Introduction to Sociology	3
SPEECH 101	Oral Communication I	3
	TOTAL UNITS	**29**

ASSOCIATE OF SCIENCE DEGREE

(ADMISSION BY SPECIAL SELECTION)

MAJOR CODE 1240.20

(60 UNITS, PLAN B) + All other West requirements for Associate Degree

FIRST SEMESTER - FALL		UNITS
DEN HY 100	Principles of Clinical Dental Hygiene	2
DEN HY 101	Clinical Dental Hygiene	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 in Dentistry	1
DEN HY 150	Preventive Dentistry	2

SECOND SEMESTER - SPRING		UNITS
DEN HY 88	Dental Hygiene Developmental Clinic	1
DEN HY 108	Introduction to Periodontics	2
DEN HY 151	Clinical Dental Hygiene II	3
DEN HY 152	Special Patient Care	1
DEN HY 153	Radiology II - Interpretation	1
DEN HY 154	Oral Pathology	2
DEN HY 156	Histology & Embryology of Oral Tissues	2
DEN HY 207	Pain Control	1
DEN HY 209	Pain Control Lab	1
DEN HY 256	Biochemical Nutrition	3

THIRD SEMESTER - FALL		UNITS
DEN HY 155	Dental Materials	2
DEN HY 200	Cariology and Occlusion	1
DEN HY 201	Clinical Dental Hygiene III	4
DEN HY 203	Expanded Functions - Laboratory	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	Developmental Clinic	1

FOURTH SEMESTER - SPRING		UNITS
DEN HY 210	Emergencies in Dental Practice	1
DEN HY 250	Advanced Periodontal Seminar	1
DEN HY 251	Clinical Dental Hygiene IV	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
DEN HY 260	Research Design and Methodology	1
	TOTAL UNITS	**60**

ECONOMICS

ASSOCIATE DEGREES

The Associate of Arts degree in Economics includes coursework that aligns with specific lower-division major requirements for the Economics major at various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university with a major in Economics may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis).

Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

Careers in business, education, writing, and government are open to individuals with advanced study in the field of Economics.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 2204.00

(20 UNITS, PLAN A) + All other West requirements for 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 227	Statistics	4
MATH 235	Finite Mathematics	5
	TOTAL UNITS	**20**

RECOMMENDED COURSES
Social Science courses beyond the general education requirement; additional mathematics courses.

EMERGENCY MEDICAL TECHNICIAN PROGRAM

(SEE PARAMEDIC PROGRAM/ALLIED HEALTH)

West Los Angeles College has partnered with the UCLA Center for Prehospital Care Emergency Medical Technician Program to offer students the opportunity to earn an associate degree while becoming a certified EMT in the State of California.

This course prepares students to function as basic life support providers on ambulances and in fire departments. EMTs respond to calls ranging from major emergencies to interfacility transports. EMTs also work in hospital emergency departments and clinics. In most healthcare settings, EMT is the first step toward becoming a Paramedic. Beginning with the study of anatomy and physiology, students gain an understanding of the causes, signs and symptoms, and treatment of all types of medical emergencies. Students supplement their knowledge through simulated patient care experience and ride-alongs with local ambulances.Successful completion of this course qualifies the student to take the certifying examination offered by the Los Angeles County Department of Health Services EMS Agency.

All students are admitted through the UCLA Center for Prehospital Care. For more information and application requirements visit *www.cpc.mednet.ucla.edu* and attend a free orientation by signing up at *http://uclacpc.eventbrite.com* or call (310) 267-5959.

REQUIRED COURSES		UNITS
ALD HTH 52CO	Emergency Medical Training - Basic	7
	TOTAL UNITS	**7**

ENGLISH

ASSOCIATE DEGREES

The Associate of Arts degree in English includes coursework that aligns with specific lower-division major requirements for the English major at various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university with a major in English may also consider the Associate of Arts degree in Liberal Arts and Sciences (Arts and Humanities emphasis). Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 1501.00

(18 UNITS, PLAN A) + All other West requirements for Associate Degree

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

AND 9 UNITS FROM THE FOLLOWING:

ENGLISH 127	Creative Writing	3
ENGLISH 203	World Literature I	3
ENGLISH 204	World Literature II	3
ENGLISH 205	English Literature I	3
ENGLISH 206	English Literature II	3
ENGLISH 209	California Literature	3
ENGLISH 215	Shakespeare I	3
ENGLISH 219	The Literature of American Ethnic Groups	3
ENGLISH 233	American-Jewish Literature	3
ENGLISH 234	African-American Literature I	3
ENGLISH 239	Women in Literature	3
ENGLISH 270	Science Fiction Fantasy	3
ENGLISH 275	California Literature in the California Labor Movement	3
	TOTAL UNITS	**18**

RECOMMENDED COURSES

SPEECH 135	Storytelling	3
THEATER 100	Introduction to the Theater	3
THEATER 110	History of the World Theater	3
THEATER 130	Playwriting	3
THEATER 240	Voice and Articulation for the Theater	3
THEATER 505	History of Motion Pictures	3

FILM/TV PRODUCTION CRAFTS

CERTIFICATES OF ACHIEVEMENT

The Certificate of Achievement program in Film/TV Production Crafts will help students learn essential entry-level skills in the arts, crafts, and technicians' departments of film and television. Upon completing the program, students will be able to apply for entry level positions in Film, Television, Internet, Multi-Media, Entertainment Production, Stagecraft, Beginning Property/ Set Construction, Set Dressing, Decoration, Greens, Grip/ Craft service, Camera Loader, Apprentice Editor, Costume Manufacturing, Set Lighting, Set Painting, and Scenic and Graphic Arts.

CERTIFICATE OF ACHIEVEMENT - FILM/TV PRODUCTION CRAFTS

MAJOR CODE 0612.20

(27 UNITS)

REQUIRED COURSES		UNITS
FLM PRD 100	Introduction to Film, TV, and Video Production Crafts	3

AND 24 UNITS FROM THE FOLLOWING:

FLM PRD 105	Stagecraft in Film, TV, and Video Production	6
FLM PRD 110	Set Dressing Crafts in Film, TV, and Video Production	6
FLM PRD 115	Grip Crafts in Film, TV, and Video Production	6
FLM PRD 120	Camera/Digital Utility Crafts in Film, TV, and Video Production	6
FLM PRD 125	Editing Crafts in Film, TV, and Video Production	6
FLM PRD 130	Costume Manufacturing Crafts in Film, TV, and Video Production	6
FLM PRD 140	Set Lighting Crafts in Film, TV, and Video Production	6
FLM PRD 145	Set Painting Crafts in Film, TV, and Video Production	6
FLM PRD 150	Scenic Artists Crafts in Film, TV, and Video Production	6
FLM PRD 185	Directed Study	1
FLM PRD 285	Directed Study	2
FLM PRD 385	Directed Study	3
	TOTAL UNITS	**27**

FIRE TECHNOLOGY

ASSOCIATE DEGREES

The Associate of Science degree in Fire Technology is primarily designed for vocational education and workforce training/ development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

The Fire Technology degree program at West Los Angeles College is designed for students intending to enter the fire service as a career, as well as for in-service fire personnel wishing to enhance their professional and academic expertise.

The majority of courses within the Fire Technology discipline meet accreditation and certification standards set by the California State Board of Fire Service, the National Higher Education Fire Service Committee, and the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. West offers coursework to meet requirements for an associate's degree and/or a certificate of achievement in Fire Technology. Students completing the Hazardous Materials course may also be eligible for a State certificate in that area.

ASSOCIATE OF SCIENCE DEGREE

MAJOR CODE 2133.00

(24 UNITS, PLAN A) + All other West requirements for Associate Degree

REQUIRED COURSES (18 UNITS)		UNITS
FIRETEK 201	Introduction to Fire Protection	3
FIRETEK 202	Fire Prevention	3
FIRETEK 203	Fire Equipment and Systems	3
FIRETEK 204	Building Construction Related to the Fire Service	3
FIRETEK 205	Fire Behavior and Combustion	3
FIRETEK 216	Fundamentals of Personal Fire Safety & Emergency Action	3

ELECTIVES (AT LEAST 6 UNITS FROM THE FOLLOWING)		
FIRETEK 206	Hazardous Materials	3
FIRETEK 207	Wild Land Fire Fighting	3
FIRETEK 208	Fire Hydraulics	3
FIRETEK 209	Structural Fire Fighting	3
FIRETEK 210	Company Officer	3
FIRETEK 213	Fire Investigation	3
FIRETEK 217	Fire Apparatus	3
	TOTAL UNITS	**24**

CERTIFICATES OF ACHIEVEMENT

CERTIFICATE OF ACHIEVEMENT

MAJOR CODE 2133.00

(18 UNITS)

REQUIRED COURSES		UNITS
FIRETEK 201	Introduction to Fire Protection	3
FIRETEK 202	Fire Prevention	3
FIRETEK 203	Fire Equipment and Systems	3
FIRETEK 204	Building Construction Related to the Fire Service	3
FIRETEK 205	Fire Behavior and Combustion	3

ELECTIVES (AT LEAST 3 UNITS FROM THE FOLLOWING)		
FIRETEK 206	Hazardous Materials	3
FIRETEK 207	Wild Land Fire Fighting	3
FIRETEK 208	Fire Hydraulics	3
FIRETEK 209	Structural Fire Fighting	3
FIRETEK 210	Company Officer	3
FIRETEK 213	Fire Investigation	3
FIRETEK 216	Fundamentals of Personal fire Safety & Emergency Action	3
FIRETEK 217	Fire Apparatus	3
	TOTAL UNITS	**18**

FRENCH

ASSOCIATE DEGREES

The Associate of Arts degree in French includes coursework that aligns with specific lower-division major requirements for the French major at various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university with a major in French may also consider the Associate of Arts degree in Liberal Arts and Sciences (Arts and Humanities emphasis). Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

A degree in French can open doors to such professional opportunities as 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.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 1102.00

(21 UNITS, PLAN A) + All other West requirements for Associate Degree

REQUIRED COURSES		UNITS
FRENCH 1	Elementary French I	5
FRENCH 2	Elementary French II	5
FRENCH 3	Intermediate French I	5
FRENCH 4	Intermediate French II	5
FRENCH 101	French Language Laboratory	1
	TOTAL UNITS	**21**

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

GEOGRAPHY

ASSOCIATE DEGREES

The Associate of Arts degree in Geography includes coursework that aligns with specific lower-division major requirements for the Geography major at various universities within the University of California (UC) and California State University (CSU) systems.

Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

The Associate Degree in Geography is designed to provide students with a strong basic foundation in the area of Geography.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 2206.00

(25 UNITS, PLAN A) + All other West requirements for Associate Degree

REQUIRED COURSES		UNITS
GEOG 1	Physical Geography	3
GEOG 2	Cultural Elements of Geography	3
GEOG 7	World Regional Geography	3
GEOG 15	Physical Geography Laboratory	2
MATH 227	Statistics	4
	Plus a foreign language (2 courses)	10
	TOTAL UNITS	**25**

GEOLOGY

ASSOCIATE DEGREES

The Associate of Arts degree in Geology includes coursework that aligns with specific lower-division major requirements for the Geology major at various universities within the University of California (UC) and California State University (CSU) systems.

Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

The Associate Degree in Geology is designed to provide students with a strong basic foundation for advanced study in the field of Geology.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 1914.00

(40 UNITS, PLAN B) + All other West requirements for Associate Degree

REQUIRED COURSES		UNITS
CHEM 101	General Chemistry I	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
	TOTAL UNITS	**40**

HISTORY

ASSOCIATE DEGREES

The Associate of Arts degree in History includes coursework that aligns with specific lower-division major requirements for the History major at various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university with a major in History may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis). Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 2205.00

(18 UNITS, PLAN A) + All other West requirements for 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
	OR	
HISTORY 41	The African American in the History of the U.S I (same as AFRO AM 4)	3
HISTORY 12	Political & Social History of the U.S. II	3
	OR	
HISTORY 42	The African American in the History of the U.S II (same as AFRO AM 5)	3

AT LEAST 6 UNITS FROM THE FOLLOWING		
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	The Government of the United States	3
HISTORY 5	History of the Americas	3
HISTORY 29	Asian Civilization: The Middle East	3
HISTORY 52	The Role of Women in the History of the US	3
	TOTAL UNITS	**18**

HOSPITALITY

ASSOCIATE DEGREES

The Associate of Arts degree in Hospitality is primarily designed for vocational education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

Students interested in transferring to a four-year college or university with a major in Hospitality or a related major should consult the Transfer Center or the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice.

The Hospitality program at West prepares students to enter the continuously growing world of hotels, resorts, private clubs, convention centers, meeting centers, cruise ships, entertainment venues, and other commercial settings. Hospitality's wide range of careers opens the door to a future with small or large lodging, meeting, and food service companies. The program provides both classroom and exciting on-site internships.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 1307.00

(36 UNITS, PLAN B) + All other West requirements for Associate Degree

REQUIRED COURSES		UNITS
TRAVEL 100	Introduction to the Travel Industry	3
TRAVEL 300	Introduction to the Hospitality Industry	3
TRAVEL 305	Hotel Restaurant Supervision	3
HOSPT 302	Introduction to Hotel/Motel Operations	3
HOSPT 303	Hotel Front Office Operations	3
HOSPT 310	Hospitality Sales	3
HOSPT 311	Hospitality Marketing	3
HOSPT 325	Guest Relations Management	3
HOSPT 330	Managing Technology and E-Commerce	3

AND 9 UNITS FROM THE FOLLOWING:		
TRAVEL 140	Travel Industry Sales, Service, and Marketing	3
TRAVEL 175	Meeting/Convention and Incentive Planning	3
HOSPT 320	Hospitality Law	3
	TOTAL UNITS	**36**

CERTIFICATES OF ACHIEVEMENT

CERTIFICATE OF ACHIEVEMENT - HOSPITALITY

MAJOR CODE 1307.05

(36 UNITS)
Same major requirements as for Associate degree. No general education requirements.

CERTIFICATE OF ACHIEVEMENT- HOTEL FRONT DESK AND BACK OFFICE OPERATIONS

MAJOR CODE 1307.06

(18 UNITS)

REQUIRED COURSES		UNITS
TRAVEL 300	Introduction to the Hospitality Industry	3
HOSPT 302	Introduction to Hotel/Motel Operations	3
HOSPT 303	Hotel Front Office Operations	3
HOSPT 325	Guest Relations Management	3
HOSPT 330	Managing Technology and E-Commerce	3

AND 3 UNITS FROM THE FOLLOWING:		
TRAVEL 100	Introduction to the Travel Industry	3
HOSPT 310	Hospitality Sales	3
	TOTAL UNITS	**18**

CERTIFICATE OF ACHIEVEMENT - HOTEL SALES AND MARKETING

MAJOR CODE 1307.07

(18 UNITS)

REQUIRED COURSES		UNITS
TRAVEL 100	Introduction to the Travel Industry	3
TRAVEL 300	Introduction to the Hospitality Industry	3
TRAVEL 305	Hotel Restaurant Supervision	3
HOSPT 310	Hospitality Sales	3
HOSPT 311	Hospitality Marketing	3

AND 3 UNITS FROM THE FOLLOWING:		
TRAVEL 140	Travel Industry Sales, Service, and Marketing	3
	TOTAL UNITS	**18**

CERTIFICATE OF ACHIEVEMENT - EVENT AND CONVENTION PLANNING

MAJOR CODE 1307.08

(18 UNITS)

REQUIRED COURSES		UNITS
TRAVEL 175	Meeting/Convention and Incentive Planning	3
HOSPT 302	Introduction to Hotel/Motel Operations	3
HOSPT 320	Hospitality Law	3
HOSPT 340	Introduction to Professional Food Service	3
HOSPT 345	Event Management	3

AND 3 UNITS FROM THE FOLLOWING:		
TRAVEL 140	Travel Industry Sales, Service, and Marketing	3
TRAVEL 175	Meeting/Convention and Incentive Planning	3
	TOTAL UNITS	**18**

LAW

(SEE PARALEGAL STUDIES)

LIBERAL ARTS & SCIENCES

ASSOCIATE DEGREES

ARTS AND HUMANITIES OPTION
BEHAVIORAL AND SOCIAL SCIENCES OPTION
HEALTH PROFESSIONS OPTION
MATH, SCIENCE, AND COMPUTER SCIENCE OPTION

The Liberal Arts and Sciences degree program provides students with an opportunity to earn an Associate of Arts degree in one of four major areas of emphasis: Math, Sciences, and Computer Science; Behavioral and Social Sciences; Arts and Humanities; and Health Professions. It is designed for students who wish to explore different disciplines (subject areas) before deciding on a definite major program prior to transferring to a four-year university, or for students who may not be planning to transfer and wish to earn a degree in a particular area of study that interests them.

Each area of emphasis for the Liberal Arts and Sciences degree includes coursework that aligns with lower-division major requirements for various majors at universities within the University of California (UC) and California State University (CSU) systems.

Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for specific majors at the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

Liberal Arts & Sciences Associate Degree Requirements:
Requirements for the Liberal Arts and Sciences Degree may be satisfied by completing a total of 60 units comprised of the following:

1. General Education (GE) Core *(Choose one of the following)*:

West Los Angeles College GE (Plan A)	UNITS
Minimum GE units required	30

CSU General Education Certification	UNITS
Minimum GE units required for CSU/GE Certification	39-41

Note: Students completing CSU/GE must complete Political Science 1 or a U.S. History course under Section D in order to fulfill the American Institutions requirement for associate degree.

Intersegmental General Education Transfer Curriculum (IGETC)	UNITS
Minimum units required for IGETC Certification	34-41

Note: Students completing IGETC must complete Political Science 1 or a U.S. History course under Area 4 in order to fulfill the American Institutions requirement for associate degree.

2. One (1) Health and one (1) Physical Education Activity Course (Students completing West GE will fulfill this requirement as part of the West GE coursework)

3. A minimum of 18 additional units chosen exclusively from one of the following areas of emphasis (no more than 6 units may be selected from any single discipline):
   - Arts and Humanities
   - Behavioral and Social Sciences
   - Health Professions
   - Mathematics, Sciences, and Computer Science

4. Electives units to complete the required balance of 60 total units.

NOTE: Students must receive a minimum grade of "C" or better in all major core courses and area of emphasis coursework in order to qualify for an associate's degree. Up to five courses may be double-counted for the GE and area of emphasis requirement within the Liberal Arts and Sciences degree.

ASSOCIATE OF ARTS DEGREE - LIBERAL ARTS AND SCIENCES: ARTS & HUMANTIES

MAJOR CODE 4903.10

(18 UNITS)
This area of emphasis provides students with a broad-based introduction to the Arts and Humanities. Students will evaluate, research, and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them through artistic and cultural expression. Coursework in this area of emphasis is designed to prepare students for transfer to various CSU and UC degree programs in majors such as Art, English, Liberal Studies, Spanish, and French.

Students must complete a minimum of 18 units from the courses listed for the area of emphasis. No more than 6 units may be selected from any single discipline.

Art 101, 102, 103, 201, 202, 300, 301, 302, 304, 305, 307, 501, 502, 503, 700, 701, 708, 709
American Sign Language 1
Chinese 1
Cinema 3, 107
English 101, 102, 103, 203, 204, 205, 206, 209, 213, 215, 219, 233, 239, 234, 254, 270, 275
French 1, 2, 3, 4
History 1, 2
Humanities 1, 30, 31, 60, 61, 77
Japanese 1, 21 & 22
Library Science 101, 103
Music 101, 111, 141, 321, 322, 324, 411, 412, 413, 414, 501, 561, 725, 775
Philosophy 1, 20, 33, 41
Theater Arts 100, 110, 505
Spanish 1, 2
Speech 101, 104, 121

ASSOCIATE OF ARTS DEGREE - LIBERAL ARTS AND SCIENCES: BEHAVIORAL & SOCIAL SCIENCES

MAJOR CODE 4901.00

(18 UNITS)
This area of emphasis provides students with a broad-based introduction to the Behavioral and Social Sciences. These courses are designed to stimulate critical thinking and to encourage students to explore a variety of theories, perspectives, and experiences about how societies behave in response to particular times, places, events, and societies in the world. Coursework in this area of emphasis is designed to prepare students for transfer to various CSU and UC degree programs in majors such as History, Political Science, Psychology, Sociology, and Child Development.

Students must complete a minimum of 18 units from the courses listed for the area of emphasis. No more than 6 units may be selected from any single discipline.

Administration of Justice 1, 2
African American Studies 4, 5
Anthropology 102, 103, 109
Business 5
Child Development 1, 2, 22, 30, 34
Economics 1, 2
English 101
Environmental Science 1, 2
Geography 2, 7
History 11, 12, 41, 42, 43, 44, 52, 86, 87
Law 1
Library Science 101, 103
Mathematics 227, 236
Personal Development 20, 40
Political Science 1, 2, 4, 7
Psychology 1, 2, 13, 14, 64, 65
Sociology 1, 2, 11
Speech 101, 121

ASSOCIATE OF ARTS DEGREE - LIBERAL ARTS AND SCIENCES: HEALTH PROFESSIONS

MAJOR CODE 4901.01

(18 UNITS)
This area of emphasis provides students with a broad-based introduction to the Allied Health professions, pre-nursing, and Health Sciences. Students will learn about health care delivery systems and methodologies of science to understand the influence of medical science on society. Coursework in this area of emphasis is designed to prepare students for transfer to various CSU and UC degree programs in majors such as Health Science, Human Services, Kinesiology, and Nursing.

Students must complete a minimum of 18 units from the courses listed for the area of emphasis. No more than 6 units may be selected from any single discipline.

Allied Health 12, 33, 43, 44, 46, 47, 48, 52
Anatomy 1
Biology 3A & 3B
Chemistry 51, 60, 101
Child Development 1
Computer Science 901
English 101
Family and Consumer Studies 21
Microbiology 20
Physiology 1
Psychology 1, 41
Speech 101
Sociology 1

ASSOCIATE OF ARTS DEGREE - LIBERAL ARTS AND SCIENCES: MATH, SCIENCE, & COMPUTER SCIENCE

MAJOR CODE 4902.00

(18 UNITS)
This area of emphasis prepares students for future study within the many fields of science, computer science, and mathematics. The traditional science courses examine the physical universe, its life forms and its natural phenomena; computer science courses emphasize the concepts of computer science and programming. Courses in mathematics emphasize the development of mathematical and quantitative reasoning skills. Coursework in this area of emphasis is designed to prepare students for transfer to various CSU and UC degree programs in majors such as Biology, Biological Sciences, Chemistry, Computer Science, Engineering, and Mathematics. In addition, coursework in this area of emphasis can be used to fulfill lower division requirements for the Psychology major at UCLA.

Students must complete a minimum of 18 units from the courses listed for the area of emphasis.

Choose at least 12 units* from courses listed below:
No more than 6 units may be selected from any single discipline.

Anatomy 1
Anthropology 101, 111(L)
Biology 3A & 3B, 6, 7
Chemistry 51, 60, 101
Computer Science 902, 917, 933, 935, 936, 939, 990
Geography 1, 15(L)
Geology 1, 6(L)
Oceanography 1
Microbiology 20
Physiology 1
Physics 6, 7, 37

AND At least 3 units* (but no more than 6 units) from courses listed below:

Mathematics 215, 227, 241, 260, 261, 262, 263, 270, 275

** NOTE: The total number of units must be at least 18 units.*

MANAGEMENT - SMALL BUSINESS

ASSOCIATE DEGREES

(ALSO SEE BUSINESS AND BUSINESS ADMINISTRATION)

The Associate of Arts degree in Management - Small Business is primarily designed for vocational education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

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 OF ARTS DEGREE

MAJOR CODE 0506.40

(35 UNITS, PLAN A) + All West requirements for 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 (Same as BUS 5)	3
MGMT 1	Principles of Management	3
	OR	
MGMT 13	Small Business Entrepreneurship	3
MGMT 2	Organization & Management Theory	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
LAW 2	Business Law II	3
SPEECH 101	Oral Communication I	3

ELECTIVES (3 UNITS FROM THE FOLLOWING)		UNITS
CO SCI 933	Database Design and Programming	3
BUS 32	Business Communications	3
ENTREP 1	Introduction to Entrepreneurship	3
ENTREP 2	Starting a New Business	3
ENTREP 3	Building and Growing a New Business	3
	TOTAL UNITS	**35**

CERTIFICATES OF ACHIEVEMENT

CERTIFICATE OF ACHIEVEMENT

MAJOR CODE 0506.40

(35 UNITS)

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 (Same as BUS 5)	3
MGMT 1	Principles of Management	3
MGMT 2	Organization & Management Theory	3
MGMT 6	Public Relations	3
MGMT 13	Small Business Entrepreneurship	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
	TOTAL UNITS	**35**

RECOMMENDED COURSES		
BUS 32	Business Communications	3
ENTREP 1	Introduction to Entrepreneurship	3
ENTREP 2	Starting a New Business	3
ENTREP 3	Building and Growing a New Business	3

SKILL CERTIFICATES

Note: Skill certificates are not state-approved and are not included on transcripts. Only students completing state-approved degrees and/or certificates may participate in commencement.

SKILL CERTIFICATE IN ENTREPRENEURSHIP

MAJOR CODE 0506.41

REQUIRED COURSES	UNITS	
ENTREP 1	Introduction to Entrepreneurship	3
ENTREP 2	Starting a New Business	3
ENTREP 3	Building and Growing a New Business	3
FIN 2	Investments	3
FIN 8	Personal Finance and Investments	3
	TOTAL UNITS	**15**

MARKETING

ASSOCIATE DEGREES

The Associate of Arts degree in Marketing is primarily designed for vocational education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

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.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 0509.00

(35 UNITS, PLAN A) + All West requirements for Associate Degree

REQUIRED COURSES		UNITS
ACCTG 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
BUS 31	Business English	3
BUS 32	Business Communications	3
BUS 38	Business Computations	3
LAW 1	Business Law I (Same as BUS 5)	3
MGMT 1	Principles of Management	3
MGMT 6	Public Relations	3
MGMT 13	Small Business Entrepreneurship	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
	TOTAL UNITS	**35**

MATHEMATICS

Associate Degree for Transfer
A Degree with a Guarantee.℠

ASSOCIATE DEGREES FOR TRANSFER

The Associate of Science in Mathematics is designed for students planning to transfer with a major in mathematics. The student will acquire the ability to apply the principles of differential and integral calculus of one and several variables, differential equations, and linear algebra. Competencies will be assessed through problem solving involving limits; derivatives and integrals of real and vector-valued functions of one and several variables; areas and volumes; line, surface, and volume integrals; numerical methods; sequences and series; ordinary differential equations; power series solutions; Laplace transforms; eigenvectors; vector spaces; and application problems.

Students who successfully complete the Associate in Science in Mathematics for Transfer will be guaranteed admission to a California State University. The AS degree in Mathematics meets the requirements of SB1440 for Associate Degrees for Transfer. The degrees were developed to ease the transfer process for students to the CSU.

ASSOCIATE OF SCIENCE DEGREE FOR TRANSFER (AS-T)

MAJOR CODE 1701.00

(21 UNITS) + Completion of CSU Breadth or IGETC

REQUIRED COURSES (15 UNITS)		UNITS
MATH 261	Calculus with Analytic Geometry I	5
MATH 262	Calculus with Analytic Geometry II	5
MATH 263	Calculus with Analytic Geometry III	5

LIST A: CHOOSE ONE COURSE (3 UNITS):		
MATH 270	Linear Algebra	3
MATH 275	Ordinary Differential Equation	3

LIST B: CHOOSE ONE COURSE (3-5 UNITS):		
MATH 227	Statistics	4
MATH 270	Linear Algebra	3
MATH 275	Ordinary Differential Equation	3
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
TOTAL UNITS		**21**

The following requirements must be met:

- Completion of required units for the major (21-23 units)
- Completion of CSU Breadth or IGETC
- Completion of a minimum of 60 CSU-transferable units.
- Maintain a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework.
- Complete a minimum of 18 semester units in an “AA-T” or “AS-T” major as detailed in the course catalog.
- Each course in the major must be completed with a grade of C or better or a “P” if the course is taken on a “pass-no pass” basis (Title V 55063).
- Be certified as having completed the California State University General Education Breadth pattern (CSU- GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 64-65 for more information).
- Students should note that no more than 60 units are required for this degree and that no additional requirements will be imposed by West Los Angeles College.

MATHEMATICS

ASSOCIATE DEGREES

The Associate of Arts degree in Mathematics includes coursework that aligns with specific lower-division major requirements for the Mathematics major at various universities within the University of California (UC) and California State University (CSU) systems. Students interested in transferring to a four-year college or university with a major in Mathematics are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

CAREER POSSIBILITIES:
Actuary, Applied Science Programmer, Appraiser, Architect, Assessor, Auditor, Biomedicine Researcher, Budget Analyst, Casualty Rater, Cartographer, Computer Scientist Programmer, Criminal Analyst/Investigator, Credit Counselor, Cryptanalyst, Demographer, Econometrist, Engineering Analyst, Estimator, Finance Director, Financial Analyst, Information Scientist, Inventory Manager, Investment Analyst, Loan Officer, Mathematician, Operations Research Analyst, Physical Scientist, Psychometrist, Statistician, Stock Broker, Surveyor, Systems Analyst, Teacher, Professor, Technical Writer, Technical Sales Representative.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 1701.00

(18-19 UNITS, PLAN A) + All West requirements for Associate Degree

REQUIRED COURSES		UNITS
MATH 261	Calculus with Analytic Geometry I	5
MATH 262	Calculus with Analytic Geometry II	5
MATH 263	Calculus with Analytic Geometry III	5

AND ONE COURSE FROM THE FOLLOWING 3:		
MATH 227	Statistics	4
MATH 270	Linear Algebra	3
MATH 275	Ordinary Differential Equation	3
	TOTAL UNITS	**18-19**

RECOMMENDED COURSES		
MATH 245	College Algebra	5
MATH 241	Trigonometry	3
MATH 260	Pre-Calculus	5
PHILOS 8	Deductive Logic	3
PHILOS 9	Symbolic Logic	3
PHYSICS 37	Physics for Engineers and Scientists I	5
PHYSICS 38	Physics for Engineers and Scientists II	5
CAOT 1	Keyboarding/Document Processing I	3
CO SCI 901	Intro to Computers and Their Use	3
CO SCI 902	Intro to Computer Science	3

MEDICAL ASSISTING

ASSOCIATE DEGREES

(ALSO SEE ALLIED HEALTH)

The Associate of Science degree in Medical Assisting prepares a student for an exciting career in health care. Students will learn to provide administrative and clinical support to medical offices in a variety of healthcare settings. The program will prepare competent entry-level Medical Assistants in the cognitive, psychomotor, and affective learning domains. Students completing the required course work are able to obtain certification from the California Certifying Board of Medical Assistants.

The West Los Angeles College Medical Assisting Program will produce competent, entry-level Medical Assistants in the cognitive, psychomotor and affective learning domains. To achieve this goal, each student will be able to:

- Perform medical office procedures including patient scheduling and billing insurance companies for services.
- Perform approved clinical techniques including obtaining vitals, administering medications, and minor procedures.
- Perform medical office laboratory procedures.

See division website for more details at http://www.wlac.edu/alliedhealth/index.html

ASSOCIATE OF SCIENCE DEGREE

MAJOR CODE 1208.00

(38.5 UNITS, PLAN B) + All West requirements for Associate Degree

REQUIRED COURSES	UNITS
ALD HTH 57 Introduction to computers in Health Occupations	1.0
ALD HTH 33 Medical Terminology	3.0
HLTHOCC 51 Medical Office Microcomputer Management Applications	1.0
HLTHOCC 52 Medical Office Procedures I	4.0
HLTHOCC 53 Medical Office Procedures II	4.0
HLTHOCC 61 Medical Insurance	3.0
HLTHOCC 54 Human Disease	4.0
HLTHOCC 55 Clinical Assisting Techniques I	4.0
HLTHOCC 56 Clinical Assisting Techniques II	4.0
HTLHOCC 57 Medical Office Laboratory Procedures	3.5
HLTHOCC 58 Pharmacology for Medical Assistants	2.0
HLTHOCC 59 Medical Assisting Practicum	2.0
HLTHOCC 60 Medical Assisting Internship	3.0
TOTAL UNITS	**38.5**

CERTIFICATES OF ACHIEVEMENT

CERTIFICATE OF ACHIEVEMENT - ADMINISTRATIVE & CLINICAL

MAJOR CODE 1208.00

(38.5 UNITS)

REQUIRED COURSES	UNITS
ALD HTH 57 Introduction to computers in Health Occupations	1.0
ALD HTH 33 Medical Terminology	3.0
HLTHOCC 51 Medical Office Microcomputer Management Applications	1.0
HLTHOCC 52 Medical Office Procedures I	4.0
HLTHOCC 53 Medical Office Procedures II	4.0
HLTHOCC 61 Medical Insurance	3.0
HLTHOCC 54 Human Disease	4.0
HLTHOCC 55 Clinical Assisting Techniques I	4.0
HLTHOCC 56 Clinical Assisting Techniques II	4.0
HTLHOCC 57 Medical Office Laboratory Procedures	3.5
HLTHOCC 58 Pharmacology for Medical Assistants	2.0
HLTHOCC 59 Medical Assisting Practicum	2.0
HLTHOCC 60 Medical Assisting Internship	3.0
TOTAL UNITS	**38.5**

CERTIFICATES OF ACHIEVEMENT

CERTIFICATE OF ACHIEVEMENT - CLINICAL

MAJOR CODE 1208.10

(31.5 UNITS)

REQUIRED COURSES	UNITS
ALD HTH 57 Introduction to computers in Health Occupations	1.0
ALD HTH 33 Medical Terminology	3.0
HLTHOCC 51 Medical Office Microcomputer Management Applications	1.0
HLTHOCC 52 Medical Office Procedures I	4.0
HLTHOCC 54 Human Disease	4.0
HLTHOCC 55 Clinical Assisting Techniques I	4.0
HLTHOCC 56 Clinical Assisting Techniques II	4.0
HTLHOCC 57 Medical Office Laboratory Procedures	3.5
HLTHOCC 58 Pharmacology for Medical Assistants	2.0
HLTHOCC 59 Medical Assisting Practicum	2.0
HLTHOCC 60 Medical Assisting Internship	3.0
TOTAL UNITS	**31.5**

CERTIFICATES OF ACHIEVEMENT

CERTIFICATE OF ACHIEVEMENT - ADMINISTRATIVE

MAJOR CODE 1208.20

(22 UNITS)

REQUIRED COURSES	UNITS
ALD HTH 57 Introduction to computers in Health Occupations	1.0
ALD HTH 33 Medical Terminology	3.0
HLTHOCC 51 Medical Office Microcomputer Management Applications	1.0
HLTHOCC 52 Medical Office Procedures I	4.0
HLTHOCC 53 Medical Office Procedures II	4.0
HLTHOCC 55 Clinical Assisting Techniques I	4.0
HLTHOCC 59 Medical Assisting Practicum	2.0
HLTHOCC 61 Medical Insurance	3.0
TOTAL UNITS	**22**

MUSIC

ASSOCIATE DEGREES

The Associate of Arts degree in Music includes coursework that aligns with specific lower-division major requirements for the Music major at various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university with a major in Music are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 1004.00

(33 UNITS, PLAN A) + All West requirements for Associate Degree

REQUIRED COURSES		UNITS
MUSIC 200	Introduction to Music Theory	4
MUSIC 121	Music History and Literature I OR	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

PLUS 4 UNITS TOTAL FROM THE FOLLOWING:

MUSIC 321	Elementary Piano I	2
MUSIC 322	Elementary Piano II	2
MUSIC 324	Elementary Piano III	2

MUSIC 341	Intermediate Piano	2
PLUS 2 UNITS FROM THE FOLLOWING:		
MUSIC 411	Elementary Voice I	2
MUSIC 412	Elementary Voice II	2
MUSIC 413	Elementary Voice III	2
MUSIC 414	Elementary Voice IV	2

PLUS THE FOLLOWING 2 UNITS:

MUSIC 501	College Choir	.5
MUSIC 561	Chamber Chorale	5
MUSIC 725	Community Orchestra	.5
MUSIC 775	Jazz Ensemble	.5
	TOTAL UNITS	**33**

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.

SKILL CERTIFICATES

Note: Skill certificates are not state-approved and are not included on transcripts. Only students completing state-approved degrees and/or certificates may participate in commencement.

SKILL CERTIFICATE IN SONGWRITER'S WORKSHOP

MAJOR CODE 2203.00

REQUIRED COURSES

MUSIC 271	Songwriters' Workshop I	3
MUSIC 272	Songwriters' Workshop II	3
MUSIC 273	Songwriters' Workshop III	3
MUSIC 274	Songwriters' Workshop IV	3
	TOTAL UNITS	**12**

PARALEGAL STUDIES

ASSOCIATE DEGREES

West Los Angeles College offers a Paralegal Studies program that is approved by the American Bar Association (ABA). The program is designed to prepare students for work as a paralegal.

A paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.

Paralegals may not provide legal services directly to the public except as permitted by law.

IMPORTANT: In order to be admitted into the Paralegal Studies Program, you must attend an orientation and submit an application directly to the Program Director prior to taking any classes. Please contact the Program Director at (310) 287-4438 or via e-mail at paralegal@wlac.edu.

PARALEGAL PROGRAM OBJECTIVES

1. The Paralegal Studies Program is designed to prepare the student to assist the attorney in both private and public sectors in all phases of legal work and to equip the student with the knowledge necessary to enter the legal service fields as an entry-level paralegal.
2. To insure quality paralegal education at the community college level
3. To familiarize students with the legal system and the role of the paralegal in the delivery of legal services in the public and private sectors.
4. To train students to be prepared to use and apply the most current paralegal skills.
5. To educate students to intelligently and ethically serve the legal community.
6. To train students in critical paralegal skills such as investigation, legal research, interviewing, written and oral communications.
7. To educate, train and provide students with the theoretical background to perform the paralegal's tasks in substantive areas of law and legal specialties.
8. To educate and train students in areas of procedural law emphasizing the paralegal's role in litigation, mediation and arbitration.
9. To educate students about the general principles of ethical legal practice as defined by the American Bar Association's Standing Committee on Ethics and Professional Responsibility, and California's Business & Professions Code ß6450.
10. To encourage students to contribute to the advancement of the legal profession.
11. To provide counseling during the program and to assist students in preparing for and obtaining meaningful careers in the paralegal field.

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 2015. 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 median salary of a paralegal averaged $52,000 in 2010.

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

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 1402.00

(41 UNITS, PLAN B) + All West requirements for Associate Degree

The Associate of Arts degree in Paralegal Studies is primarily designed for vocational education and workforce training/ development and is approved by the American Bar Association (ABA). The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

NOTE: Students must complete all coursework required for the major with a grade of "C" or better.

REQUIRED COURSES (RECOMMENDED SEQUENCE)		UNITS
PALEGAL 10	Introduction to Law and Legal Profession	3
ENGLISH 101	College Reading and Composition I	3
PALEGAL 11	Introduction to Civil Litigation	3
LAW 1	Business Law I (same as BUS 5)	3
PALEGAL 14	Law Office Management and Procedures	3
LAW 51	Legal Research for Paralegals	3
ELECTIVE*	See List Below	3
LAW 2	Business Law II	3
PALEGAL 17	Legal Writing	3
CAOT 93	Legal Document Production	2
ELECTIVE*	See List Below	3
ELECTIVE*	See List Below	3
ELECTIVE*	See List Below	3
PALEGAL 4	Legal Internship	3
	TOTAL UNITS	**41**

***ELECTIVES:**
MUST SUCCESSFULLY COMPLETE 12 UNITS OF THE FOLLOWING:

PALEGAL 12	Tort Law	3
PALEGAL 13	Wills, Trusts and Probate Administration	3
PALEGAL 16	Civil and Criminal Evidence	3
PALEGAL 18	Family Law	3
PALEGAL 19	Property and Creditor Rights	3
PALEGAL 20	Probate Procedures	3
PALEGAL 33	Entertainment Law	3
PALEGAL 35	Immigration Law	3

CERTIFICATES OF ACHIEVEMENT

CERTIFICATE OF ACHIEVEMENT

MAJOR CODE 1402.00

(41 UNITS)

A Certificate of Achievement in the ABA-approved Paralegal Studies Program 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 Paralegal Studies) with the certificate requirements. Students may earn this certificate by completing the courses below with a "C" grade or better.

REQUIREMENTS FOR CERTIFICATE: YOU MUST POSSESS AT LEAST AN ASSOCIATE DEGREE OR BE CONCURRENTLY COMPLETING AN ASSOCIATE DEGREE IN ANOTHER MAJOR.

REQUIRED COURSES (RECOMMENDED SEQUENCE)		UNITS
PALEGAL 10	Introduction to Law and Legal Profession	3
ENGLISH 101	College Reading and Composition I	3
PALEGAL 11	Introduction to Civil Litigation	3
LAW 1	Business Law I (same as BUS 5)	3
PALEGAL 14	Law Office Management and Procedures	3
LAW 51	Legal Research for Paralegals	3
ELECTIVE*	See List Below	3
LAW 2	Business Law II	3
PALEGAL 17	Legal Writing	3
CAOT 93	Legal Document Production	2
ELECTIVE*	See List Below	3
ELECTIVE*	See List Below	3
ELECTIVE*	See List Below	3
PALEGAL 4	Legal Internship	3
	TOTAL UNITS	**41**

***ELECTIVES:**
MUST SUCCESSFULLY COMPLETE 12 UNITS OF THE FOLLOWING WITH A GRADE OF "C" OR BETTER:

PALEGAL 12	Tort Law	3
PALEGAL 13	Wills, Trusts and Probate Administration	3
PALEGAL 16	Civil and Criminal Evidence	3
PALEGAL 18	Family Law	3
PALEGAL 19	Property and Creditor Rights	3
PALEGAL 20	Probate Procedures	3
PALEGAL 33	Entertainment Law	3
PALEGAL 35	Immigration Law	3

PARAMEDIC PROGRAM

(SEE EMERGENCY MEDICAL TECHNICIAN / ALLIED HEALTH)

West Los Angeles College has partnered with the UCLA Center for Prehospital Care Paramedic Education Program to offer students the opportunity to earn an associate degree while becoming licensed Paramedics.

Paramedics are advanced providers of emergency medical care and receive education in anatomy and physiology, cardiology, pharmacology, medicine and trauma. They build on their Emergency Medical Technician certification and learn additional skills including administering medications, starting intravenous lines, providing advanced airway management, and learning to resuscitate and support patients with significant problems such as heart attacks and traumas. Paramedics work for fire departments and ambulance companies.

The Paramedic Program is a 7 month full-time program (36 units). It is divided into three phases: didactic, includes lecture and hands-on skills training; clinical, in-hospital rotations; and field internship, assignment to an active paramedic unit.

All students are admitted through the UCLA Center for Prehospital Care. For more information and application requirements visit *www.cpc.mednet.ucla.edu* and attend a free orientation by signing up at *http://uclacpc.eventbrite.com* or call (310) 267-5959.

Prerequisites: ALD HTH 52 and a criminal background check.

REQUIRED COURSES		UNITS
SEMESTER 1:		
ALD HTH 43CO	Anatomy and Physiology for Emergency Health Care Personnel	4
ALD HTH 44CO	Introduction to Emergency Medical Services	2
ALD HTH 45CO	Patient Assessment and Airway Management	2
ALD HTH 46CO	Cardiology Assessment and Medical Emergencies	6
ALD HTH 47CO	Emergency Response to Crisis	4
ALD HTH 48CO	Medical Emergencies and Pharmacological Interventions	5
SEMESTER 2:		
ALD HTH 49CO	Clinical Internship	4
ALD HTH 50CO	Field Internship	9
	TOTAL UNITS	**36**

PHARMACY TECHNICIAN

ASSOCIATE DEGREES

The Associate of Science degree in Pharmacy Technician is primarily designed for vocational education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

The West Los Angeles College Pharmacy Technician Program prepares a student for an exciting career in pharmacy. Students completing the required course work are able to obtain a State of California Pharmacy Technician license and are prepared to work in the outpatient, inpatient and home health care pharmacy settings.

ASSOCIATE OF SCIENCE DEGREE

MAJOR CODE 1221.00

(43.25 UNITS, PLAN B) + All West requirements for Associate Degree

REQUIRED COURSES (26.25 UNITS)		UNITS
PHRMCTK 21	Retail Products for Pharmacy Clerks	3
PHRMCTK 23	Introduction to Pharmacy	2
PHRMCTK 29	Body Systems I	3
PHRMCTK 30	Body Systems II	3
PHRMCTK 31	Pharmacy Calculations	2
PHRMCTK 32	Pharmacy Operations	4.75
PHRMCTK 34	Community Pharmacy Externship	2.25
PHRMCTK 35	Inpatient Pharmacy Services	2
PHRMCTK 36	Inpatient Pharmacy Services Externship	2.25
PHRMCTK 37	Sterile Products	4.75
PHRMCTK 38	Sterile Products Externship	2.25
ALD HTH 56	Communication & Customer Service in Healthcare	1
ALD HTH 57	Computers in Health Occupations	1

ELECTIVES (6 UNITS FROM THE FOLLOWING)		
FAM & CS 21	Nutrition	3
PSYCH 1	General Psychology	3
SOC 1	Introduction to Sociology	3
SPEECH 101	Oral Communication I	3

ELECTIVES (4 UNITS FROM THE FOLLOWING)		
BIOLOGY 3A	Introduction to Biology Lecture	3
	AND	
BIOLOGY 3B	Introduction to Biology Laboratory	1
	OR	
CHEM 51	Fundamentals of Chemistry I	5
MICRO 20	General Microbiology	4
PHYSIOL 1	Introduction to Human Physiology	4
	TOTAL UNITS	**43.25**

CERTIFICATES OF ACHIEVEMENT

CERTIFICATE OF ACHIEVEMENT - PHARMACY TECHNICIAN (BASIC)

MAJOR CODE 1221.00

(22 UNITS)

REQUIRED COURSES		UNITS
PHRMCTK 21	Retail Products for Pharmacy Clerks	3
PHRMCTK 23	Introduction to Pharmacy	2
PHRMCTK 29	Body Systems I	3
PHRMCTK 30	Body Systems II	3
PHRMCTK 31	Pharmacy Calculations	2
PHRMCTK 32	Pharmacy Operations	4.75
PHRMCTK 34	Community Pharmacy Externship	2.25
ALD HTH 56	Communication & Customer Service in Healthcare	1
ALD HTH 57	Computers in Health Occupations	1
	TOTAL UNITS	**22**

CERTIFICATE OF ACHIEVEMENT - PHARMACY TECHNICIAN (ADVANCED)

MAJOR CODE 1221.00

(33.25 UNITS)

REQUIRED COURSES		UNITS
PHRMCTK 21	Retail Products for Pharmacy Clerks	3
PHRMCTK 23	Introduction to Pharmacy	2
PHRMCTK 29	Body Systems I	3
PHRMCTK 30	Body Systems II	3
PHRMCTK 31	Pharmacy Calculations	2
PHRMCTK 32	Pharmacy Operations	4.75
PHRMCTK 34	Community Pharmacy Externship	2.25
PHRMCTK 35	In-patient Pharmacy Services	2
PHRMCTK 36	In-patient Pharmacy Services Externship	2.25
PHRMCTK 37	Sterile Products	4.75
PHRMCTK 38	Sterile Products Externship	2.25
ALD HTH 56	Communication & Customer Service in Healthcare	1
ALD HTH 57	Computers in Health Occupations	1
	TOTAL UNITS	**33.25**

PHILOSOPHY

ASSOCIATE DEGREES

The Associate of Arts degree in Philosophy includes coursework that aligns with specific lower-division major requirements for the Philosophy major at various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university with a major in Philosophy may also consider the Associate of Arts degree in Liberal Arts and Sciences (Arts and Humanities emphasis). Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 1509.00

(18 UNITS, PLAN A) + All West requirements for 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		
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
	TOTAL UNITS	**18**

PHYSICAL EDUCATION

ASSOCIATE DEGREES

The curriculum for the Associate of Arts degree in Physical Education includes coursework that aligns with lower-division major requirements at various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

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

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 0835.00

(20 UNITS, PLAN A) + All West requirements for Associate Degree

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

AND 4 UNITS FROM THE FOLLOWING:		
DANCETQ 437	Jazz Dance	1
DANCETQ 463	Modern Jazz	1
PHYS ED 131	Aqua Aerobics	1
PHYS ED 225	Yoga Skills	1
PHYS ED 229	Body Dynamics	1
PHYS ED 230	Weight Training Skills	1
PHYS ED 262	Track and Field Skills	1
PHYS ED 301	Baseball Skills	1
PHYS ED 304	Basketball Skills	1
PHYS ED 313	Soccer Skills	1
PHYS ED 322	Volleyball Skills	1
PHYS ED 470	Step Aerobics Activity	1
PHYS ED 552	Athletics Pre-Season Conditioning	1
PHYS ED 630	Aerobic Super Circuit Laboratory	1
PHYS ED 665	Basketball Skills	1
PHYS ED 666	Body Conditioning	1
PHYS ED 667	Flag Football Skills	1
PHYS ED 668	Body Dynamics Activity	1
PHYS ED 677	Soccer	1
PHYS ED 684	Volleyball	1
PHYS ED 690	Weight Training	1

AND MAXIMUM OF 8 UNITS FROM THE FOLLOWING:		
DANCEST 814	Dance Production I	2
DANCEST 822	Dance Rehearsals and Performance	1
HEALTH 12	Safety Education & First Aid	3
PHYS ED 503	ICS Baseball	3
PHYS ED 504	ICS Basketball	3
PHYS ED 506	ICS Cross Country	3
PHYS ED 508	ICS Football	3
PHYS ED 511	ICS Soccer	3
PHYS ED 515	ICS Track & Field	3
PHYS ED 516	ICS Volleyball	3
PHYS ED 553	ICS Strength & Fitness Training Football	1
PHYS ED 554	ICS Strength & Fitness Training Track & Field	1
PHYS ED 555	ICS Strength & Fitness Training Cross Country	1
PHYS ED 556	ICS Strength & Fitness Training Basketball	1
PHYS ED 557	ICS Strength & Fitness Training Baseball	1
PHYS ED 558	ICS Strength & Fitness Training Soccer	1
PHYS ED 563	ICS Strength & Fitness Training Volleyball	1
PHYS ED 696	Yoga	1
PHYS ED 727	Academic Success for the Student Athlete	3
P.E. 718	Fundamentals of Athletic Training	3
	TOTAL UNITS	**20**

PHYSICS

ASSOCIATE DEGREES

The Associate of Arts degree in Physics includes coursework that aligns with specific lower-division major requirements for the Physics major at various universities within the University of California (UC) and California State University (CSU) systems.

Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 1902.00

(40 UNITS, PLAN B) + All West requirements for Associate Degree

REQUIRED COURSES		UNITS
CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry 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	5
PHYSICS 39	Physics for Engineers and Scientists III	5
	TOTAL UNITS	**40**

POLITICAL SCIENCE

ASSOCIATE DEGREES

The Associate of Arts degree in Political Science includes coursework that aligns with specific lower-division major requirements for the Political Science major at various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university with a major in Political Science may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis). Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 2207.00

(18 UNITS, PLAN A) + All West requirements for Associate Degree

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

AND 6 UNITS FROM THE FOLLOWING:

ANTHRO 101	Human Biological Evolution	3
	OR	
SOC 1	Introduction to Sociology	3
ECON 1	Principles of Economics I	3
HISTORY 1	Introduction to Western Civilization I	3
	OR	
HISTORY 2	Introduction to Western Civilization II	3
POL SCI 4	Introduction to State and Local Governments	3
	OR	
POL SCI 8	The Modern Far East - Politics of the Pacific Rim	3
	TOTAL UNITS	**18**

PSYCHOLOGY

ASSOCIATE DEGREES FOR TRANSFER

The Associate of Arts degree in Psychology for Transfer provides students an overview of the major fields in psychology and examines behavior, growth, development and the well-being of individuals. The program offers students a comprehensive education in the content and method of the discipline. A variety of courses allow students to expand their intellectual horizons.

The curriculum also serves as an introduction to the helping professions for students planning to transfer to majors such as, Behavioral Science, Health Science, Human Services, Rehabilitation Counseling, Social Work, Substance Abuse Counseling, and other majors.

Students who successfully complete the Associate of Arts degree in Psychology for Transfer will be guaranteed admission to a California State University. The AA degree in Psychology for Transfer meets the requirements for SB1440 for Associate Degrees for Transfer. The degrees were developed to ease the transfer process for students to the CSU.

ASSOCIATE OF ARTS DEGREE FOR TRANSFER (AA-T)

MAJOR CODE 2001.00

(19 UNITS) + Completion of CSU Breadth or IGETC

REQUIRED COURSES (10 UNITS)		UNITS
MATH 227	Statistics	4
PSYCH 1	General Psychology I	3
PSYCH 74	Research Methods in Behav. Sciences	3

LIST A: ONE COURSE (3 UNITS)		
PSYCH 2	General Psychology II	3

LIST B: ONE COURSE (3 UNITS)		
PSYCH 41	Life Span Psychology: From Infancy to Old Age	3

LIST C: CHOOSE ONE COURSE (3 UNITS)		
PSYCH 14	Abnormal Psychology	3
PSYCH 52	Psychological Aspects of Human Sexuality	3
	TOTAL UNITS	**19**

The following requirements must be met:

- Completion of required units for the major (19 units)
- Completion of CSU Breadth or IGETC
- Completion of a minimum of 60 CSU-transferable units.
- Maintain a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework.
- Complete a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the course catalog.
- Each course in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (Title V 55063).
- Be certified as having completed the California State University General Education Breadth pattern (CSU- GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 64-65 for more information).
- Students should note that no more than 60 units are required for this degree and that no additional requirements will be imposed by West Los Angeles College.

PSYCHOLOGY

ASSOCIATE DEGREES

The Associate of Arts degree in Psychology includes coursework that aligns with specific lower-division major requirements for the Psychology major at various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university with a major in Psychology may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis). Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

Professional opportunities for psychology majors include: counseling, social work, management, and public health. Psychology also provides valuable background for those seeking careers in such fields as law, medicine, nursing, and child development.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 2001.00

(22 UNITS, PLAN A) + all West requirements for Associate Degree

REQUIRED COURSES		UNITS
PSYCH 1	General Psychology I	3
PSYCH 2	General Psychology II	3
MATH 227	Statistics	4

AND 9 UNITS FROM THE FOLLOWING:		
PSYCH 13	Social Psych	3
PSYCH 14	Abnormal Psychology	3
PSYCH 41	Life Span Psychology: From Infancy to Old Age	3
PSYCH 52	Psychological Aspects of Human Sexuality	3
PSYCH 64	Introduction to Alcohol and Drug Abuse	3

AND 3 UNITS FROM THE FOLLOWING:		
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
	TOTAL UNITS	**22**

REAL ESTATE

ASSOCIATE DEGREES

The Associate of Arts degree in Real Estate is primarily designed for vocational education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

The Associate of 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 OF ARTS DEGREE

MAJOR CODE 0511.00

(30 UNITS, PLAN A) + All West requirements for 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 FROM THE FOLLOWING)		
REAL ES 4	Real Estate Office Administration	3
REAL ES 11	Escrow Principles	3
REAL ES 14	Property Management	3
REAL ES 18	Real Estate Investments I	3
MGMT 2	Organization & Management Theory	3
	OR	
REAL ES 240	Computer Applications in Real Estate	3
MKTG 1	Principles of Selling	3
LAW 1	Business Law I (Same as BUS 5)	3
LAW 2	Business Law II	3
	TOTAL UNITS	**30**

CERTIFICATES OF ACHIEVEMENT

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.

CERTIFICATE OF ACHIEVEMENT

MAJOR CODE 0511.00

(24 UNITS)

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 FROM THE FOLLOWING)		
REAL ES 4	Real Estate Office Administration	3
REAL ES 10	Real Estate Appraisal II	3
REAL ES 11	Escrow Principles	3
REAL ES 14	Property Management	3
LAW 1	Business Law I (Same as BUS 5)	3
LAW 2	Business Law II	3
REAL ES 240	Computer Applications in Real Estate	3
	TOTAL UNITS	**24**

SKILL CERTIFICATES

Note: Skill certificates are not state-approved and are not included on transcripts. Only students completing state-approved degrees and/or certificates may participate in commencement.

SKILL CERTIFICATE IN REAL ESTATE ASSISTANT

MAJOR CODE 0511.00

This skill certificate 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 18 units (6 classes) earns the Real Estate Assistant Skill Certificate.

REQUIRED COURSES		UNITS
REAL ES 1	Real Estate Principles	3
REAL ES 3	Real Estate Practices	3
ACCTG 21	Bookkeeping & Accounting	3
BUS 38	Business Computations	3
REAL ES 4	Real Estate Office Administration	3
CO SCI 901	Introduction to Computers and Their Use	3
	TOTAL UNITS	**18**

SKILL CERTIFICATE IN REAL ESTATE APPRAISER TRAINEE

MAJOR CODE 0511.00

The California Office of Real Estate Appraisers (OREA) currently requires 150 hours of education in real estate appraisal to qualify for the Trainee Appraiser License. The required courses listed below can be used to satisfy that requirement. In certain cases, the courses below may also be used to satisfy both the Department of Real Estate (DRE) and OREA requirements for licensing. Students should consult with the DRE to verify current broker's license requirements.

REQUIRED COURSES		UNITS
REAL ES 9	Real Estate Appraisal I	3
REAL ES 10	Real Estate Appraisal II	3
REAL ES 39	Uniform Standards of Professional Appraisal	1
REAL ES 40	Residential Report Writing and Case Studies	3
ELECTIVES (6 UNITS FROM THE FOLLOWING)		
REAL ES 1	Real Estate Principles	3
REAL ES 5	Legal Aspects of Real Estate I	3
REAL ES 7	Real Estate Finance I	3
REAL ES 21	Real Estate Economics	3
	TOTAL UNITS	**16**

SOCIOLOGY

ASSOCIATE DEGREES

The Associate of Arts degree in Sociology includes coursework that aligns with specific lower-division major requirements for the Sociology major at various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university with a major in Sociology or a related major may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis). Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

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 grade level, and in colleges and universities as well.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 2208.00

(27 UNITS, PLAN A) + All West requirements for 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 3 UNITS FROM EACH OF THE FOLLOWING 5 GROUPS:

GROUP 1		
PSYCH 2	General Psychology II	3
ANTHRO 101	Human Biological Evolution	3

GROUP 2		
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
POL SCI 1	The Government of the United States	3

GROUP 3		
HISTORY 12	Political and Social History of the United States II (Same as AFRO AM 5)	3
HISTORY 41	The African-American in the History of the United States I (same as AFRO AM 4)	3
HISTORY 42	The African-American in the History of the United States II (same as AFRO AM 5)	3
HISTORY 44	The Mexican-American in the History of the United States II (same as CHICANO 8)	3

GROUP 4		
PHILOS 1	Introduction to Philosophy	3
PHILOS 20	Ethics	3

GROUP 5		
PSYCH 1	General Psychology I	3
PSYCH 16	Intimacy, Marriage, and Family Relationships	3
PSYCH 41	Life-Span Psychology: From Infancy to Old Age	3

AND AT LEAST 3 UNITS FROM THE FOLLOWING:

CO SCI 901	Introduction to Computers and Their Use	3
MATH 227	Statistics	4
PHILOS 6	Logic in Practice	3
PHILOS 8	Deductive Logic	3
PHILOS 9	Symbolic Logic I	3
	TOTAL UNITS	**27**

RECOMMENDED COURSES

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 (Statistics) for transfer students in Sociology.

SPANISH

ASSOCIATE DEGREES

The Associate of Arts degree in Spanish includes coursework that aligns with specific lower-division major requirements for the Spanish major at various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university with a major in Spanish are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

A degree in Spanish facilitates professional opportunities in business, industry, education, and government, as well as provides personal enrichment in understanding Spanish language and culture.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 1105.00

(18 UNITS, PLAN A) + All West requirements for Associate Degree

REQUIRED COURSES		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	Spanish Language Laboratory	1
	TOTAL UNITS	**18**

RECOMMENDED		
ENGLISH 204	World Literature II	3

SPEECH

ASSOCIATE DEGREES

The Associate of Arts degree in Speech includes coursework that aligns with lower-division requirements for transfer to various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university may also consider the Associate of Arts degree in Liberal Arts and Sciences (Arts and Humanities emphasis). Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 1506.00

(21 UNITS, PLAN A) + All West requirements for Associate Degree

REQUIRED COURSES		UNITS
SPEECH 101	Oral Communication I	3
SPEECH 104	Argumentation	3
SPEECH 121	The Process of Interpersonal Communication	3
SPEECH 151	Small Group Communication	3

AND 9 UNITS FROM THE FOLLOWING:		
ENGLISH 102	College Reading and Composition II	3
SPEECH 111	Voice & Articulation (Same as Theater 240)	3
SPEECH 135	Storytelling	3
THEATER 200	Introduction to Acting	3
	TOTAL UNITS	**21**

THEATER

SKILL CERTIFICATES

Note: Skill certificates are not state-approved and are not included on transcripts. Only students completing state-approved degrees and/or certificates may participate in commencement.

SKILL CERTIFICATE IN THEATER ARTS

MAJOR CODE 1007.01

This skill certificate offers courses designed to refresh and update play writing, theater history, management, and acting skills for live theater, as well as acting for television, film and the virtual stage of multimedia.

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

PLUS 6 UNITS FROM THE FOLLOWING:		
SPEECH 135	Storytelling	3
THEATER 130	Playwriting	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	2
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 (Same as Cinema 3)	3
	TOTAL UNITS	**15**

TRAVEL

ASSOCIATE DEGREES

The Associate of Arts degree in Travel is primarily designed for vocational education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

West Los Angeles College's Travel program will prepare you for one of the world's fastest growing and most gratifying industries.

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.

For more information, visit our Travel Department Web site at *www.travelclasses.com*

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 3009.00

(36 UNITS, PLAN B)+ all West requirements for Associate degree

The Associate of Arts degree in Travel is designed for the student who seeks a rewarding career as a travel professional.

REQUIRED COURSES		UNITS
TRAVEL 100	Introduction to the Travel Industry	3
	AND	

AT LEAST 33 UNITS FROM THE FOLLOWING:

TRAVEL 110	Apollo Computer Reservations	3
TRAVEL 115	Sabre Computer Reservations	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 Sales, Service and Marketing	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
	TOTAL UNITS	**36**

CERTIFICATES OF ACHIEVEMENT

The Travel Department also offers a Certificate of Achievement that reflects increasing levels of knowledge and preparation for employment in Travel. Requirements are highly flexible, permitting you to tailor your course selection to your interests and intended career path:

CERTIFICATE OF ACHIEVEMENT - ADVANCED TRAVEL

MAJOR CODE 3009.00

(30 UNITS)

This certificate is designed for Travel students who want to attain a deeper understanding of multiple sectors of the travel industry and further enhance their employability. To earn this certificate, you must complete the required course listed below and 27 units of elective Travel courses, for a total of 30 units.

REQUIRED COURSE		UNITS
TRAVEL 100	Introduction to the Travel Industry	3
ELECTIVES	**(27 UNITS FROM THE FOLLOWING)**	
	Any Travel Courses	27
	TOTAL UNITS	**30**

SKILL CERTIFICATES

Note: Skill certificates are not state-approved and are not included on transcripts. Only students completing state-approved degrees and/or certificates may participate in commencement.

SKILL CERTIFICATE IN BASIC TRAVEL

MAJOR CODE 3009.00

This skill certificate is designed for Travel students who wish to acquire fundamental knowledge of the travel business, the kind necessary for entry-level positions.

REQUIRED COURSE		UNITS
TRAVEL 100	Introduction to the Travel Industry	3
ELECTIVES	**(9 UNITS FROM THE FOLLOWING)**	
	Any Travel Courses	9
	TOTAL UNITS	**12**

In order to receive the skill certificate, certificate of achievement or an AA degree in Travel, you must submit a petition to the Admissions Office during the semester in which the requirements will be completed. (To determine the deadline for petitions, consult the schedule of classes.) For certificates, all travel courses must be completed with a grade of "C" or better. For an AA degree, you must have completed all courses with a grade-point average of "C" or better.

INTERPRETING CATALOG INFORMATION

The number in parentheses 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.

Degree Applicability
All courses that meet a major requirement of an academic program listed in this catalog may be applied towards graduation requirements for an associate degree unless the course is otherwise indicated as NDA (non-degree applicable).

Course Transferability
Many courses are transferable to four-year institutions. All transfer courses may be applied to the Associate Degree. Transfer courses are acceptable for credit at University of California (UC) and California State University (CSU) campuses according to the following codes:

University of California (UC)
Courses so designated are acceptable for credit at campuses of the University of California.

California State University (CSU)
Courses so designated are acceptable for credit at at least one of the 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 student.

If there is no notation after the course title, then the course is not transferable for UC or CSU credit. UC and CSU transferability is based on 2011-2012 transfer course agreements and is subject to change. For updated information regarding course transferability, consult the Transfer Center or the Counseling Office.

COURSE REPEATABILITY FOR CREDIT

The symbol RPT identifies courses which may be taken more than once for credit. The number which follows the RPT symbol indicates the number of times a course may be repeated for credit. For example, (RPT 3) indicates that the course may be repeated three times for credit.

COURSE PREREQUISITE POLICY

Some courses in this catalog list required prerequisites or corequisites, or recommended coursework. Any course identified as a Prerequisite or Corequisite for another course is required; recommended coursework is clearly identified as Recommended.

If a course lists any prerequisites, all such prerequisites must be completed prior to taking the course. Corequisites may be completed concurrently.

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.

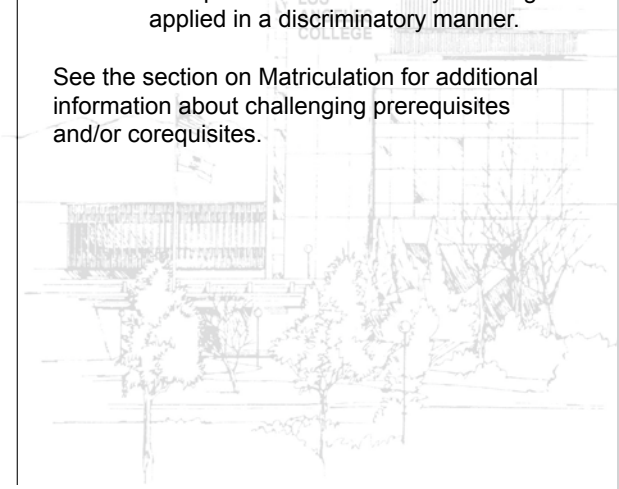
Students who have questions about prerequisites should consult a college counselor or an instructor before registration.

Required Prerequisite Challenge Procedure:
Students may petition to challenge a prerequisite and/or corequisite. A waiver requires written explanation of alternative course work, background, or abilities which adequately prepare students for the course. Prerequisite/corequisite 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/corequisite 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/ corequisite.
4. The student believes the prerequisite/ corequisite is discriminatory or being applied in a discriminatory manner.

See the section on Matriculation for additional information about challenging prerequisites and/or corequisites.



ACCOUNTING

(Also see 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.

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.

16 Tax Accounting II (3) CSU
Prerequisite: 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 students on new tax laws and forms.

20 Managerial Accounting (3) CSU
Prerequisite: Accounting 2 with a grade of "C" or better.
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.
UC Transfer Credit Limit: A maximum of 5 units from Accounting 1, 21 and 22.

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.
UC Transfer Credit Limit: A maximum of 5 units from Accounting 1, 21 and 22.

25 Automated Accounting Methods and Procedures (3) CSU
Prerequisite: Completion of one semester of Accounting Principles (or equivalent), through and including material on payroll accounting, with a grade of "C" or better.
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.

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 System (3) UC: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.

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. Students 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.

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. The course is primarily concerned with supervisory functions, employee evaluations, discipline, human relations, field operations and understanding police resources. This is an excellent class for employees preparing for promotion.

16 Recruitment Selection Process (3) CSU
This course provides an in-depth coverage of the legal selection for employment with an agency in the criminal justice system. Topics will include a review of the minimum qualifications for employment as a peace officer as determined by the Commission on Peace Officer Standards & Training (POST) and/or Standards and Training for Corrections (STC). Specific topics will include the application, written exam, oral interview, background investigation, psychology exam, medical exam, polygraph exam, and agility qualification. Employment opportunities will be presented, and ways to assist the student will be explained. *Note: When course is offered on-line, instructor may require three class meetings on campus.*

39 Probation and Parole (3) CSU
This course provides students 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) UC:CSU
An in-depth study of the substantive law commonly encountered by the municipal, county, or state police officer or investigator or other criminal justice employee. The scope of the course includes misdemeanor and felony violations of the criminal statutes.

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 (POST), P.C. 832 Laws of Arrest, and Board of Corrections, Standards and Training for Corrections (STC) when certified.

62 Fingerprint Classification (3) CSU
This is a practical course which covers the technical terminology of fingerprinting, pattern interpretation and 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, students become 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.

87 Campus Patrol (3)
This course deals with the law enforcement aspect of campus safety for Administration of Justice majors. Students will gain practical experience, develop insights into the problems of a college or school environment, and have the opportunity to blend theory and practice. The purpose of this class is to provide a service learning atmosphere to allow students to see connections between criminal justice theory and practice and gain on the job experience. Class will meet for one hour of lecture in a roll-call setting and then spend time in the field, hours to be arranged.

102 Orientation to Public Service Academy (1) CSU
This course will detail the curricula and requirements of public service training academy courses and prepare students for the successful completion of these academy courses. This course is required as a prerequisite for all academy courses as established by the Peace Officer Standards and Training (POST) Commission for individuals entering the career of law enforcement. *Note: A document processing fee of $50 is required of all students.*

129 Emergency Medical Training (7) CSU
(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
The effect of the organizational structure and administrative procedures on the implementation of police functions, assessment of the recruitment and hiring process, career advancement and leadership, and administrative problems of staffing and morale as a law enforcement employer are examined.

185 Directed Study - Administration of Justice (1)
Allows a student to pursue Directed Study in Administration of Justice on a contract basis under the direction of a supervising instructor.

260 Juvenile Corrections Officer Core Course (9.75) CSU (RPT 3)
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 Course (9.75) 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 (STC).

285 Directed Study - Administration of Justice (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 Street Gangs/Prison 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 have 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 are also covered.

309 Correctional Interviewing and Counseling (3) CSU
This course provides an overview of the techniques in counseling and interviewing available to practitioners in corrections. Students 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 I (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 TB test. The class meets once a week for one hour, and then students will have volunteer assignments 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 students will have volunteer assignments for a minimum of five hours per week with a sponsoring agency.

312 Aviation Security (1.5) (NDA)
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 are prohibited at airports.

321 P.C. 832 Arrest Course (2) (RPT 3)
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 (POST) P.C. 832 Arrest Course and by the Board of Corrections, Standards and Training for Corrections (STC).

385 Directed Study - Administration of Justice (3) CSU
Allows a student to pursue Directed Study in Administration of Justice on a contract basis under the direction of a supervising instructor.

393 P.C. 832 Firearms Course (1.33) (RPT 2)
This course covers firearms safety, hand gun familiarization, care, cleaning and storage, and live fire. When certified, this course satisfies the curriculum requirements for the Commission on Peace Officers Standards and Training (POST) for P.C. 832.

AEROSPACE PRODUCTION TECHNOLOGY

(See Aircraft Electronics and Aviation Maintenance Technician for additional Aviation classes)

102 Fabrication and Repair of Advanced Composites (6) CSU
Designed to give students the necessary skills to perform composite lay-up and fabrication, as well as composite repair procedures. Consists of classroom lecture and hands-on practice in graphite, Kevlar (aramid), fiberglass composite lay-up, and repair using vacuum bagging techniques with room temperature, hot bonder, and oven cures. Students are required to interpret engineering drawings.

110 Aerospace Production Blueprint Reading I (4) CSU
Classroom lecture and hands-on practice reading and interpreting actual blueprints. Students will be required to interpret basic geometric definitions, basic lines and drafting methods, drawing numbering systems types of drawings, engineering parts lists, and coordinating reference systems.

115 Aircraft Structures (6) CSU
Designed to give students the necessary skills to perform journeyman aerospace structures assembly and repair. Classroom lecture and hands-on practice drilling holes in aluminum alloys, cold working of holes, installation of special fasteners, the importance of aircraft sealants, and proper preparation of surfaces for application of sealants. Includes material fabrication using sheet metal equipment and completion of a final project of moderate complexity.

AFRICAN-AMERICAN STUDIES

4 The African-American in the History of the United States I (3) UC:CSU (Same as History 41)
African-American Studies 4 is a survey of United States history from the early Colonial era to the Reconstruction Period, with special emphasis on the contribution of the African-American to the political, economic and social development of the nation. This course also surveys the U.S. Constitution and California state and local government.
UC Transfer Credit Limit: A maximum of one course from African American Studies 4; History 11, 41, 43.

5 The African American in the History of the United States II (3 UC:CSU (Same as History 42)
This course provides a survey of United States history from the end of the Civil War to the present, with emphasis on the contributions of African- Americans to the social, cultural, political, and economic development of the United States. Also included is a continued survey of the United States Constitution.
UC Transfer Credit Limit: A maximum of one course from African American Studies 5; History 12, 13, 42, 44.

ALLIED HEALTH

CARDIOPULMONARY RESUSCITATION (CPR)
EMERGENCY MEDICAL TECHNICIAN
PARAMEDIC PROGRAM
These courses are offered in partnership with the University of California Los Angeles (UCLA) Center for Prehospital Care.

12 Introduction to Careers in Health Occupations (3) CSU
This course is designed for students interested in learning about health care careers, including work descriptions, work environment, employment opportunities, educational requirements, and earnings. Students will also learn about the health care system in the United States, including the development of medicine and trends in financing.

20 Heartsaver CPR (.25) (RPT 9)
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) CSU (P/NP)
This course covers infant, child and both one-rescuer and two-rescuer adult CPR. Treatment of the choking patient and heart disease prevention are also included.

22 Advanced Cardiovascular Support (1) CSU (P/NP)
Prerequisites: Allied Health 21, and must be a licensed health care provider.
This course provides information for advanced cardiovascular life support. Lecture topics include acute cardiac care, pathophysiology, treatment modalities, and pharmacology.

23 Pediatric Advanced Life Support (1) CSU (P/NP)
Prerequisites: 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.

33 Medical Terminology (3) CSU (Same as CAOT 44)
This course is designed for students interested in learning more about medical terminology and basic anatomy and applying this knowledge to a variety of allied health professions. Students will develop a comprehensive medical vocabulary applicable to all specialties of medicine through the study of Greek and Latin prefixes, suffixes and root words. Students will also develop a basic understanding of anatomy and the function of major body systems.

43 CO Anatomy and Physiology for Emergency Health Care Personnel (4) CSU
Prerequisites: Ald Hth 52.
This course will provide an overview of the structure and function of all bodily systems. Emphasis will be placed on knowledge that will enhance the student's ability to treat medical emergencies. *NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.*

44 CO Introduction to Emergency Medical Service Systems (2) CSU
Corequisites: Ald Hth 52.
Overview of Emergency Medical Service Systems, the ethics of patient care management and the law and policies of emergency services, including the relationship between the emergency care provider and other health care professionals. Verbal and nonverbal behavior and communications related to the delivery of emergency medical services are also discussed. *NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.*

45 CO Patient Assessment and Airway Management (2) CSU
Corequisites: Ald Hth 52.
This course gives an overview of prehospital patient assessment for Emergency Health Care. This course provides foundational knowledge and skills to effectively assess and treat patients in a prehospital setting. *NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.*

46 CO Cardiology Assessment and Medical Emergencies (6) CSU
Corequisites: Ald Hth 52.
Through lectures and discussions, this course will cover the pathophysiological principles and assessment findings in cardiology, neurology, and respiratory emergencies. *NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.*

47 CO Emergency Response to Crisis (4) CSU
Prerequisites: Ald Hth 52.
This course will focus on techniques of immediate intervention in a variety of field crises including shock, pediatric emergencies, abuse, and trauma to various body systems, obstetrics, and burns. *NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.*

48 CO Medical Emergencies and Pharmacological Interventions (5) CSU
Prerequisites: Ald Hth 52.
This course emphasizes pathophysiology, assessment and management of patients with various systematic diseases, and the application of advanced life support techniques in medical emergencies. Formulation of a field impression and implementation of pharmacological intervention in a laboratory setting are also studied. *NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.*

49 CO Clinical Internship (4) CSU
Prerequisites: Ald Hth 43 CO, 44 CO, 45 CO, 46 CO, 47 CO, 48 CO.
This course presents the coordination of advanced emergency medical service training within a hospital setting. Students will be able to participate in multiple departments within the hospital: critical care units, OB/GYN, operating rooms, anesthesia, recovery, pediatrics, and psychiatrics. This will assure a variety of patient presentations and complaints. *NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.*

50 CO Field Internship (9) CSU
Prerequisites: Ald Hth 49 CO.
Coordination of advanced emergency medical service training with a field advanced life support unit. Students will be able to participate in emergency intervention in traumatic and medical emergencies. Field internship represents the phase of instruction where the student learns how to apply knowledge and skills to the field environment.
NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.

52 Emergency Medical Training - Basic (7) CSU
This course provides basic emergency medical care training for firefighters and ambulance attendants. Successful course completion results in NREMT-B certification granted from the State of California, through the Los Angeles County EMS Agency. *NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.*

53 Emergency Care Technician (3.5) CSU
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. *NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.*

54 CO Prehospital Trauma Life Support (1)
The Prehospital Trauma Life Support (PHTLS) course is designed to enhance and increase knowledge and skill in delivering critical care in the prehospital environment. The course is designed to provide the prehospital provider (EMT, paramedic and RN) with the knowledge and skills for the prehospital assessment and care of the trauma patient.
NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.

55 CO Trauma Aims (3.5)
This course is designed to prepare military prehospital EMTs, paramedics and RNs to provide emergency medical treatment, limited primary care, health protection and evacuation in a variety of operational and clinical settings, from point of injury to illness, through the continuum of care. Students receive training in trauma assessment, advance airway management and ventilation, intravenous infusion, pharmacology, medication administration and shock management.
NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.

56 Communication & Customer Service Skills in Healthcare (1)
Recommended: CAOT 1A
This course will introduce students to the workplace skills necessary to succeed in healthcare professions. The focus will be on professional behavior, communication techniques and HIPAA regulations.

57 Computers in Health Occupations (1)
Corequisites: Pharmacy Tech 21 and 23. Recommended: CAOT 1A
This course will introduce students to the use of computers in a variety of healthcare settings. Students will use software systems used in pharmacies, medical offices, and hospitals.

80 Pharmacy Services Associate In-Service Training (3.5)
This course is designed for Pharmacy Clerks working in community pharmacies. This course provides the students with additional job skills to perform third party billing, understand workflow and work station procedures, operate a cash register, utilize pharmacy software, understand drive-thru procedures and understand quality systems in a community pharmacy.

81 Pharmacy Technician In-Service Training (4)
This course is designed for newly hired Pharmacy Technicians working in community pharmacies. This course meets employer orientation requirements and provides the students with the specific job and technical skills to work as a Pharmacy Technician.

82 Lead Pharmacy Technician In-Service Training (3.5)
This course is designed for newly hired Lead Pharmacy Technicians working in community pharmacies. This course meets employer orientation requirements and provides the students with the specific job and technical skills to work as a Lead Pharmacy Technician.

AMERICAN SIGN LANGUAGE

1 American Sign Language (4) UC:CSU
Develops basic vocabulary and grammar of American Sign Language. Emphasis is placed on receptive and comprehension skills. Incorporates vital aspects of the Deaf culture and community.

2 American Sign Language II (4) UC:CSU
Prerequisite: ASL 1 with a grade of "C" or better
Completes the study of elementary vocabulary and grammar. Increased development of inflectional and non-manual behavior patterns. There will also be extensive study on the Deaf Culture and Community within receptive and expressive conversation.

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, physical education, 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
Students in this course will focus on the relationship between human biology, culture and the physical environment as interpreted within the frameworks of evolutionary theory and the science of genetics. Students will trace humans place in the animal kingdom, with special emphasis on primates. They will examine archeological evidence associated with human fossils and probe human physical variability within the context of Mendelian and population genetics.

102 Human Ways of Life: Cultural Anthropology (3) UC:CSU
This course presents students with an anthropological understanding of the varieties of lifestyles in human societies throughout the world, from nomadic foragers to complex state-level 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.

103 Archaeology: Reconstructing the Human Past (3) UC:CSU
Students of this course will focus on the discovery and reconstruction of the life ways of extinct societies through the excavation, analysis and interpretation of the 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.

104 Human Language and Communication (3) UC:CSU
This course offers students an introduction to Linguistic Anthropology. This course 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 students with 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 all levels of society, from bands to the modern state.

111 Human Biology Lab (2) UC:CSU
This laboratory class offers students an exploration of selected topics in biologic alanthropology including genetics, human variation, the living primates, human osteology and paleoanthropology.

119 Introduction to Forensic Anthropology (2) CSU
This course provides students with 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 students with a broad view of anthropological ways of looking at religion. Students will gain a socio-cultural understanding of religious behaviors through the exploration of core topics within the subject, such as myth, ritual, and various types of religious specialists as well as related practices including magic, witchcraft, and divination.

132 Native Peoples of North America (3) UC:CSU
This course offers students a broad survey of Native Americans living north of Mexico, with emphasis on the natives of California. The survey of the various native groups will be from the ethnographic present and include an examination of the issues facing indigenous groups today.

134 People and Cultures of the Middle East (3) UC:CSU
Through this course, students will explore diversity, complexity, and dynamism of social life in the region known as the Middle East. From the holistic and comparative nature of anthropological study, the course offers students a broad survey of peoples living in the region. Included in this study are a variety of interconnected topics that have been important in the anthropological literature on the region. The diverse social forms of nomads, tribes, villages, and cities and the associated social and economic intricacies will be examined. Also explored will be the systems of values, norms, and religious beliefs as part of social processes. The region will be defined in both a geographic and cultural framework.

ARABIC

1 Elementary Arabic I (5) UC:CSU
Corequisite: Arabic 101
This course stresses the fundamentals of pronunciation, grammar, practical vocabulary, useful phrases, and the ability to understand, speak, read, and write basic Arabic. It includes an introduction to Arabic civilization and culture.

2 Elementary Arabic II (5) UC:CSU
Corequisite: Arabic 101
This course completes the elementary Arabic grammar and begins the reading and writing of more advanced elementary texts. It continues with the study of the Arabic culture.

101 Arabic Language Laboratory (1)
This is a mediated, independent study course which allows students to enhance their Arabic language skills through audio, video, and computer work in the language lab. Its content is directly related to the level of the Arabic language class a student is concurrently enrolled in an the textbook being used for that course.

ARCHITECTURE

The coursework in Architecture is primarily intended for transfer students who wish to pursue a professional degree (B. Arch.) in architecture or related design fields. Pursuant to an articulation agreement between the Los Angeles Institute of Architecture and Design in Los Angeles (LAIAD) and West Los Angeles College, LAIAD courses completed by West students will appear on the students West Los Angeles College transcripts.

161 Introduction to Computer-Aided Architectural Drawing (2) CSU
(Formerly Architecture 36)
This is an introductory course in two-dimensional computer-aided drafting. Students learn the basic concepts involved in making computer-aided drawings, which are constructed using a microcomputer with appropriate software such as AutoCAD. Students use workstations equipped with a microcomputer, monitor, disk drives, digitizer, plotter, and printer.

162 Computer-Aided Design/Drafting (3) CSU
(Formerly Architecture 37)
This second-semester course provides instruction in computer-aided drafting. Students use concepts learned in the introductory course and apply the fundamentals of two-dimensional concepts to three-dimensional concepts. Drawings are constructed using a microcomputer with appropriate software such as AutoCAD.

172 Architectural Drawing I (3) CSU (Formerly Architecture 5)
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.

173 Architectural Drawing II (3) CSU (Formerly Architecture 6)
Prerequisites: Architecture 172.
A continuation of Architectural Drawing I, 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.

180 Computer-Aided Architectural Laboratory (1) CSU
(Formerly Architecture 39)
This course is designed to reinforce the lectures presented in each computer-aided architecture class. It gives students the needed practice in applying software programs to various class assignments.

201 Basic Architectural Design I (3) UC:CSU
(Formerly Architecture 33)
Prerequisites: Architecture 172.
An introduction to the formal and spatial language of architecture explored through studio projects, informed by case study projects.

202 Basic Architectural Design II (3) UC:CSU
(Formerly Architecture 34)
This course further extends the theories of space, form and vision, and applies them to architectural problem solving. Horizontal and vertical flow are studied. Computer application to design is also studied.

ART

NOTE: Outstanding works of student art may be retained for a maximum of two years by the college art gallery.

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 created during these times, students 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 students 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 culture, is designed to expand awareness and understanding of the visual arts as a unique medium for human interrelationships.

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 students to some of the great cultures of the world. The Ife and Benin kingdoms of Africa, as well as the Maya and Aztec empires 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 ìismsî as Cubism, Expressionism, Dadaism, and Surrealism. Artists discussed will include Monet, Picasso, Matisse, Dali, and Warhol.

115 History of Modern Art (3) UC:CSU
An examination of Western art and its relationship to social, political, and economic aspects of modern society from the mid-nineteenth through the twentieth century. The influence of the Industrial Revolution, cross-cultural influences of Western and non-Western cultures, artistic response to new intellectual trends and disciplines, impact of the two World Wars, the rise of the Civil Rights and Feminist movements, innovations in technology, various stylistic movements,

as well as methodological approaches to analysis of the subject will be considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and other forms of visual art.

117 Meso-American 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 BC - 1519 AD). Also included will be a survey of the art of the Late Formative Period, the city of Teotihuacan, the Classic Cities, and the Maya.

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.

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 is used. Students are expected to complete an additional two 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 lives, natural forms, landscapes and human figures are explored. Students are expected to complete an additional two 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, and a variety of media are used. Students are expected to complete an additional two 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 two 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.

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, students 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.

306 Acrylic Painting III (3)
Recommended: Art 305 with a grade of "C" or better, or equivalent.
This continuation of Art 305 emphasizes concepts and subject matter.

307 Oil Painting I (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.

400 Introduction to Printmaking (3) CSU
An introductory course in basic fine art printmaking processes.

407 Relief Printmaking I (3) CSU
An introductory course in basic relief printmaking processes. Students explore a wide range of relief printmaking processes and techniques from traditional woodcut to polymer plate while refining their printing and conceptual skills.

408 Relief Printmaking II (3) CSU
A more advanced course in relief printmaking processes. Students will explore color processes in depth, as well as cross-process work, while deepening their conceptual skills.

411 Printmaking Studio (1) CSU
A course providing serious beginning and more advanced printmaking students the opportunity to explore processes in greater depth with the full resources of the printmaking laboratory.

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, students 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. Art 502 may be taken concurrently.
This course teaches students 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.

520 Design Workshop (3) CSU
This is a course in the principles of design. Emphasis is placed on individual research, experimentation and the development of style. Students work with a variety of art materials.

523 Introduction to Entertainment Industry Crafts (3) CSU
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 I (3)
This is an introductory course in graphic design. Students learn to create thumbnail, rough and comprehensive layouts while exploring a variety of formats used to create graphic designs. Selecting appropriate type styles 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 Design II (3)
This is a course in graphic design concentrating on full color applications of graphic art. Students learn to develop ad campaigns for print media, and to develop a series for advertising. Students will also create a mechanical for color printing.

633 Introduction to Computer Graphics (3) (RPT 3)
This is an introductory course in computer graphics designed to introduce students to the microcomputer, its operating system, and applications used as tools by artists and graphic designers.

635 Desktop Publishing Design (3) CSU (RPT 3)
This is an introductory course in desktop publishing design. The course is designed for students of design, fine art, computer graphics and journalism. Emphasis will be on computer layout and composition. Basic concepts relating to type fonts, type styles, page design, readability, digital output, laser printers, and typesetters will be explored.

638 Computer-Aided Art Laboratory (1) CSU
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) (RPT 3)
This is an introductory course in computer still-image manipulation. The topics presented include image editing, application of filters, integration of text, and the combination of scanned images.

641 Advanced Desktop Publishing (3) (RPT 3)
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.

642 Audio/Video Post Production (3) CSU
This course will introduce students to editing techniques using non-linear computerized editing software.

700 Introduction to Sculpture (3) UC:CSU
Prerequisite: Art 502.
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 is given. The safe and proper use of materials and tools is emphasized.

701 Sculpture I (3) UC:CSU
Prerequisite: Art 700.
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 presented. 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 and expansion of 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 wheel, and growth in creative design abilities will be emphasized.

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
Prerequisite: Concurrent or previous enrollment in any other ceramics course.
This course provides a studio experience for beginning and advanced students. A variety of construction methods are undertaken simultaneously, including hand-building and wheel-throwing. Techniques for surface enrichment, glazing and firing are explored at various levels of ability.

806 Fine Art Photography I (3)
This course uses digital programs such as Adobe Photoshop to develop, edit and print high quality fine art photography. Students will focus on lighting, form and composition in addition to other image manipulation techniques. Projects will emphasize content and context.

ASTRONOMY

1 Elementary Astronomy (3) UC:CSU
All areas of modern astronomy are discussed in this introductory course. Major topics include the history of astronomy, the sun, moon and planets, stars, constellations and galaxies, telescopes and other instruments.

AVIATION MAINTENANCE TECHNICIAN

(See Aircraft Electronics and Aerospace Production Technology for additional Aviation classes)

NOTE: Students may receive subject credit for coursework at California State University, Los Angeles and San Jose, and at National University after transfer with an AS Degree. Program entrance requirement: All new and re-entering students must have appropriate placement level demonstrated through the assessment process.

1 Maintenance Procedures (4) CSU
Corequisite: Must be taken concurrently with Aviation Maintenance Technician 2.
Instruction is offered in ground operations, servicing airplanes, maintenance publications, forms, records, and mechanicís privileges and limitations. Aircraft materials and processes are identified, with an emphasis on inspection procedures.

2 Maintenance Procedures Laboratory (2) CSU
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 (4) CSU
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) CSU
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 (4) CSU
Corequisite: Must be taken concurrently with Aviation Maintenance Technician 6.
Instruction is offered in basic electricity, Ohmís law, DC and AC circuits, semiconductors, 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 Systems Laboratory (2) CSU
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 (4) CSU
Prerequisite: Aviation Maintenance Technician 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) CSU
Prerequisite: Aviation Maintenance Technician 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 (4) CSU
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) CSU
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 (4) CSU
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) CSU
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 (4) CSU
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, and Fuel Systems Laboratory (2) CSU
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 (4) CSU
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) CSU
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 (4) CSU
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) CSU
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.

19 Reciprocating Powerplant Overhaul (4) CSU
Prerequisites: Aviation Maintenance Technician 15 and 17.
Corequisite: Must be taken concurrently with Aviation Maintenance Technician 20.
Instruction is offered in the maintenance, maintenance publications, and basic engine theory and overhaul procedures of reciprocating engines.

20 Reciprocating Powerplant Overhaul Laboratory (2) CSU
Prerequisites: Aviation Maintenance Technician 16 and 18.
Corequisite: Must be taken concurrently with Aviation Maintenance Technician 19.
Instruction and practice is offered in the use of maintenance publication records relative to overhaul procedures. Complete engine overhaul procedures, methods and practice are presented.

21 Powerplant Troubleshooting and Testing (4) CSU
Prerequisite: Aviation Maintenance Technician 19.
Corequisite: Must be taken concurrently with Aviation Maintenance Technician 22.
Instruction is offered in powerplant inspection and troubleshooting procedures. Course includes turbine engine theory and operation.

22 Powerplant Troubleshooting and Testing Laboratory (2) CSU
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 (4) CSU
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. *Note: Students must have a minimum 2.0 GPA in Aviation Maintenance Technology prior to enrolling in AMT 23 and AMT 24.*

24 Inspection and Evaluation Laboratory (2) CSU
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 practical airframe and powerplant projects. *Note: Students must have a minimum 2.0 GPA in Aviation Maintenance Technology prior to enrolling in AMT 23 and AMT 24.*

BIOLOGY

(Also see Anatomy, Environmental Science, Microbiology, and Physiology)

3 Introduction to Biology (4)
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. UC Transfer Credit Limit: No credit will be given for Biology 3A or 3B if taken after Biology 6 or 7.*

3A Introduction to Biology - Lecture (3) UC:CSU
3B Introduction to Biology - Laboratory (1) UC:CSU

6 General Biology I (5) UC:CSU
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. Note: Many four-year institutions recommend the completion of both Biology 6 and 7 as a core program. UC Transfer Credit Limit: No credit will be given for Biology 3A or 3B if taken after Biology 6 or 7.

7 General Biology II (5) UC:CSU
(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.
UC Transfer Credit Limit: No credit will be given for Biology 3A or 3B if taken after Biology 6 or 7.

106 Anatomy of the Head and Neck for the Dental Hygienist (2)
(Same as Dental Hygiene 106)
Open to enrolled students in Dental Hygiene.
Prerequisite: Anatomy 1 with a grade of "C"or better. Corequisite: Dental Hygiene 100, 101A, and 101B
A detailed study of the anatomy of the human head, neck, face and jaw will be presented through lecture and study of anatomical models. Emphasis will be placed on differentiating normal and abnormal structure and function in the context of health and disease.

156 Histology and Embryology of Oral Tissues (2)
(Same as Dental Hygiene 156)
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.

BROADCASTING

1 Fundamentals of Radio and Television Broadcasting (3) CSU
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.

7 Radio Announcing I (3) (RPT 1)
This course provides 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 I (3) CSU
This is a laboratory course involving the operation of the campus radio station, WLAC. Duties will include on-air and internet radio operations.

17 Industrial and Commercial Voice-over Techniques (3)
Corequisite: Music 265.
Development of the ability to narrate, dub and loop films, audio cassettes and video-taped materials for use in: industrial information units, the entertainment media, educational packages, and commercial advertising. Includes the development and use of some world dialects and an in-depth study of microphone techniques.

25 Radio/TV/Film Writing (3) CSU
This course presents an analysis of the form and style of radio, television, and film script formats, and the preparation of scripts for radio, television, and film.

BUSINESS

Also see: Accounting, Business, Computer Applications and Information Technology, Finance, Law, Management, Marketing, 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)*
This course covers the 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.
UC Transfer Credit Limit: A maximum of one course from Law 1, Law 2, Business 5.

31 Business English (3) CSU
This course offers an intensive review of the techniques and mechanics of English: grammar, sentence structure, business vocabulary, capitalization, punctuation, various business letter styles, proofreadersí 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
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 writing 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, the mathematics of buying and selling, interest and loans, taxes, cash and trade discounts, depreciation and other business computations. This course is intended for students interested in pursuing careers in business.

CHEMISTRY

51 Fundamentals of Chemistry I (5) UC:CSU
Recommended: One year of high school algebra, or Mathematics 115.
This course is 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, buffers and pH; basic principles of equilibrium and an introduction to radioactivity. Organic topics focus on functional group identification including hydrocarbons, organic halides, alcohols, ketones, acids, esters, amines, carbohydrates, lipids and proteins. This course is designed for Nursing and other Allied Health majors, students in environmentally hazardous materials, elementary education or liberal arts who do not intend to take Chemistry 101.
UC Transfer Credit Limit: A maximum of one course from Chemistry 51 or 60. No credit for Chemistry 51 or 60 if taken after Chemistry 101.

60 Introduction to General Chemistry (5) UC:CSU
(Formerly Chemistry 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.
UC Transfer Credit Limit: A maximum of one course from Chemistry 51 or 60. No credit for Chemistry 51 or 60 if taken after Chemistry 101.

101 General Chemistry I (5) UC:CSU *(Formerly Chemistry 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, liquids, solids, solutions, oxidation reduction, acids and bases, and an introduction to chemical thermodynamics. The laboratory emphasizes basic laboratory skills, chemical principles, and quantitative relationships.
UC Transfer Credit Limit: No credit for Chemistry 51 or 60 if taken after Chemistry 101.

102 General Chemistry II (5) UC:CSU *(Formerly Chemistry 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 Chemistry 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.

212 Organic Chemistry for Science Majors II (5) UC:CSU
(Formerly Chemistry 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.

CHICANO STUDIES

8 The Mexican American in the History of the United States (3) UC:CSU (Same as History 44)
The course will introduce students to the background of the political, social, economic 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.
UC Transfer Credit Limit: A maximum of one course from Chicano Studies 8; History 12, 13, 44.

CHILD DEVELOPMENT

1 Child Growth and Development (3) UC:CSU
Recommended: It is recommended that all Child Development students take the Math and English assessment placement test before or concurrently with this course. Note: This course is a prerequisite for Child Development 7, 8, 22, and 23. Required for Teaching Permit.
This course examines the major developmental milestones for children, both typical and atypical, from conception through adolescence in the areas of physical, psychosocial, and cognitive. The course will emphasize interactions between maturational process and environmental factors. While studying developmental theory and investigating research methodologies, students will observe children, evaluate individual differences, and analyze characteristics of development at various stages.

2 Early Childhood: Principles and Practices (3) CSU
Prerequisite: Verification of an annual tuberculosis test. Required for Teaching Permit.
This course provides a demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child-centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children.

7 Introduction to Curriculum in Early Childhood Education (3)
(Formerly Ch Dev 4)
Prerequisite: Child Development 1 and 2. Required for Teaching Permit.
Students learn and develop the knowledge and skills to provide appropriate curriculum and environments for young children from birth to age 8. Students examine a teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. Planning, implementation and evaluation of curriculum includes but not be limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math, natural and physical sciences.

8 Curriculum in Early Childhood Education (3)
(Formerly Ch Dev 3)
Prerequisite: Child Development 1 and 2. Required for Teaching Permit.
Students design and evaluate developmentally appropriate curriculum and environments for young children from birth to age 8. Based on the value of play, students demonstrate the teacher's role in applying theory to practice in supporting children's concept development. Preparing and assessing the implementation of curriculum will include but not be limited to: language and literacy, social studies, art and creativity, music and rhythm, perceptual motor development, mathematics, natural and physical sciences.

10 Health, Safety, and Nutrition (3) CSU
Recommended: Child Development 1 and 2. Required for Teaching Permit.
This course is an introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children. Information dealing with children with special needs and cultural values and traditions that affect and support the well-being of children birth to adolescence is explored.

11 Child, Family, and Community (3) CSU
Recommended: Child Development 1 and 2.
This course is an examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Emphasis is placed on familiarizing students with techniques used in parent-teacher conferences and to perceive parents as partners in their child's educational experience.

22 Practicum in Child Development I (4) CSU
Prerequisites: Child Development 7and 8 with a grade of "C" or better. Corequisite: Child Development 42. TB test clearance is required.
This course is a supervised practicum experience in an approved Early Childhood educational program, such as a preschool, child development center, elementary school, special education center or other early care/early intervention natural environments. Practicum students will be expected to demonstrate developmentally appropriate early childhood teaching competencies under guided supervision. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child-centered, play-oriented approaches to teaching, learning, assessment and knowledge of curriculum content areas is emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning. An overview of content areas will include but not be limited to: Language and literacy, social and emotional learning, sensory learning, art, crafts music, movement, dramatic play, small and large motor, as well as group time. Students will design and implement lesson plans under the supervision of a college instructor and a Master teacher at their Practicum site.

23 Practicum in Child Development II (4) CSU
Prerequisite: Child Development 22 and 42 with a grade of "C"or better.
Corequisite: Child Development 48 and 65.
A tuberculosis test and fingerprinting is required.
This course is a demonstration of developmentally appropriate early childhood teaching competencies under guided supervision in a preschool, child development center, elementary school, special education center, or other early care/early intervention natural environments and educational setting. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for children. Students will chose an area of specialization from the following areas: all-inclusive pre-school program, infants and toddlers, special needs or school age programs to do their internship during this specialization practicum course.

30 Infant and Toddler Studies I (3) CSU
Prerequisite: Child Development 1.
This course provides an in-depth study of cognitive/language, social/emotional and perceptual/motor development domains and milestones of infants from birth to 36 months. As well as, an overview of major theories including attachment, brain development. The value of play, early intervention and relationship-based care in the context of family systems: culture, home language, and traditions. Students will be introduced to the laws and regulations of safe healthy environments and the rights of all infants and toddlers including children at-risk for disabilities. Class instruction includes objective observations of infants and toddlers in diverse settings.

31 Infant and Toddler Studies II (3) CSU
This course implements the principles of inclusive, respectful care-giving for infants and toddlers within a variety of program designs, routines and schedules. Topics cover typical and atypical development, principles of early intervention, preschool transition services, design, implantation and assessment of developmentally appropriate curriculum and environment; health and safety and licensing issues. Coursework includes documentation of learning through observation, guidance toward self-regulation, family communications and community resources. Current research related to benefits of early intervention services and treatments will be addressed.

34 Observing and Recording Children's Behavior (3) CSU
This course includes observing, recording and interpreting children's behavior in a variety of settings. Dairies, anecdotes and other forms of written and oral records are explored and used. This course includes observing children from the ages of 1 month through school aged children. The student will be expected to become familiar with tools such as: Desired Results and DLM for purposes of assessing the growth and development of children. The students will also become familiar with the Environmental Rating Scale for: infants and Toddlers, Early Childhood and School Aged children. This course will provide the student with information dealing with full inclusion and children with special needs as well.

35 Fostering Literacy Development in Young Children (3)
This course is designed to expose students to the techniques, materials, and environment that support the foundation of literacy in young children. The course defines for students what the attributes are that enable children to build and develop literacy proficiency. It provides students with the necessary tools to promote and enhance literacy skills in children. It exposes students to literature that is age and content appropriate for young children. This course enables the student to incorporate literacy skills in all areas of the curriculum and classroom environment. Desired Results and the Pre-kindergarten Guidelines are studied to provide the student with assessment tools to support literacy development.

38 Administration and Supervision of Early Childhood Programs I (3) CSU
Recommended: Child Development 1, 2 and 11.
This course examines and defines the principles and practices of Early Childhood programs organizational structure and administrative responsibilities. It will provide students with the opportunity to study and design budgets, personnel policies, record keeping, reporting techniques and utilizing community resources in preparation for administering and either starting a program or understanding how to operate an established program. The course will expose students to licensing requirements (Title 5 and Title 22), Early Childhood Environment Rating Scale, Program Administration Scale, Desired Results, NAEYC Developmentally Appropriate Practices, the Pre-K Guidelines and N.A.E.Y.C. Code of Ethics.

39 Administration and Supervision of Early Childhood Programs II (3) CSU
Recommended: Child Development 38.
This course is designed to reinforce the concepts that were studied in CD 38 and to give the student an opportunity to implement the knowledge that they acquired. The course builds on the materials that the student studied and expands into more detail and complexity the responsibility of administering an Early Childhood program. The course will provide information that will assist them in designing a proposal for operating an experimental program. Every area that is involved in operating a program will be included in the content of the course. The course will require the student to write a grant proposal with all the elements involved in developing a Child Care facility.

42 Teaching in a Diverse Society (3) CSU
Corequisite: Child Development 22.
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. This course takes an in depth and retrospective approach in processing the student to a position where they have the skills and knowledge necessary to infuse multi-cultural activities and literature as well as anti-bias perspective into the fabric of the curriculum, teaching modalities, and materials in an Early Childhood educational program.

44 Early Intervention for Children with Special Needs (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. This course covers the theoretical aspects of working with children with special needs. This course will focus on children ages 0-8 to encompass school age children as well infants through pre-school age children.

45 Programs for Children with Special Needs II (3) CSU
Overview of programs providing special education services for children with special needs focusing on preschool through school age. It will include a study of various early/care early intervention natural environments and educational settings, legislation, characteristics of various exceptionalities and educational implications. Observation in schools will be required. 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. The course focuses on children ages infancy through ages 8 to encompass school age children as well.

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. This course deals with children kindergarten through school age.

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 curriculum activities for school-aged children will be executed in classroom projects. Students will be required to create curriculum activities in the format of lesson plans for school age children.

48 Positive Guidance in Early Childhood Settings (3) CSU
Corequisite: Child Development 23.
This course explores developmentally appropriate practices in guiding and nurturing the development on inner controls in young children. The course emphasis is on positive reinforcement in contrast to negative or punitive management of children's behavior. The course examines the student's philosophy on discipline in relationship to the student's perception of how to they will interact with young children. Emphasis is placed on developing culturally sensitive individualized plans for traditional and special needs children.

53 Parenting (3)
This course will examine the role of the parent throughout the different stages of child and youth development and provide strategies for supporting a variety of parenting styles and family structures. In addition, students will learn about positive parenting behaviors and explore techniques for fostering positive interactions in the situations that affect the child's or youth's growth and development. This would include factors that impact children in their home, school and community. This course explores and defines the role of the parent in the lives of their children. Parents are taught how to advocate for their children which provides support and builds a positive relationship between the child and the parent.

60 Introduction to Family Child Care I (1)
This course is designed for students who are interested in family day care. This course will enable the student to formulate ideas of what the philosophy and scope of their program will be. 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 including the use of computers.

61 Introduction to Family Child Care II (1)
This course is an in-depth study on standards and practices for hiring and maintaining staff. The course will include staff relations, in-service training, working with parents, dealing with supervising agencies such as the Department of Social Services, professional activities such as the California Mentoring program and current research in the field, as well as changes in the laws. This course includes reviewing and utilizing the Family Home Day Care Rating Scale for facilities in evaluating and assessing the classroom and teacher effectiveness as well as age appropriate practices.

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. The curriculum overview will be appropriate for children ages 0-8.

65 Adult Supervision and Early Childhood Mentoring (2)
Corequisite: Child Development 23.
This course is a study of the modalities and principles of supervising teachers, staff and student-teachers in an early childhood program. Emphasis is placed on the role of the director, teacher, staff and student-teacher. The course will review leadership styles, communication skills, conflict resolution techniques, as well mentoring responsibilities and techniques. This course includes reviewing and utilizing the ECERS Rating Scale in evaluating and assessing the classroom and teacher effectiveness and appropriateness. This course will discuss the N.A.E.Y.C. Developmentally Appropriate Practices, the Pre-K Guidelines and N.A.E.Y.C. Code of Ethics.

185 Directed Study - Child Development (1) CSU
285 Directed Study - Child Development (2) CSU
385 Directed Study - Child Development (3) CSU
These courses allow the student to pursue Directed Study in Child Development on a contract basis under the direction of a supervising instructor. *Note: A maximum of 6 units in Directed Study may be taken for credit.*

CHINESE

1 Elementary Chinese I (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.

21 Fundamentals of Chinese I (3) UC:CSU
This course provides the first half of Elementary Chinese 1. It 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. *NOTE: Chinese 21 and Chinese 22 together are equivalent to Chinese 1.*

22 Fundamentals of Chinese II (3) UC:CSU
Prerequisite: Chinese 21 with a grade of "C" or better.
This course provides the second half of Elementary Chinese 1. It 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. *NOTE: Chinese 21 and Chinese 22 together are equivalent to Chinese 1.*

CINEMA

(Also See Film Production, Theater, and Television)

1 Introduction to Motion Picture Production (3) UC:CSU
(Same as Theater 501)
A comprehensive introduction to film video production techniques and equipment. Proper procedures are explained for the use of cameras, lenses, filters, film stocks, lights, microphones, audio recorders, and other motion editing picture equipment. Attention is also given to production planning and post-production as well.

2 Beginning Motion Picture Workshop (3) UC:CSU
This is an introductory course in practical film-making, including script, storyboard, direction, cinematography, sound and editing techniques. Each student will be responsible for the making of short films.

3 History of Motion Pictures (3) UC:CSU
(Same as Theater 505)
History of the development of motion pictures, with examples, from their beginnings to the present day. Emphasis is placed on the American feature film.

4 History of the Documentary Film (3) UC:CSU
The development of films dealing with the truth. Films types seen and discussed include: historical, animated, propaganda, educational, commercial, cinema verite and direct cinema. Students will develop critical standards for judging documentary films.

5 Introduction to Screenwriting (3) UC:CSU (RPT 1)
Course work consists of writing screenplays based on the Hollywood technique known as "The Heroes Journey." Students will pitch their script to a studio and/or network executive.

6 Motion Picture Photography (3) CSU
Prerequisite: Cinema 1 and 3 with satisfactory grades or better.
Introduction to cinematography, including optics, photo emulsions, camera operation, laboratory procedures, terminology and aesthetics. Students will do individual and group projects using 16mm or digital video camera equipment.

7 Advanced Cinematography and Creative Techniques (3) CSU
Prerequisite: Cinema 6 with a satisfactory grade or better.
An advanced course in creative cinematography covering sophisticated professional equipment and techniques used in the motion picture industry. Emphasis is placed on lighting and current industry standards.

9 Motion Picture Sound (3) UC:CSU
Prerequisite: Cinema 1, 2, 3 and 4 with satisfactory grades or better.
Students learn the basics of motion picture production and post-production sound. Students use digital audio recorders, microphones and booms and learn how to properly record sound. Students learn to loop and mix sound using a digital audio program.

10 Introduction to Film Directing (3) CSU
Prerequisite: Cinema 1 and 3 with satisfactory grades or better.
Introduction to the crafts of acting and directing for the film medium; with emphasis on the visualization of the screen play, the junction of the actor in interpreting the script, and the role of the director in handling actors in the production of a film.

15 Advanced Motion Picture Workshop (3) CSU
Prerequisites: Cinema 1, 2, 3, 4.
Advanced Students perform practical work in film or digital video production. This lecture and laboratory workshop emphasizes the creative use of the camera, editing, sound, and production activities in relation to the fiction or documentary film format. Each student will be responsible for making a short film.

18 Main Currents in Motion Pictures (3) UC:CSU
In this course, students will explore the major categories of movies, including comedy, science fiction, suspense, the western, horror, and the musical. Most weeks feature in-class screenings of significant feature films.

20 Business Aspects of Motion Picture Production (3) CSU
Prerequisite: Cinema 1 and 3 with satisfactory grades or better. Survey of business practices including financing, production and distribution.

25 Producing Digital Video Features (3) UC:CSU
Digital video (DV and HD) is transforming traditional feature film production and broadening distribution possibilities for independent productions. Students explore this new frontier and its requirements for intellectual property, financing, contracts, production, formats, marketing and alternative distribution outlets including internet web sites and downloads.

32 Editing Fundamentals (3) UC:CSU
Prerequisite: Cinema 1, 2, 3 and 4 with satisfactory grades or better.
Intermediate students learn the principles of editing using digital non-linear editing equipment.

33 Digital Video Production Workshop I (3) UC:CSU
Prerequisite: Cinema 1, 2, 3 and 4 with satisfactory grades or better.
Intermediate film and television students produce short video projects using digital video cameras and editing systems.

34 Motion Pictures Soundstage Production Practicum (3) CSU
Prerequisite: Cinema 5, 6, 7, 32 AND 9 or 10 with satisfactory grades or better.
Designed for students to gain practical experience in a specific area of motion picture soundstage production in order to develop the necessary skills needed in that field of the industry. Included skills are screenwriting, directing, production management, lighting, cinematography, sound recording and editing.

60 Entertainment Industry Careers Below-the-Line Production Skills (3) CSU
Introductory course to the skills needed to obtain and keep a position in the motion picture or television industries. Skills taught include working with production managers, first assistant directors, production designers, and script supervisors, with a focus on basic safety issues in each department

107 Understanding Motion Pictures (3) UC:CSU
This course analyzes the elements that make film an art form, including visual composition, color, music, acting, editing, lighting, story, and sound. This course also includes regular screenings of classic and contemporary motion pictures.

111 Cinema: Developing Content for Movies (3) CSU
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 with a satisfactory grade or better.
This course will train students to write a professional evaluation ("coverage") identifying strengths and weaknesses of literary material submitted to the producers of film and television. The studentsí written analysis of scripts will become part of their professional portfolio.

125 Film Production Workshop I (3) CSU (RPT 3)
Prerequisite: Cinema 1
Introduction to 16 mm film making focuses on all technical and creative aspects of the medium. This hands-on course includes developing the script, filming, and post-production culminating in a finished film.

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

(Formerly Office Administration)

1 Computer Keyboarding I (3) CSU
Mastery of the keyboard and the operations of computers are developed. Emphasis is placed on formatting and producing letters and tables 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 and to create basic documents in Microsoft Word should enroll in Computer Applications and Office Technologies (CAOT) 2.*

1A Computer Keyboarding IA (1) CSU
This course instructs students in proper keyboarding techniques to accomplish mastery of the computer keyboard by touch. Students will develop speed and accuracy. This course is useful for anyone using a conventional computer keyboard to efficiently and accurately enter text.

2 Computer Keyboarding II (3) CSU
Prerequisite: CAOT 1, or the ability to type 35 words per minute and create specialized documents in Microsoft Word.
Skills developed in this course include correct techniques in producing specialized documents using a popular word processing program. The student should achieve a minimum keyboarding speed of 40 words per minute.

3 Computer Keyboarding 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.

9 Computer Keyboarding Improvement (1) CSU
This course is designed to improve speed and accuracy through timed writings and corrective drills using PC's and special software.

23A Legal Secretarial Procedures IA (1)
23B Legal Secretarial Procedures IB (1)
23C Legal Secretarial Procedures IC (1)
This sequence of courses prepares individuals with the knowledge and skills to perform secretarial duties and assume specific responsibilities in a legal office. This course sequence is required for the Legal Secretary Certificate.

39 Word Processing: Keyboarding and Operations (3) CSU (RPT 2)
Recommended: The ability to type 35 words per minute.
This course teaches word processing skills, such as inputting, formatting, editing, and printing using WordPerfect. This course is required for the Legal Secretary Certificate.

75 Word Processing: Equipment Operation (2)
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.

79 Word Processing Applications (3)
Recommended: CAOT 39 or CAOT 84.
This course teaches advanced word processing skills such as mail merge, advanced formatting, tables and graphics using Microsoft Word or Word Perfect. This course is required for the Legal Secretary Certificate.

84 Microcomputer Office Applications: Word Processing(3) CSU (RPT 2)
Recommended: The ability to type 35 words per minute.
This course teaches word processing skills, including inputting, editing, formatting and printing documents using Microsoft Word. (Replaces CAOT 35 in Paralegal and CAOT programs.)

88 Desktop Publishing Concepts in Information Systems (3) CSU
Provides information and hands on training using a personal computer, printers and various desktop publishing software. Includes producing camera ready, near typeset quality reports, newsletters, brochures, flyers, business forms, and presentations.

93 Legal Document Production (2)
Recommended: CAOT 39 or CAOT 84.
This course prepares the student to produce legal documents within the law firm setting, including briefs, memos, pleadings and all other legal documents.

101 Hands-On Internet (1)
This course introduces students to the Internet and e-mail for personal and business applications. Students will develop competency in performing Internet research for personal, consumer, legal, and business applications.

110 Presentation Design Concepts in Information Systems (3)
This course is designed to teach the fundamentals of presentation creation, enhancement, and modification. Students learn to create, edit, format, show, and print presentations including the use of PowerPoint templates, outlines, clip art, charts, tables, animation, and sound.

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) UC:CSU (RPT 3)
This course introduces students to fundamental computer literacy concepts. Students will learn to use the latest version of Windows on PC-compatible computers, as well as a word processing program (Word), spreadsheet program (Excel) a presentation tool (PowerPoint), a database management program (Access), and other applications.

902 Introduction to Computer Science (3) UC:CSU (RPT 3)
This course is designed to take the student through the various aspects of writing algorithms to be used in computer programming. It introduces students to computer architecture, BASIC language programming, and number systems. It covers functions, arrays, and other basic data types.

904 Internet Security Awareness (1) (RPT 3)
This course presents a basic introduction to practical computer security for all users, from students to home users to business professionals. Topics include Privacy and Property in Cyberspace, E-mail Vulnerabilities, Web browsing Vulnerabilities and other Cyber Vulnerabilities and Landmines. This course provides Cyber Advice to reduce the risk of internet attacks and clearly explains how to work defensively to safeguard a computer system, how to keep alert, how to prepare for attacks, and what to do when attacks occur.

912 Apple Application Development (3)
Recommended: Any object-oriented programming language course. or equivalent experience with C++ or JAVA.
This course provides students with a solid grounding in the fundamentals of Apple application development. Students will learn how to create applications to deploy and run on Apple devices such as iPod, iPod Touch, iPhone and iPad. The xCode IDE will be introduced in the class and student will learn to use Cocoa Touch Programming technique and Objective-C 2.0 Object-Oriented programming language to write software to run under iOS and develop their programs.

913 Apple Care Administrator (3)
Recommended: CS 934.
Apple Care Administrator provides a comprehensive curriculum covering Apple products and technologies. The course includes Apple-developed diagnostic tools to help diagnose, prevent problems and support a technical Apple infrastructure. The information will also cover the MAC OS X operating system, Apple architecture, and system components. The foundation provided will allow the Implementation, configuration, management and maintenance of a network using Mac OS X systems.

915 Introduction to Enterprise Resource Planning System (ERP) (3) *Recommended: CS 930 or equivalent experience.*
In-depth configuration experience and understanding of business process integration. Learn how to configure an ERP (Enterprise Resource Planning) system for a hypothetical company from the ground up. Design the organizational structure, master data and rules to support the core business processes for the manufacturing, procurement, customer order management, and financial tracking functions of a business. Emphasis will be placed on the cross-functional business processes and critical integration points that are necessary for the success of a company. Transaction tests are employed to demonstrate the effectiveness and functionality of the environments created.

917 Beginning Micro Assembly Language (3) UC:CSU (RPT 3)
Prerequisite: CS 902 or equivalent experience.
This course will teach the student how to design/develop/implement assembly language programs for PCs. Topics to be covered include hardware architecture and software concepts, program design and debugging, and use of operating system calls. NOTE: CS917 is only offered in the Spring semester.

930 Microcomputer Application Software (4) CSU (RPT 3)
Recommended: CS 901 or equivalent experience.
This course teaches the student how to use intermediate and advanced features of the Microsoft Office suite of programs to solve typical business problems. Complex documents will be formatted and printed with WORD. Students will learn how to write Excel formulas to deal with business and accounting analysis. Students will learn how to use PowerPoint to enhance their presentation skills. Concepts of relational data base management will be taught with Access. Integration of multiple applications like SharePoint will be covered. This class will prepare students to pass the Microsoft Office Users certification tests at the proficient level.

933 Database Design and Programming (3) CSU (RPT 3)
Recommended: CS 930 or equivalent experience.
This course explains the concept of a relational database management system. It illustrates how the Microsoft Access database management system may be used in common business applications such as report and screen design, database design, and computer-aided decision making. This course covers advanced Access features including SQL programming.

934 Operating Systems (3) CSU (RPT 3)
Recommended: CS 901, CS 902, or equivalent experience.
This course covers operating system topics in the A+ certification exam and provides students with the technical foundation in current Microsoft operating systems, including operating system installation, configuration, administration, and troubleshooting. This course also covers Microsoft operating system command-line commands, batch file programming, and Windows scripting. This course is appropriate for computer science majors and/or users who require skills to perform operating system support tasks.
Note: This course is a prerequisite to enter the Microsoft Certified Systems Engineer (MCSE) or the Cisco Certified Network Associate (CCNA) training program.

935 Introduction to Linux+ (3) CSU (RPT 3)
Recommended: CS 934 or equivalent experience.
This course gives students a solid foundation in the fundamentals of the Linux operating system which plays a crucial role in academic and corporate computing. In fact, Unix/Linux powers more Internet server and corporate networks than Microsoft. The topics include Linux Overview and Architecture, The Kernel and Shell, File System, Users and Groups Management, Permission and Ownership Management, Services and Processes Management. Students gain system-level experience through problem-solving hands-on lab exercises at the command line and in the graphical user interface.

936 Introduction to Data Structures (3) UC:CSU (RPT 3)
Prerequisite: CS 990 or equivalent experience.
This course covers data structures and advanced programming techniques utilizing JAVA programming language. Data structures will include multidimensional arrays, stacks, queues, dynamically allocated linked lists and trees.

937 E-Commerce Essentials (3) CSU (RPT3)
Recommended: CS 901, CS 930, or equivalent experience.
This course provides complete coverage of the key business and technology elements of electronic commerce. It introduces students to both the theory and practice of conducting business over the Internet and World Wide Web. Topics include Technology Infrastructure, Selling & Marketing on the Web, Business-to-Business Strategies, Virtual Communities & Web portals, Web Server Hardware and software, Electronic Commerce Software and Electronic Commerce Security.

938 Web Application Programming Using Visual Basic VB.net (3) CSU (RPT3)
Recommended: CS 902, CS 933, or equivalent experience.
Visual Basic has become a popular programming language for Web application, Visual Basic is designed to allow the programmer to develop applications that run under Windows and/or in a Web browser without the complexity generally associated with programming. With very little effort, the programmer can design a screen that holds standard elements such as buttons, check boxes, radio buttons, text boxes, and list boxes. Each of these objects operates as expected, producing a "standard" Windows or Web user interface. Visual Basic is fully object-oriented and compatible with many other languages using the .NET framework. This course incorporates the object-oriented concepts throughout, as well as the syntax and terminology of the language.

939 Programming in C (3) UC:CSU (RPT 3)
Prerequisite: CS 902 or equivalent experience.
This course teaches the student to write programs in the C++ language, and introduces the object-oriented programming paradigm. After reviewing basic statement types, students learn to write functions utilizing pass-by values and pass-by references. Structures, classes, and objects are introduced, and students learn to use objects effectively in writing programs. Operator overloading and inheritance also facilitates the use of objects. Pointers, memory management techniques, friend and virtual functions are described. Finally, students examine streams and files as examples of the application of complex object-oriented programming in C++.

948 Advanced Spreadsheet EXCEL for Business Analysis (3) CSU (RPT3) *Recommended: CS 901, CS 930, or equivalent experience.*
This course focuses on learning how to solve problems using Microsoft office Excel, although the concepts and tasks presented could apply to a variety of computer applications and programming languages. Excel is widely used in business as a tool for solving problems and supporting decision making. Excel is a powerful tool for the manipulation and analysis of data. Data are usually analyzed to provide support for whether or not to take some course of action- a decision. Using a spreadsheet allows the organization to quickly change various inputs and see what happens to the outputs. The ability to model the potential impacts of decisions before they are made is very valuable in today's complex business environment. Many organizations spend hundreds of hours building models in spreadsheets. The course engages students who have mastered basic computer and applications skills by challenging them to think critically and find effective solutions to realistic business problems.

952 Introduction to Web Technology and Design (3) (RPT 3)
Recommended: CS 901 or equivalent experience.
This course takes students through the developmental phases of web page construction using Dreamweaver. Students will learn everything from basic skills such as creating web pages, tables and forms, to more advanced skills like using template and CSS, adding media to a web page and publishing the site on the Internet. This class is the first course in a series for website development and e-commerce. This is a technical course and not an art course.

953 Database Management using Oracle (3) (RPT 3)
Recommended: CS 933 or equivalent experience.
This course provides a rich environment for illustrating multi-user and client/server database concepts using Oracle , such as managing concurrent users and sharing database resources, and allows users to develop database applications in a production environment using the database developer utilities. This course addressed database development activities including using SQL commands to create tables and insert, update, delete, and view date values.

957 Introduction to Web Development (3) (RPT 3)
Recommended: CS 952 or equivalent experience.
This course introduces students to building dynamic and interactive web pages using modern web programming languages including HTML 5 (Hyper Text Markup Language) and CSS (Cascading Style Sheet). This course features hands-on assignments and projects, a step-by-step methodology, as well as additional exercises.

958 Web Page Development Using HTML (4) (RPT 3)
Prerequisite: CS 990.
This course teaches students to build web pages using HTML (Hyper Text Markup Language). It will give students hands-on experience in building web pages from scratch. The topics covered include building web pages with tables, image maps, frames, and forms. This course also covers popup windows, validating forms, integrating HTML with JavaScript, one of the popular web programming script languages, and provides an introduction to creating and using XML documents.

962 Web Programming Using JavaScript (4) (RPT 3)
Prerequisite: CS 902 and CS 957, or equivalent experience.
This course teaches students to create dynamic Web pages using the popular Web scripting language, JavaScript. This is the course for beginning web programmers with prior knowledge of HTML. JavaScript, a popular scripting language, adds interactive functions to HTML pages and is widely supported in Web browsers and other Web tools. This course also discusses the Document Object Model (DOM) specification published by the World Wide Web Consortium (W3C). This course features hands-on projects, a step-by-step methodology, as well as additional exercises.

963 Web Application using Active Server Pages (ASP.net) (3) (RPT 3)
Recommended: CS 938, CS 962, or equivalent experience.
This is the next generation of Active Server Pages! Revolutionizing the way Web applications are developed, ASP.NET is built on Microsoftís .NET framework. Microsoft has added new functionality to ASP to make Web application development easier and tool friendly. This comprehensive course will not only tackle beginning Web Programming and how to create and maintain interactive and dynamic Web applications, it will also explore the Internet as an essential business tool. This course guides the student from beginning Web applications, to object-oriented programming, to using advanced Web form server controls.

965 Introduction to Computer Networks (3) (RPT 3) CSU
Recommended: CS 934 or equivalent experience.
This course covers network topics in CompTIA Network+ certification exam. It serves as a general introduction for students who need a foundation in computer networking technology, local area networks (LANs) and wide area networks (WANs). It covers network media, topology, network architecture, wired and wireless network standards and protocols. This course is a required prerequisite to enter WLACís Microsoft Certified System Engineer (MCSE) or Computer Security training program.

967 Cloud Virtualization Linux.Apache.MYSQL (LAMP) (3) (RPT 3)
Recommended: CS 935 or equivalent experience.
This is an intermediate to advanced hands-on Linux application course. Course will be using CentOS, discuss Linux concepts, not limited to, directory, file system, permissions, commands application, package installation, network setup, and host security. Hands-on “hot” Linux Open Source Software topics such as: web development with LAMP software stack (Linux,Apache,MySQL & PHP), setup kickstart server for mass systems deployment, server virtualization with Xen hypervisor, then deploy virtual systems on your Xen server utilizing your kickstart setup, and build Eucalyptus Cloud by applying your kickstart and Xen virtualization knowledge.

972 Introduction to Cisco Network Fundamentals (3) (RPT 3)
Recommended: CS 934 and CS 965, 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 hands-on lab exercises and demonstrations to reinforce network concepts and theories. *Note: This course is equivalent to Ciscoís Semester I & II of the Cisco Network Academy.*

974 Introduction to Cisco Routers (3) (RPT 3)
Recommended: CS 972.
This course covers advanced networking topics including LAN switching, VLANs, LAN design, routing protocols, access control lists, and WAN design. In addition, students will learn more advanced Cisco router configuration techniques. The course utilizes hands-on lab exercises and demonstrations to reinforce routing concepts and router configuration. *Note: This course is the final course (equivalence to Ciscoís Semester III & IV) in a series of four courses preparing students to pursue the Cisco Certified Network Associate (CCNA) certification.*

980 Introduction to Computer and Information Security I (3) CSU (RPT 3)
Recommended: CS 934 and CS 965, or equivalent experience.
This course introduces the basic concepts of computer security. Students will learn a full range of security concepts and techniques, and apply them to the most popular operating systems and applications used today. Topics include network vulnerabilities, access control, cryptography and public key infrastructure, auditing and intrusion detection, and network and communication security. Lab simulation involves security settings on desktop and server operating systems. *Note: This course, combined with CS 985, is designed to help candidates prepare to complete the CompTIA Security+ certification exam. It is also one of the courses leading to a degree/certificate in Network & Security Management.*

981 Administering Computer Networks and Security (3) (RPT 3)
Recommended: CS 934 and CS 965, or equivalent experience.
This course covers network operating system topics in Network+ and Microsoft certification exam. This course is intended for those who administer Windows 7/Server under Microsoft Domain environment. It provides students with the knowledge and skills necessary to perform post-installation, day-to-day administration and security tasks. These

skills include installation & configuration, domain user accounts & network resources management, network & internet protocols and security settings, auditing, monitoring, troubleshooting and optimization. It also provides students with the knowledge and skills to enter CS982 and advanced network courses.

982 Introduction to Microsoft Server Operating System (3) (RPT 3)
Recommended: CS 934 and CS 965, or equivalent experience.
This course is intended for those who administer Microsoft Windows 2008 Server, and for those preparing for the Microsoft Certified Systems Engineer (MCSE) Windows 2008 certification examination. The course provides the core foundation for supporting Microsoft Windows 2008 Server. In addition, it provides support professionals with the skills necessary to install, configure, customize, optimize, network integrate and troubleshoot Windows 2008 Server. *Note: This course is one of the required core courses for the WLAC Microsoft Certified Systems Engineer (MCSE) training program.*

983 Introduction to Microsoft Network Infrastructure (3) (RPT 3)
Recommended: CS 982 or equivalent experience.
This course will teach students how to plan a network around features supported by Windows 2008. Students will learn how to configure and support the TCP/IP protocol and network services such as IPSec, DHCP, and DNS, and prepare for certification exam. In addition, it is appropriate for those interested in web server administration and network security. *Note: This course is one of the required core courses for the WLAC Microsoft Certified Systems Engineer (MCSE) training program.*

984 Introduction to Windows Active Directory Services (3) (RPT 3)
Recommended: CS 982 or equivalent experience.
This course introduces students to Windows 2008 Server Active Directory Services concepts and prepares students to plan, configure, and administer an 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 core courses for the WLAC Microsoft Certified Systems Engineer (MCSE) training program.*

985 Introduction to Computer and Information Security II (3) (RPT 3)
Prerequisite: CS 980 or equivalent experience.
This course introduces the basic concepts of information assurance. Topics include security baselines, network and application hardening, remote communication security, web and internet security, mail and database security, security policies and procedures, organization and operational security, and computer forensics. Lab simulation involves security settings on the Windows 7/Server 2008. NOTE: CS985 is only offered in the Fall semester. *Note: This course, combined with CS 980, is designed to help candidates prepare to complete the CompTIA Security+ exam. It is one of the courses leading to a degree/certificate in Network & Security Management.*

987 Information Storage Management/Virtual Server (3) (RPT 2)
Recommended: CS 972 and CS 982, or equivalent experience.
This course provides students with knowledge of information storage management technologies needed to work with server virtualization and modern networks. Technologies surveyed include RAID, SAN, NAS, CAS, IP-SAN (iSCSI), backup and recovery, monitoring, business continuity, security, and storage virtualization. Server virtualization technologies will also be introduced. This course is for students who are employed or seeking employment in the IT industry. Students completing this course can take the exam for EMC Associate-Level Certification.

988 Installing, Configuring, and Administering Microsoft SQL (3) (RPT 1)
Recommended: CS 933 and CS 982, or equivalent experience.
This course provides students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft Structured Query Language (SQL) Server. This course is also extremely appropriate for web site developers and database support personnel. This course is one of the required elective courses for the WLAC Microsoft Certified Systems Engineer (MCSE) training program.

989 Implementing/Managing Microsoft Exchange Server (3) (RPT 3)
Recommended: CS 982 or equivalent experience.
This course provides students with the knowledge and skills that are needed to update and support a reliable, secure messaging infrastructure. This infrastructure is used for creating, storing, and sharing information by using Microsoft Exchange Server in a medium-sized to large-sized (250 to 5,000 users) messaging environment.

990 Object-Oriented Programming in Java (4) UC:CSU
Prerequisite: CS 939 or equivalent experience.
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 and Lang packages, and some networking/animation.

991 Networking Laboratory (1) (RPT 3) (P/NP)
Recommended: CS 972 and CS 974, or equivalent experience.
This is an intermediate to advanced Cisco networking lab that provides hands-on opportunities for students to work with Cisco hardware and Software. Students will work with various Cisco routers and Cisco series switches. Students will have access to lab resources to review and prepare for their Cisco certification exams. Cisco hardware will be accessible 24/7 over the Internet via NDG Remote Lab software.

992 Computer A+ Hardware Laboratory (1) (RPT 3) (P/NP)
This course covers A+ Network + hardware topics and CompTIA certification exam. The rapid expansion of the computer industry has generated a growing need for highly skilled workers to repair, network, and support these increasingly complex computer systems. Employment of computer specialists is expected to increase much faster than average as technology becomes more sophisticated and organizations continue to adopt and integrate these technologies. Computer Repair and Networking offers hands-on training in state-of-the-art computer hardware and software systems. This field requires the specialist to continually learn new skills to keep pace with the rapidly changing industry. This class will explore basic electronics concepts needed to troubleshoot and repair all aspects of personal computers. In this class we will develop skills such as installation of hard drives, CD drive, interface cards, network cards, monitors, keyboards, peripherals, etc. Operating systems will be installed to insure system operation.

CORRECTIONS

(See Administration of Justice)

2 Correctional Institutions (3) CSU
(Same as Administration of Justice 75)
The student will become aware of cultural diversity during the presentation of he various course topics, such as community relations, race relations and cultural awareness.

3 Field Work I (3) CSU (Same as Administration of Justice 310)
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 a TB test. The class meets once a week, and the student will have a volunteer assignment for a minimum of six hours per week with a sponsoring agency.

4 Field Work II (3) CSU (Same as Administration of Justice 311)
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 a TB test. The class meets once a week, and 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) CSU
This course provides students with an awareness of the historical framework, concepts, and precedents that guide correctional practices. Course material will broaden the individual's perspective of the corrections environment, the civil rights of prisoners, and the responsibilities and liability of correctional employees.

DANCE STUDIES

All Dance classes require critical thinking to satisfactorily complete the course.

185 Directed Study - Dance Studies (1) CSU

814 Dance Production I (2) UC:CSU (RPT 2)
This course offers instruction in choreographic techniques culminating in a student dance production. Students will be responsible for choreographing and performing a variety of dances. This course is open to all levels.

822 Dance Rehearsals and Performance (1) UC:CSU (RPT 3)
This course is structured rehearsal time culminating in a student dance production. Students participate as dancers and or choreographers.

DANCE TECHNIQUES

All Dance classes require critical thinking to satisfactorily complete the course.

437 Jazz Dance (1) UC:CSU (RPT 3)
This course will train students in a variety of jazz dance techniques and principles.

463 Modern Jazz (1) UC:CSU (RPT 3)
This course provides instruction in the technique, principles, terminology and practice of modern jazz dance.

DENTAL ASSISTANT

NOTE: Courses are open only to students accepted into the Dental Assisting Program.

1 Orientation to Dental Assisting (2)
Prerequisite: English 21. Corequisite: Dental Assistant 5.
This course will introduce students to the practice of dentistry and dental specialties. It covers topics such as: Professional and legal responsibilities and the roles of the dental auxiliary; responsibilities of the dental assistant, including oral communications, written communications and psychology; patient and office personnel communication and relations, proper charting, record keeping and professionalism.

3 Dental Assisting Seminar (1)
This course will enable students to discuss, problem solve and perform exercises centered on case reasoning for clinical dental assisting. Accumulated theoretical knowledge will be related to practical clinical application.

5 Pre-Clinical Chairside Assisting (5)
Corequisite: Dental Assistant 1.
Beginning skills needed to assist in common dental procedures: Use of dental equipment and instruments; and manipulation of dental materials. Procedures include the initial examination, dental restorations, impressions and basic oral surgery.

6 Dental Sciences for the Dental Assistant (2)
An overview of the embryologic development of the structures and soft tissues of the head, neck, teeth and oral cavity; histology of the hard and soft tissue of the oral cavity: Anatomy and morphology of teeth, the eruption sequence and process; normal occlusion , development and class of malocclusions; anatomy of the skull , arteries and veins, musculature and nervous structures of the head and neck: General pharmacologic principles: local anesthetic solutions, analgesic gases, and psycho sedatives.

7 Infection Control for the Dental Setting (1)
This course will enable students to comprehend and apply protection from infectious diseases important in dentistry. Instruction on disinfection, instrument decontamination , sterilization procedures and try set-up preparation will be given. Regulatory compliance agencies such as OSHA, CDC and ADA recommendations will be introduced. Hazardous material management, protocols and emergency procedures for hazardous and biohazard materials will be established.

8 Introduction to Dental Radiology (3)
This course will enable students to understand the principles and apply techniques of exposing and processing dental radiographs using infection control and universal precaution methods. Emphasis is placed on radiation safety and protection. This course will enable students to become proficient at intraoral radiographic techniques through laboratory practice. Manikins will be used for initial technique and instruction until 100% accuracy is achieved

9 Medical Emergencies (2)
This course will enable students to recognize psychological or common medical conditions which could lead to an emergency situation in a dental office. Emphasis placed on prevention; to include a basic review of CPR, the Heimlich maneuver and obtaining and recording vital signs; Assigned roles in the case of an emergency, as well as management and legal issues of an emergency response.

10 Intermediate Chairside Assisting (3)
Students will apply knowledge and basic clinical skills learned in DA 105 and other related classes toward proficiency in performing dental assisting services. Emphasis will be on chair side assisting with coronal polishing, ultrasonic scaling for cement removal, restorative, oral surgery, orthodontia pedodontia, and periodontal surgeries.

12 Clinical Science (3)
Students will develop an understanding of Microbiologic and nutritional conditions related to dentistry; Principles of patient motivation and education: Etiology, process and prevention of caries and periodontal disease; Design and management of a plaque and oral disease control program; brushing flossing and the use of adjunctive aids; dietary counseling.

13 Practice Management (2)
Students will develop skills necessary to undertake front office responsibilities to include: purchasing, inventory and cost control of office supplies; accounts payable and receivable procedures; insurance billing procedures, HIPPA; treatment planning and case presentation; scheduling of appointments; resume and interviewing skills.

15 Advanced Chairside Assisting (5)
Advanced skills needed to assist in complex dental procedures and in the dental office laboratory. Includes advanced chairside techniques and laboratory procedures; endodontics, oral surgery, orthodontics, pediatric dentistry, restorative, periodontics and prosthodontics. Two hour lecture, three hour laboratory/preclinic or clinic.

DENTAL HYGIENE

NOTE: Courses are open to enrolled Dental Hygiene Majors only.

88 Dental Hygiene Developmental Clinic (1) (RPT 2)
Open to students enrolled in Dental Hygiene.
Discussions and exercises presented will center on case reasoning for Clinical Dental Hygiene care. Accumulated theoretical knowledge will be related to practical clinical applications.

90 Special Projects in Dental Hygiene (2) NDA (P/NP)
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 Projects in Dental Hygiene (4) NDA (P/NP)
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 Projects in Dental Hygiene (6) NDA (P/NP)
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 Projects in Dental Hygiene - Laboratory (.5) NDA (P/NP)
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 Projects in Dental Hygiene (1) NDA (P/NP) (RPT 3)
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.

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 designed to develop the skills and techniques required for performing dental hygiene services, and to orient the student to the role of the clinical dental hygienist.

102 Radiology I - Introduction to Radiology (1)
Open to enrolled students in Dental Hygiene. (First Semester)
This course presents 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.

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.

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) (Same as Biology 106)
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 principles 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 (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. (First Semester)
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) (P/NP)
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 clinic rotation sites, students apply knowledge and basic clinical skills learned in DH 101 and other related classes toward competency in performing dental hygiene services. Emphasis will be on the periodontal maintenance and recall patient and the patient with mild to - moderate active periodontal involvement

152 Special Patient Care (1)
Open to enrolled students in Dental Hygiene (Second 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)
The interpretation of pathological conditions is presented with emphasis on clinical signs and symptoms. Oral abnormalities are presented through the use of 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.

156 Histology and Embryology of Oral Tissues (2)
(Same as Biology 156)
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 II B (2) (P/NP)
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 for the patient with 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 discussions cover the aspects of temporomandibular dysfunction, dental caries, dental desensitization and traumatic injuries to the teeth.

201 Clinical Dental Hygiene III (4) (P/NP)
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 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.

203 Expanded Functions - Laboratory (1)
Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester)
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 dams, 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 restorations, intra-oral photographs, placement of pit fissure sealants, placement and removal of periodontal dressings, placement and removal of sutures, vitality testing, placement of temporary wire ligations, 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 educational and community systems in teaching elementary and preschool-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 (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)
Management of pain control through the use of local anesthetics and nitrous oxide and oxygen sedation is studied through lectures and laboratory exercises.

208 Pharmacology (3)
Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C"or better. (Third Semester)
This course presents the general principles of pharmacology, including the pharmacodynamics, pharmacokinetic adverse reactions, and contraindications of drugs. Emphasis will be placed on those drug groups especially relevant to dental practice including the general anesthetics, local anesthetics, sedatives, analgesics, antiseptics, autonomic drugs, anti-inflammatory drugs and antibiotics.

209 Pain Control Laboratory (1)
This laboratory course is designed to provide experience in administering local anesthesia and nitrous oxide-oxygen sedation.

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.

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 of 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) (P/NP)
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.

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 as it is described in health policies 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

(Also see 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.

2 Earth Science Laboratory (2) UC:CSU
Earth Science 2 is an introductory-level laboratory course designed to examine many of the basic principles of geology, meteorology, oceanography, and astronomy. It gives students hands-on experience with Earth materials, skills to gather scientific data, and critical thinking to solve problems.

ECONOMICS

1 Principles of Economics I (3) UC:CSU
This introductory microeconomics course provides students 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
Note: Economics 1 is not a prerequisite for Economics 2.
This is an introductory course in the principles of macroeconomics. Topics considered include: the national income, business fluctuations, the financial system, public finance, international economics, and the application of economic principles to contemporary economic developments.

10 Economic History of the United States (3) UC:CSU
Emphasizes the causes of growth in the American economy and how the economy today continues to be influenced by events from the past. Considers the causes of the American Revolution: how changes in institutions and British attitudes contributed to the revolution. Analyzes how Southern plantation agriculture, slavery, and westward expansion culminate in the Civil War. Traces the increasing role of government in the economy starting with the Industrial Revolution, the price controls of World War I, the Great Depression, and the New Deal. Speculates on the future of the U.S. economy.

11 Economics of Globalization (3) UC:CSU
This course examines the phenomenon of globalization using economic analysis to explore controversial themes of the globalization debate such as off shoring, sweatshops, environmental standards, intellectual property protection, cultural diversity, economic development, and immigration.

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.

210 Easy to Use Distance Education Software - Next Generation (ETUDES-NG) Instructor Certification (2)
This course covers the basic tools and features of ETUDES-NG, the learning management system used by WLAC and many other colleges. This course prepares students to teach using the ETUDES-NG system. As a hands-on learning experience, this course provides a step-by-step path towards mastering the systems tools which support online teaching and learning.

220 Online Teaching Technologies (2)
This course addresses various established and emerging technologies used to deliver educational content online, including but not limited to Web 2.0 tools such as Podcasting, Blogging, Wikis, Social Networking, Webcasting, and ePortfolios. This course examines the advantages, disadvantages, and best practices of using each technology to achieve student learning outcomes.

230 Online Student Success Lab (1)
This course is designed to introduce new online students to the basics of how to succeed in an online class. This course also serves to help new online instructors better empathize with and ensure the success of their online students. Topics covered include: what it takes to be a successful online student, how to persist and thrive in online courses, plagiarism and other things not to do, learning styles, netiquette, prerequisite computer skills, course management systems and ETUDES-NG, how to use the various ETUDES-NG tools effectively.

240 Online Pedagogy and Teaching Modalities (3)
This course focuses on how to teach online. Regardless of which learning management system you use, this course addresses how to develop and deliver classes that lead to student success. Best practices for both online students and instructors are covered, along with discussions of relevant online and adult learning theories and associated activities. The various delivery methods of computer-mediated instruction, such as fully online courses, hybrid courses, and Web-enhanced courses are compared and contrasted.

ENGLISH

20A College Reading Skills A (3) NDA
This course teaches students basic college reading skills and related writing skills.

21 English Fundamentals (3) NDA
Prerequisite: Appropriate placement level demonstrated through the English assessment process.
This is a reading/writing course that teaches basic skills in composition, reading, and grammar/mechanics. Objectives relate to writing effective sentences and structuring academic prose based on readings. The course prepares students for transfer-level English and technical/vocational courses.

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 an intermediate course in written composition and critical thinking. It is a prerequisite for English 101, and is a designated requirement for an A.A. or A.S. degree. The course emphasizes academic writing based primarily on critical reading. Six compositions of 500-750 words are required.

67 Writing Laboratory (.5) NDA (RPT 3)
This course is designed to improve the student's writing ability by providing supervised instruction emphasizing individual conferences. Completion of specific assignments is based on personal needs and skills required in both English and other college courses.

94 Intensive Grammar Review (3)
Advisory: Eligibility for English 21.
An intensive review of grammar, usage and sentence structure for students who want extra help before taking English 28 or 101.

101 College Reading and Composition I (3) UC:CSU
Prerequisite: Appropriate placement level demonstrated through the English assessment process, or a grade of ìCî or better in English 28.
This course teaches students to write college-level essays in response to reading and analyzing college-level texts. Students will be required to write analytically and read critically texts that reflect cultural diversity and/or texts that focus on contemporary issues or classical ideas. Full length works and literature may be included. Students will be required to write a research paper or a series of research-based essays in which they accurately, clearly and coherently synthesize ideas and information from a variety of sources and points of view.

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.

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 3)
Prerequisite: English 101 with a grade of "C" or better.
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.

203 World Literature I (3) UC:CSU
Prerequisite: English 101 with a grade of "C" or better.
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 with a grade of "C" or better.
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
Prerequisites: English 101, 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
Prerequisites: English 101, English 102.
This survey of English literature includes writings from the Romantic Age to the present. The writing of critical papers is required.

209 California Literature (3) UC:CSU
Prerequisite: English 101 with a grade of "C" or better.
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.

215 Shakespeare I (3) UC:CSU
Prerequisite: English 101 with a grade of "C" or better.
A study of the poems and plays selected from the works of Shakespeare. The course covers many of the elements found in Shakespeare's work, such as structure, character, conflict, setting, style, theme, the supra-supernatural, and symbolic meaning. The selection of plays will include at least two each from his tragedies, histories, and comedies. Students will study Elizabethan and Jocobean life in relation to Shakespeareís works.

219 The Literature of American Ethnic Groups (3) UC:CSU
Prerequisite: English 101 with a grade of "C" or better.
This course considers noteworthy fiction and other literature arising from the traditions and contemporary problems of several ethnic groups, each of which offers a unique contribution to American life.

233 American-Jewish Literature (3) UC:CSU
(Same as Jewish Studies 6)
Prerequisite: English 101 with a grade of "C" or better.
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 I (3) UC:CSU
Prerequisite: English 101 with a grade of "C" or better.
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.

239 Women in Literature (3) UC:CSU
Prerequisite: English 101 with a grade of "C" or better.
This course is a global and historical survey of women's literature, from early seminal works by female writers to the present time. Students write critically about pervasive themes in women's literature and female archetypes, images and roles. Texts are predominantly female-authored literary and autobiographical works, although excerpts from some male-authored texts about women may be included.

270 Science Fiction (3) UC:CSU
Prerequisite: English 101 with a grade of "C" or better.
This course presents science fiction as literature, with emphasis on the use of mythology, science fiction by scientists and nonscientists, politically and philosophically oriented science fiction, and science fiction as fantasy and escape literature.

275 California Literature in the California Labor Movement (3) UC: CSU
Prerequisite: English 101 with a grade of "C" or better.
California literature is a lens through which to examine the history of issues of race, gender, and disparities in wealth and the effects of poverty, in the context of California's labor movement. Topics include the literature of California's Indians, the Gold Rush, the Rise of the Labor Movement, Labor and Hollywood, the Great Depression and World War II, and Labor and California Literature since 1945.

ENGLISH AS A SECOND LANGUAGE

In order to enroll in the correct course level, ESL students should ask for the ESL assessment test when registering.

4A College ESL IV: Writing/Grammar (6) NDA
Prerequisite: ESL 3A.
ESL 4A is an intermediate course in academic English as a Second Language for non-native speakers of English. Through the presentation and reinforcement of essential grammar patterns and rules, it emphasizes the development of skills leading from sentences to paragraph composition.

4B College ESL IV: Reading/Vocabulary (3) NDA
Prerequisite: ESL 3B.
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 College ESL IV: Listening/Speaking (3) NDA
Prerequisite: ESL 3C.
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.

5A College ESL V: Writing/Grammar (6) UC:CSU
Prerequisite: ESL 4A. Corequisites: ESL 5B and 5C.
This is a high-intermediate course in English as a Second Language for nonnative speakers of English. It emphasizes the development of grammar and writing skills leading to college-level writing and reading proficiency. Course work includes paragraph and short essay writing.
UC Transfer Credit Limit: A maximum of 8 units from ESL 5A and 6A.

5B College ESL V: Reading/Vocabulary (3) NDA
Prerequisite: ESL 4B. Corequisites: ESL 5A and 5C.
This is a high-intermediate course in English as a Second Language for nonnative speakers of English. It emphasizes the development of skills leading to vocabulary expansion and college-level reading proficiency.

5C College ESL V: Listening/Speaking (3) NDA
Prerequisite: ESL 4C. Corequisites: ESL 5A and 5B.
This is a high-intermediate course in English as a Second Language for nonnative 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.

6A College ESL VI: Writing/Grammar (6) UC:CSU
Prerequisite: ESL 5A. Corequisites: ESL 6B and 6C.
This is an advanced course in English as a Second Language for nonnative speakers of English. It emphasizes the development of the writing and grammar skills necessary for college-level writing. Course work includes essay writing. UC Transfer Credit Limit: A maximum of 8 units from ESL 5A and 6A.

6B College ESL VI: Reading/Vocabulary (3) NDA
Prerequisite: ESL 5B. Corequisites: ESL 6A and 6C.
This is an advanced course in English as a Second Language for nonnative speakers. This course emphasizes the development of college-level reading and vocabulary skills through the analysis of unabridged short stories, non-fiction articles, and a novel. Students learn summarizing, paraphrasing, and research techniques.

6C College ESL VI: Listening/Speaking (3) NDA
Prerequisite: ESL 5C. Corequisites: ESL 6A and 6B.
This is an advanced course in English as a Second Language for nonnative speakers of English. Students will improve listening comprehension, speaking and pronunciation with a wide range of communication exercises.

7B College ESL VII: Reading/Vocabulary (3) (NDA) CSU
Prerequisites: Completion of ESL 6B with a grade of "C" or better and appropriate placement level demonstrated through the ESL 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.

8 Advanced ESL Composition (6) UC:CSU
Prerequisite: ESL 6A, or appropriate placement level demonstrated through the ESL or English assessment process.
This is a course in written composition and critical reading skills tailored for the English-as-a-Second Language student. It is a prerequisite for English 101. The emphasis is on writing based primarily on critical reading and secondarily on life experiences. Advanced grammar skills are emphasized throughout each lesson. Nine to ten compositions, including at least six essays of 500 to 750 words and one research paper are required.

ENTREPRENEURSHIP

1 Introduction to Entrepreneurship (3)
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 Starting a New Business (3)
Prerequisite: Entrepreneurship 1.
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 Building and Growing a New Business (3)
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

(Also see 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.

2 The Human Environment: Biological Processes (3) UC:CSU
This is a course in basic ecology and natural history that fulfills a non-laboratory science requirement. Topics covered include ecosystem structure and function, the use of natural resources, and the survival of plant and animal species. Environmental problems such as population and pollution will be discussed, as well as local plant and animal species.

FAMILY AND CONSUMER STUDIES

21 Nutrition (3) UC:CSU
This course provides a basic understanding of nutrition. It deals with the six classes of nutrients and their dietary requirements. It discusses the effect diet has on achieving a healthy lifestyle, and how to avoid obesity and nutritionally-related illnesses.

FILM PRODUCTION

100 Introduction to Film, TV, and Video Production Crafts (3)
This course provides a broad overview of the variety of opportunities available in the motion picture and television production industry's specialized trades sectors— such as stagecraft, set dressing, carpentry fabricating, grip, editing in ematography/camera, costume manufacturing, make-up, studio electrical lighting, set painting, and scenic artists. It allows the teachers and students alike to determine if a career in this filed is something the student is passionate about pursing. The course also includes life skills and computer skills related to the industry.

105 Stagecraft in Film, TV, and Video Production (6)
Prerequisite: Film Production 100
This course introduces students to the operation of all tools, saws, and equipment needed in the Stagecraft field. It includes measuring and performing necessary calculations, drawing, reading blue prints, using hardware, as well as properly hanging doors, windows and building flats. The course incorporates job-related paperwork, interaction with other crafts, computer skills and workplace safety. It also includes the written and verbal communication skills, work ethics and job-seeking skills.

110 Set Dressing Crafts in Film, TV, and Video Production (6)
Prerequisite: Film Production 100
This course introduces students to the basic skills and principles of set dressing—and the use of tools, moving, pulling orders, packing and unpacking, loading, rope and knots, setting up the set, fluffing, measuring and calculations, identification and labeling, esthetics of decorating, shopping. The course incorporates job-related paperwork, interaction with other crafts, computer skills and workplace safety. It also includes the written and verbal communication skills, work ethics and job-seeking skills.

115 Grip Crafts in Film, TV, and Video Production (6)
Prerequisite: Film Production 100
This course will introduce students to the job responsibilities of the following different types of grips: 1. key grip or grip boss—the foreman of the grip department; 2. best boy grip or second company grip, who assists the key grip in logistical issues, such as scheduling crew and equipment rental; 3. third grip, company grip or gang grip, who work the set and take direction from the key; 4. construction grip, who constructs and dismantles the set and who are also responsible for building, moving, and adjusting major set pieces (e.g. walls, ceiling flats) when something needs to be moved to get a camera or lights into position; 5. dolly grip, who operates the dollies; and 6. crane operator, who operates the camera crane.

120 Camera/Digital Utility Crafts in Film, TV, and Video Production (6)
Prerequisite: Film Production 100
This course introduces students to the basic skills of Loader, Digital Utility and Second Camera Assistant. It includes an introduction to the camera, an overview of the job, focusing on loading, collaboratively working with the crew, and life skills on location and in the studio. It also includes practice in using digital camera technology.

121 Camera Assistant/Digital Utility Lab (1)
Prerequisite: Film Production 100
This laboratory course, taken in conjunction with Film Production Crafts 120, introduces students to the basic skills of Loader, Digital Utility and Second Camera Assistant. It includes an introduction to the camera, an overview of the job, focusing on loading, collaboratively working with the crew, and life skills on location and in the studio. It also includes practice in using digital camera technology.

125 Editing Crafts in Film, TV, and Video Production (6)
Prerequisite: Film Production 100
This course prepares students for the position of a union apprentice editor. Students will gain all the knowledge necessary to meet the editor's guild requirements for apprenticeship. The course will teach students the role of the editing room in the film making process and give hands on experience with Logging & capturing media, maintaining an editing room, and apprentice editor duties including basic office skills.

130 Costume Manufacturing Crafts in Film, TV, and Video Production (6)
Prerequisite: Film Production 100
This entry-level costume class teaches students the fundamentals of costume manufacturing. Students learn how to take designs and create stage, movie, and television costumes with sewing skills and other techniques they've acquired. They also are schooled in the countless fabrics and textures utilized by the professionals.

140 Set Lighting Crafts in Film, TV, and Video Production (6)
Prerequisite: Film Production 100
This course will introduce students to the craft of the studio electrical lighting technician: how to safely and correctly handle and operate lighting instruments, stands, mounting equipment, and power distribution systems and how to safely and effectively use the basic hand tools and expendable supplies of the craft.

145 Set Painting Crafts in Film, TV, and Video Production (6)
Prerequisite: Film Production 100
In this course, students learn how to prepare surfaces such as wood, metals, and plastics for acceptance of various paints, as well as tools used in the preparation process, preparation materials, such as Spackle and Bondo, types of paints, safe handling, use, and storage of materials, weather and other environmental concerns, the steps of paint preparations, such as Prepping, Priming, Sub-Finishing, Finishing, and Clear Finishes (Sealers). Learning these skills from experienced union professionals in set painting, the students leave the program with confidence and knowledge on how to utilize these things to create just the right look for the job.

150 Scenic Artists Crafts in Film, TV, and Video Production (6)
Prerequisite: Film Production 100
In this course, students learn how to create the realistic back drops that are so often used in television shows and motion pictures. In learning these skills, they first learn about the rudimentary aspects of paints and brushes. Then they learn about techniques, like projections, that allow them to create stunningly realistic settings. Some of the skill sets acquired in the scenic class are marbleizing, wood graining, and rust ageing.

185 Directed Study (1)
285 Directed Study (2)
385 Directed Study (3)
Prerequisite: Film Production 100
Directed Study classes allow a student to pursue directed study in Film Production Crafts areas on a contract basis under the direction of a supervising instructor.

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

27 Wildland Firefighter (4) CSU
This course prepares students for entry-level employment with public safety departments and other agencies that cross-train personnel for law enforcement and wildland fire suppression duties.

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.

202 Fire Prevention Technology (3) CSU
This course prepares students to make effective, complete and legal inspections by knowing fire prevention concepts. The course includes history, organization, laws, and causes of fires, procedures, techniques, enforcement, and record keeping.

203 Fire Protection Equipment and Systems (3) CSU
The student will learn about fire detection, alarm, and protection systems. It is oriented toward public safety departments and other agencies that cross-train law enforcement and fire suppression personnel.

204 Building Construction for Fire Protection (3) CSU
This course examines building construction as it relates to fire control. It is oriented toward public safety departments and other agencies that crosstrain law enforcement and fire suppression personnel.

205 Fire Behavior and Combustion (3) CSU
Students will study fire chemistry and physics. It is oriented toward public safety departments and other agencies that cross-train law enforcement and fire suppression personnel.

207 Wildland Fire Control (3) CSU
This course provides information relating to Incident Command System and how it is used to control, order and assign resources on wildland fires. The course will survey the methods used to suppress wildland including the use of water, fire retardants, hand crews, bulldozers, aircraft and back firing. The California mutual aid plan and the process for its implementation will also be covered.

209 Fire Tactics and Strategy (3) CSU
This course covers the application of tactics and strategies to various types of fires. It is oriented toward public safety departments and other agencies that cross-train law enforcement and fire-fighting personnel.

210 Fire Company Organization and Procedure (3) CSU
This course introduces the student to the organization and management of a fire department and its relationship to other governmental agencies. Emphasis is on fire service leadership, management and supervision from the perspective of the company officer.

213 Fire Investigation (3) CSU
This course covers methods of determining point of origin, path of fire travel, and fire causes. It also covers recognizing and preserving evidence, interviewing witnesses, and understanding arson laws.

216 Fundamentals of Personal Fire Safety & Emergency Action (3) CSU
This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue. Upon completion of this course, students should be able to establish and manage a safety program in an emergency service organization.

217 Fire Apparatus (3) CSU
This course covers the principles of fire apparatus operating for public safety departments and other agencies that cross-train law enforcement and fire suppression personnel.

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.

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. Note: 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.

8 Conversational French (2) CSU (RPT 3)
This course consists of practical, conversational material based on everyday experiences and current events. Not open to native speakers of 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 Laboratory (1) CSU (RPT 3)
A mediated, independent study course which allows students to enhance their French language skills through audio, video, and computer work in the language lab.

GEOGRAPHY

(Also see Earth Science, Environmental Science, and Oceanography)

1 Physical Geography (3) UC:CSU
This course is a systematic study of the elements of the physical environment (e.g. weather, climate, landforms, water, soil and vegetation), and an analysis of their interrelationships and patterns of world distribution.

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.

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 relationships; Earth's representation on maps and in air photos; temperature, moisture, and pressure; air masses, fronts, and storms; and landform evolution by tectonic, erosion, and depositional forces.

GEOLOGY

(Also see 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. Note: Geology 1 and Geology 6 taken together fulfill a laboratory science course.

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. *Note: Geology 1 and Geology 6 taken together fulfill a laboratory* science course).

HEALTH

2 Health and Fitness (3) UC:CSU
This course promotes healthy physical and psychological lifestyles, with emphasis on disease prevention, nutrition, sexuality, reproduction, drugs, alcohol, tobacco, aging, stress management and weight control. The physical fitness segment emphasizes individual improvement utilizing aerobic, flexibility and strengthening activities.
UC Transfer Credit Limit: A maximum of one course from Health 2 or Health 11.

7 Physical Fitness and Nutrition (3) UC:CSU
This course covers the importance of physical fitness and proper nutrition in our personal and social development. Students will construct a health behavior change project based on a thorough analysis of personal health and fitness choices. Students will evaluate various types of fitness activities, as well as diet plans based on fact rather than fad. The course also encourages good decision-making when selecting nutritive foods and healthy behaviors that enhance weight control goals, disease prevention and overall well-being.

11 Principles of Healthful Living (3) UC:CSU
This course is required for all students seeking an associate degree. It is also recommended for students entering the teaching profession, or in preparation for health care professions such as nursing, medicine, physical therapy, dentistry, and areas in the biological sciences. Emphasis is placed upon up-to-date and factual information related to personal, family, and public health, as well as approaches to critical thinking with reference to important health issues and publications.
UC Transfer Credit Limit: A maximum of one course from Health 2 or Health 11.

12 Safety Education and First Aid (3) UC:CSU
This course meets the certification requirements of both the standard and advanced first-aid courses offered by the American Red Cross. It covers prevention of accidents, care of common injuries, and emergency procedures at an accident scene.

HEALTH OCCUPATIONS

51 Medical Office Microcomputer Management Applications (1)
In this course students learn the essential microcomputer management applications of the medical office. Topics include spreadsheets, accounts receivable, insurance data entry, patient demographic entry and scheduling systems.

52 Medical Office Procedures I (4)
This introductory course reviews the role of the Medical Assistant, office operations, communication, professionalism, legal/ethical issues and basic medical office procedures.

53 Medical Office Procedures II (4)
This course covers the role of the Medical Assistant, medical ethical and legal implications, and office procedures including patient processing, reception, appointment scheduling, telephone techniques, interpersonal relations, basic computer usage, written communication, records management and insurance/billing.

54 Human Disease for Health Occupations (4)
This course provides a review of medical and directional terminology and discusses the anatomy and physiology of body systems, common diseases and related diagnostic and medical procedures.

55 Clinical Assisting Techniques I (4)
This is the first of two courses that use lecture and training lab experiences to teach the clinical skills necessary to successfully perform the role of medical office assistant in a variety of health care settings. In addition, this course covers Occupational Safety and Health Act regulations, medical asepsis and infection control.

56 Clinical Assisting Techniques II (4)
This is the second of two courses that use lecture and training lab experiences to impart clinical skills necessary to successfully perform the role of medical office assistant. The new skills include medication administration, emergency responses and EKG techniques.

57 Medical Office Laboratory Procedures (3.5)
This course introduces student to methods of specimen collection, including blood test, urinalysis and other routine office laboratory tests.

58 Pharmacology for the Medical Assistant (2)
This course focuses on the effects of drug therapy on human body systems. The body systems include: the central nervous, autonomic nervous, cardiovascular, renal, endocrine, respiratory and gastro-intestinal. Also included are anti-infective, anti-inflammatory, immune and biological modifiers, chemotherapeutic, hematological, dermatologic, ophthalmic and optic agents. Laboratory experience will be guided practice in medication administration.

59 Practicum for the Medical Assistant (2)
This course provide introductory practical experience in a health care setting for the Medical Assistant. Students will have observational and supervised work assignments.

60 Medical Assistant Clinical Internship (3)
This 8-week course allows the student to apply knowledge, perform administrative and clinical procedures and develop professional attitudes while interacting with other professionals and consumers in a health care setting. Student will work under the supervision of a medical assistant preceptor. Student is expected to complete 135 contact hours at the assigned placement and participate in weekly meetings with faculty supervisor.

61 Medical Insurance (3)
In this course students learn the different types of health insurance and billing procedures including procedure codes, international classification of diseases and clinical modifications.

71 Sustainability in Healthcare (3)
This course offers knowledge and skills related to sustainability in the healthcare environment. This includes communication, leadership, environmental sustainability, systems and processes and organizational knowledge. This course has particular relevance to those who are interested in Environmental Services, Building Services, Waste Management, Hospital Facilities, and/or Dietary Services.

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
This course surveys Western Civilization from the Renaissance to the present. Major topics include the political, economic, and social organization of Europe, with particular emphasis upon the rise of the nation state and industrialization. Europe's expanding global influence in the nineteenth and twentieth centuries will also be examined.

5 History of the Americas I (3) UC:CSU
This course presents the major socio-cultural and economic developments that accompanied the discovery and colonization of the Americas, from the pre-Columbian era through the period of U.S. 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 the Civil War and reconstruction.
UC Transfer Credit Limit: A maximum of one course from History 11, 41, 43; African American Studies 4.

12 Political and Social History of the United States II (3) UC:CSU
This course presents the major socio-cultural, political and economic developments during the course of the history of the United States, from the Reconstruction period through the present day.
Note: UC Transfer Credit Limit - a maximum of one course from History 12, 13, 42, 44; African American Studies 5; and Chicano Studies 8.

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 Mohammed, development of the Islamic world, and the relationship between the Islamic world and the rest.

40 American History in Film (3) UC: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.
UC Transfer Credit Limit: A maximum of one course from History 11, 41, 43; African American Studies 4.

42 The African-American in the History of the United States II (3) UC:CSU (Same as 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.
UC Transfer Credit Limit: A maximum of one course from History 12, 13, 42, 44; African American Studies 5; and Chicano Studies 8.

43 The Mexican-American in the History of the United States I (3)
This course traces the historical evolution of the Mexican and Mexican American people and their institutions within the context of United States history. It surveys the contributions of the Mexican people to the United States with emphasis on the Southwest.

44 The Mexican-American in the History of the United States II (3) (Same as Chicano Studies 8)
A survey of U.S. history from the end of the Civil War through the present day, with special emphasis on the Mexican-American contribution to the social, economic, and political development of the United States. Included is a continued survey of the U.S. 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 Hispanic descent will be emphasized.

86 Introduction to World Civilization I (3) UC:CSU
This survey course traces the development and interrelationships of the major world civilizations, their traditions and contributions, from the earliest times to the beginning of the era of European expansionism in the 16th century.

87 Introduction to World Civilization II (3) UC:CSU
This course will trace the development and interrelations of the major world civilizations and their traditions and contributions, from the beginning of the era of European expansion in the sixteenth century through modern times.

HOSPITALITY

302 Introduction to Hotel/Motel Operations (3) CSU
With employment opportunities growing every day in the hotel industry, this course will help open the door to those opportunities and start you on your way to a rewarding career. By providing an overview of the lodging industry, this course will introduce such topics as hotel classifications, accommodations, front and back office operations, logistics, accounting, the food and beverage division, hotel engineering, and the many employment opportunities available in the various sectors of the business. You'll learn industry terminology and the scope of the hotel industry's relationship to other parts of the tourism, travel and hospitality industries.

303 Hotel Front Office Operations (3) CSU
Exciting and rewarding careers are available in the fast growing hotel industry, and in this course students will become familiar with the nature of hotel front office operations including the scope of the industry. The relationship of hotels to other parts of the tourism, travel, and hospitality industries will be included. Among the many sectors will be front desk operations, departmental organization, industry terminology, front office accounting, customer service, interpersonal skills, decision-making skills, and teamwork.

310 Hospitality Sales (3)
Sales skills are the most important abilities any professional in the hospitality industry can possess. This course is designed to teach those skills based on a how-to approach to consultative sales. Students will learn sales skills used in the hospitality industry including prospecting for clients, opening techniques, probing for needs, presenting the product, overcoming objections, contracts, servicing the sale, price negotiations, closing the sale, and the importance of follow-up in maintaining a high rate of returning guests. People with the skills to effectively sell hospitality products are in great demand, earning high salaries and working in an industry with great benefits and unlimited potential.

311 Hospitality Marketing (3) CSU
Today's dynamic and competitive hospitality industry is seeking people who have the latest marketing skills. This course provides a solid background in hospitality marketing and advertising. The students will learn how to produce effective marketing plans as well as sales and marketing materials. They will learn to target the most appropriate customer markets to increase sales, and they will learn to recognize the most effective marketing strategies for the hospitality industry. Among the other topics covered are research and analysis, product development, public relations, promotion, publicity, marketing to the travel trade, pricing, and communications.

320 Hospitality Law (3)
For anyone considering a career in the Hospitality Industry, a thorough understanding of the duties, rights, and responsibilities of employers, employees and patrons is very important. Since laws covering the innkeeper-restaurateur are very different than most other businesses, this course not only covers the legal ramifications of dealing with patrons, it covers the relationship and responsibilities between employers and employees. The rapidly developing area of casino/resort law is also covered. By using a preventive approach, this course can keep the legal considerations of hotel and restaurant operations from becoming expensive problems.

325 Guest Relations Management (3) CSU
Without guests the hospitality industry would not exist, and the treatment of those guests is a very important aspect of the business. There are excellent career opportunities for people skilled in the proper treatment and management of guests and the guest experience. In this course students will learn the service principles of dealing with guests including meeting guest expectations, training the staff, motivation and empowerment, involving the guest, communicating, delivering the service, fixing service problems, the aspect of waiting for service, and the steps to service excellence.

330 Managing Technology and E-Commerce (3) CSU
The Internet is an emerging force in the hospitality industry, and this course will give the student the knowledge necessary to compete effectively in the marketplace. In this course emphasis is placed on providing a thorough understanding of how e-marketing, e-commerce and online information will be one of the most important areas of the hospitality industry in the coming years. Among the topics covered are definitions of e-terms, e-commerce models, software, business-to-business marketing and online information distribution.

340 Introduction to Professional Food Service (3)
The food and beverage branch of the hospitality industry is an exciting and often overlooked area of career opportunities. This course will provide students with a basic yet comprehensive introduction to foodservice operations and give them the foundation they need to make smart decisions in food and beverage operations. Students will learn the history and scope of the industry, food service operations, bar operations, budgeting, inventory control, and management techniques for efficient and effective resource utilization in the production and service of nutritious, safe, and high quality food.

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.

30 The Beginnings of Civilization (3) UC:CSU
This survey of the cultural heritage of Western civilization, from ancient Egypt, Mesopotamia and Greece to the Early Renaissance, presents a history of culture and values with emphasis on artistic, literary, musical, religious and philosophical traditions. A wide variety of audio/visual materials is used.

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 process. 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.

JAPANESE

1 Elementary Japanese I (5) UC:CSU
This course provides the fundamentals of the Japanese language with emphasis on the spoken word. The Japanese syllabary for Hiragana, Katakana and basic Kanji are introduced. In addition, the course introduces the study of Japanese culture.
NOTE: Japanese 21 and Japanese 22 together are equivalent to Japanese 1.

2 Elementary Japanese II (5) UC:CSU
Prerequisite: Japanese 1 with a grade of "C" or better
This course continues students' development of fundamental linguistic communication skills in Japanese. The course also continues the study of Japanese culture.

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. *NOTE: Japanese 21 and Japanese 22 together are equivalent to Japanese 1.*

22 Fundamentals of Japanese II (3) UC:CSU
Prerequisite: Japanese 21 with a grade of "C" or better. This course stresses pronunciation, intonation, grammar, and basic vocabulary. An introduction to the Kanji and Katakana writing systems is included. *NOTE: Japanese 21 and Japanese 22 together are equivalent to Japanese 1.*

JEWISH STUDIES

6 American Jewish Literature (3) UC:CSU (Same as English 233)
Students in this course will read and learn to analyze and write about fiction, poetry and drama that reflects the American Jewish cultural experience. The selected short stories, novels, poems and plays 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, students examine important ideas in Judaism (such as Creation, good and evil, truth and justice) as well as art, music, and film that may reflect Jewish ideas and culture. 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 novels, memoirs, stories, and films that comment on the murder of six million Jews, a twentieth century tragedy that expanded our notion of the depths of evil to which humans can descend. The course examines the Holocaust from philosophical, psychological, and theological perspectives. Students have the option of attending a field trip to the Museum of Tolerance.

LAW

Note: This program is not designed as preparation for law school admission. Students should consult catalogs from the law schools of their choice.

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 discussions and lecture methods are utilized.
Note: Credit is not granted for students enrolled in or with credit for Business 5. UC Transfer Credit Limit: A maximum of one course from Law 1, Law 2, 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.
UC Transfer Credit Limit: A maximum of one course from Law 1, Law 2, Business 5.

3 Civil Rights and the Law (3) UC:CSU
This course presents a comparative and analytical study of the law and related problems concerning the Bill of Rights and 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.

33 Law and the Media (3) CSU
Prerequisite: Paralegal 10 and English 101.
This course presents an overview of the legal aspects in the entertainment industry. Students will be exposed to legal aspects of contractual agreements, copyright requirements, privacy, regulations of the Federal Communications Commission, libel and slander, freedom of speech and press, publishing rights, trademarks, unions, and related concerns.

51 Legal Research for Paralegals (3) CSU
Prerequisite: Paralegal 10 and English 101.
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) CSU
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.

LEARNING SKILLS

1 Reading (3) NDA (RPT 3)
Corequisite: Enrollment in one or more college courses.
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) NDA (RPT 3)
1B Learning Skills - Reading B (1) NDA (RPT 3)
1C Learning Skills - Reading C (1) NDA (RPT 3)

2 English Fundamentals (3) NDA (RPT 3)
A self-paced, individualized Basic Skills class utilizing multimedia 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) NDA (RPT 3)
2B English Fundamentals - B (1) NDA (RPT 3)
2C English Fundamentals - C (1) NDA (RPT 3)

3 Vocabulary Development (5) NDA (RPT 3)
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, 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 Vocabulary Development - A (1) NDA (RPT 3)
3B Vocabulary Development - B (1) NDA (RPT 3)
3C Vocabulary Development - C (1) NDA (RPT 3)
3D Vocabulary Development - D (1) NDA (RPT 3)

4 The Mechanics of Spelling (1) NDA (RPT 3)
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 (RPT 3)
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 (3) NDA (RPT 3)
A self-paced, individualized Basic Skills class utilizing multimedia and computer- assisted instruction, workshops, and cooperative study groups.

10A Mathematics Fundamentals - A (1) NDA (RPT 3)
10B Mathematics Fundamentals - B (1) NDA (RPT 3)
10C Mathematics Fundamentals - C (1) NDA (RPT 3)

15 Overcoming Math Anxiety (3) NDA (RPT 3)
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 a student'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.

15A Overcoming Math Anxiety - A (1) NDA (RPT 3)
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. This 13 week course consists of 9 lectures on strategies and techniques to improve a student's ability to be successful in a mathematics course. An additional 5 hours of outside activities, including computer-assisted instruction, will be offered to enable students to overcome the barriers impeding their success in mathematics.

30 Reading/Computer Aided Instruction (1) NDA (RPT 1)
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) NDA
Designed for students with verified disabilities or for those who plan to work with them, this course provides assessment of learning strengths and weaknesses. Students will learn to identify 1) specific skills needed to be successful in college and career and 2) Tools and techniques to compensate for learning style weaknesses. An individualized program will be designed.

41 Study Strategies for the Learning Disabled (3) NDA (RPT3)
Designed for students with verified disabilities or for those who plan to work with them, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful in college and in a career. Topics include Organizing for Effective Study, Self Awareness, Communications, Career Planning, Taking Charge, and Stress Reduction. This 3-unit course is modularized into six, 1/2 unit segments (P/NP).

41-D Study Strategies for the Learning Disabled:
Self Awareness (.5) NDA (RPT3)
Designed for students with verified disabilities or for those who plan to work with the, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful in college and in a career. This module focuses on Self Awareness.

41-E Study Strategies for the Learning Disabled:
Organizing for the Effective Study (.5) NDA (RPT3)
Designed for students with verified disabilities or for those who plan to work with them, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful college and in a career. This module focuses on "Organizing for Effective Study."

41-F Study Strategies for the Learning Disabled:
Career Planning (.5) NDA (RPT3)
Designed for students with verified disabilities or for those who plan to work with them, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful college and in a career. This module focuses on career planning.

41-G Study Strategies for the Learning Disabled:
Communication (.5) NDA (RPT3)
Designed for students with verified disabilities or for those who plan to work with them, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful college and in a career. This module focuses on developing better communications skills in work, personal, and academic settings.

41-I Study Strategies for the Learning Disabled: Taking Charge (.5) NDA (RPT3)
Designed for students with verified disabilities or for those who plan to work with them, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful college and in a career. This module focuses on goal setting, planning, and decision making.

41-J Study Strategies for the Learning Disabled: Stress Reduction (.5) NDA (RPT3)
Designed for students with verified disabilities or for those who plan to work with them, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful college and in a career. The topic of this module is Stress Reduction.

50 Introduction to CAI Applications - Language Arts (.5) NDA (RPT3)
Using recognized software programs, this class introduces students to Computer Assisted Instruction in the Language Arts in a pressure-free, supportive environment. Students may choose from three course options: 1) enhance reading speed and comprehension 2) develop essay-writing skills or 3) review grammar and writing skills as a co-requisite to English 21.

51 College Reading and Study Skills (3) NDA (RPT3)
This 2.5-unit course is modularized into five .5-unit segments (P/NP). Designed for students who feel the need to improve basic skills, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful in college and/or career. Topics include Efficient Reading, Efficient Note-taking, Critical Thinking and Problem Solving, Memory Skills, Writing Papers, and Effective Test-taking.

51-A College Reading and Study Skills: Efficient Reading (.5) NDA (RPT3)
Designed for students who feel the need to improve basic skills, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful in college and/or career. This module focuses on "Efficient Reading."

51-B College Reading and Study Skills: Efficient Note-taking (.5) NDA (RPT3)
Designed for students who feel the need to improve basic skills, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful in college and/or career. This module focuses on Effective Note-taking.

51-C College Reading and Study Skills: Using Memory Skills (.5) NDA (RPT3)
Designed for students who feel the need to improve basic skills, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful in college and/or career. In this module the topic is memory and techniques for improving this skill for studying.

51-D College Reading and Study Skills: Studying College Assignments (.5) NDA (RPT3)
Designed for students who feel the need to improve basic skills, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful in college and/or career. The topic of this module is improvement in Critical Thinking and Problem Solving.

51-F College Reading and Study Skills: Effective Test-Taking (.5) NDA (RPT3)
Designed for students who feel the need to improve basic skills, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful in college and/or career. The topic of this module is Effective Test Taking, improving skills and reducing stress.

73 Learning Skills Online Grammar and Writing Lab (1) NDA
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) NDA
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) NDA
This course is designed both to prepare students for chemistry 51 and to serve as a complementary computer-assisted lab for those students wishing to complement or review their studies of chemistry.

480A Introduction to Internet Literacy (1) NDA (RPT1)
This course is the first in a three-part series that offers a thorough introduction to the Internet and World Wide Web. This course provides students with the necessary awareness and skills to recognize, understand, and make best use of the many research and communication resources available online. Course topics include: Internet literacy, history, and definitions; popular file types; societal issues such as copyright, free speech, and plagiarism, Internet subcultures, and the digital divide. All course activities are experiential and exploratory in nature. There is one required textbook for all three courses (LSK 480ABC). Additional required readings will be made available online at no cost to students.

480B Introduction to Internet Literacy (1) NDA (RPT1)
This course is the second in a three-part series that offers a thorough introduction to the Internet and World Wide Web. This course provides students with the necessary awareness and skills to recognize, understand, and make best use of the many research and communication resources available online. Course topics include: evaluating online content for quality and relevance; Web browsers; the anatomy of different categories of Web pages; email; emoticons; netiquette. All course activities are experiential and exploratory in nature. There is one required textbook for all three courses (LSK 480ABC). Additional required readings will be made available online at no cost to students.

480C Introduction to Internet Literacy (1) NDA (RPT1)
This course is the third in a three-part series that offers a thorough introduction to the Internet and World Wide Web. This course provides students with the necessary awareness and skills to recognize, understand, and make best use of the many research and communication resources available online. Course topics include: online research strategies and Web search engines; modes of online communication such as listservs, newsgroups, blogs, chat rooms, and instant messaging; the latest advances in Internet technology. All course activities are experiential and exploratory in nature. There is one required textbook for all three courses (LSK 480ABC). Additional required readings will be made available online at no cost to students.

LIBRARY SCIENCE

101 Library Research Methods (1) UC:CSU
This course teaches the student to develop efficient research skills utilizing traditional print and selected electronic 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. Students will gain experience and c0nfidence using the various types of reference works in the library and on the Internet to write a successful research paper including note-taking and outlining skills, and selected documentation style.
UC Transfer Credit Limit: A maximum of one course from Library Science 101 or Library Science 103.

102 Internet Research Methods (1) UC: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 (2) UC:CSU
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. UC Transfer Credit Limit: A maximum of one course from Library Science 101 or Library Science 103

104 Advanced Internet Research (1) CSU
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.

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
This course covers essentials for organizing and operating a public relations program. Topics include the study of relations with the community, customers, stockholders, news media, and employees. Multicultural relations and public relations writing are also covered.

13 Small Business Entrepreneurship (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.

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.

MATHEMATICS

Note: To enroll in a mathematics course, the student must satisfy one of the following conditions:

- *The prerequisite must have been completed, OR*
- *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) NDA (RPT 3)
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 (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.

110 Introduction to Algebraic Concepts (5)
Discusses abstract ideas necessary for understanding algebra and reviews selected topics in arithmetic relevant to algebra. Introduces fundamental notions of algebra including signed numbers, variables, simple equations, proportional reasoning, applications, and modeling. This course also includes group work instruction in mathematics study skills.

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 110 or 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 (5)
Prerequisite: Mathematics 110 or 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.
Note: Math 117 and 118 together are equivalent to Math 115.

118 Basic Elementary Algebra II (5)
Prerequisite: Mathematics 117 with a grade of "C" or better.
This course parallels the second half of 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.
Note: Math 117 and 118 together are equivalent to Math 115.

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.

127 Basic Intermediate Algebra I (5)
Prerequisite: Mathematics 115 or 118 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.
This course covers the first half of Math 125 with additional topics. Manipulative skills in algebra are developed and strengthened in the course. The topics include linear equations and inequalities, graphs and functions, systems of equations and inequalities, and polynomials and factoring. A wide variety of statement problems are included in the course.
Note: Math 127 and 128 together are equivalent to Math 125.

128 Basic Intermediate Algebra II (5)
Prerequisite: Mathematics 127 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.
This course covers the second half of Math 125 with additional topics. Manipulative skills in algebra are developed and strengthened in the course. The topics include rational exponents, the complete number system of algebra, algebraic and graphical solutions to linear and quadratic equations, logarithmic and exponential functions, elementary theory of equations and inequalities and conics. A wide variety of statement problems are included in the course.
Note: Math 127 and 128 together are equivalent to Math 125.

215 Principles of Mathematics I (3) UC:CSU
Prerequisite: Mathematics 125 or 128 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 + 226)
Prerequisite: Mathematics 125 or 128 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 Finite Mathematics (5) UC:CSU
Prerequisite: Mathematics 125 or 128 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 in business and social sciences.
UC Transfer Credit Limit: A maximum of two courses from Mathematics 235 and 236; Mathematics 261 and 262.

236 Calculus for Business and Social Sciences (5) UC:CSU
Prerequisites: Mathematics 125 or 128 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.
UC Transfer Credit Limit: A maximum of two courses from Mathematics 235 and 236; Mathematics 261 and 262.

241 Trigonometry with Vectors (4) CSU
Prerequisites: Mathematics 125 or 128 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 functions and complex numbers.

245 College Algebra (3) UC:CSU
Prerequisite: Mathematics 125 or 128 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.
UC Transfer Credit Limit: A maximum of one course from Mathematics 245 or Mathematics 260.

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.
UC Transfer Credit Limit: A maximum of one course from Mathematics 245 or Mathematics 260.

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.
Students learn basic principles and applications of calculus. Topics include: continuity and limits; differentiation and integration of algebraic and trigonometric functions; fundamental theorem of the calculus; applications of the derivative to curve sketching, rectilinear motion, maximum/minimum problems, and related rates; applications of the integral to problems of area, volume, arc length, and work.
UC Transfer Credit Limit: A maximum of two courses from Mathematics 235 and 236; Mathematics 261 and 262.

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.
UC Transfer Credit Limit: A maximum of two courses from Mathematics 235 and 236; Mathematics 261 and 262.

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 262 with a grade of "C" or better.
This course covers vector spaces, linear transformations and matrices, matrix algebra. Determinants and solutions of systems of equations are made. *Note: Offered Fall semesters only.*

275 Ordinary Differential Equations (3) UC:CSU
Prerequisite: Mathematics 263, which may be taken concurrently.
This course covers first-order differential equations and linear differential equations. Special methods for solution of these equations are developed and applied. Transforms are developed and used for the solution of differential equations and systems of equations. Existence theorems are stated and proofs are outlined. Series solutions and operator methods are included.

MICROBIOLOGY

20 General Microbiology (4) UC:CSU
Prerequisites: Biology 3A, 3B.
Recommended: Successful completion of English 28.
Study of microorganisms, including their structure, metabolism, methods of multiplying, and classification. The techniques used to control microorganisms and the human body's defenses against microbial attack are emphasized. The laboratory covers the microscopic examination of microorganisms, aseptic techniques, the cultivation of bacteria, the effects of anti-microbial agents, and the influence of the environment on bacterial growth.

MULTIMEDIA

100 Introduction to Multimedia Computer Applications (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 nonlinear technologies and applications.

210 Digital Editing (3) CSU (RPT 3)
This course introduces the student to computer applications for the digital editing of video and sound. Emphasis is placed on non-linear postproduction tools.

320 Web Design (3) CSU (RPT 3)
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

101 Fundamentals of Music (3) UC:CSU
The rudiments of musical notation, scales, keys, intervals, common musical terms and elementary keyboard are studied.

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.

121 Music History and Literature I (3) UC:CSU
This course presents a survey of musical practices and styles from the earliest times to 1750, including the Romanesque, Gothic, Renaissance, and Baroque periods. The artistic philosophy of each style period is explored.

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.

136 Music in American Culture (3) CSU
An historical study of musical theater in America from Colonial times to burlesque through operetta to The Follies and current Broadway shows.

137 Music As A Business (3) CSU
This course provides instruction on the business of music: Students will examine the varied aspects of handling and packaging their own musical talents, and how to acquire and deal with agents and managers, how to read contracts, and keep records. Unions, marketing and taxation are also covered.

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.

165 Introduction to Recording Arts (3) CSU
An introduction to the theory and practice of acoustics, audio, and recording. Topics include: the nature of sound; basic acoustics; audio systems and terminology; microphone principals and usage; recording styles; recording studio equipment; multi-track recording procedures.

180 Applied Music Laboratory (1.5) CSU
This course provides time on campus for the performing and theory music students, using the college facilities and/or accompanist. This will be an assigned time and place for students to practice required pieces assigned by various instructors in instruments, voice and theory classes.

200 Introduction to Music Theory (4) UC:CSU
Required of all Music majors.
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, sight singing, ear training, and an introduction to the keyboard.

201 Harmony I (3) UC:CSU
Required of all Music majors. Prerequisite: Music 200. 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 classical examples and keyboard exercises. Students will be required to spend additional time in the Learning Resource Center with audio visual and computer-assisted instructional materials, have some pianistic ability, and/or concurrent enrollment in an elementary piano course.

202 Harmony II (3) UC:CSU
Prerequisite: Music 201. Corequisite: Music 212.
While further developing the material presented in Harmony I, Harmony II expands the musical vocabulary by presenting seventh chords and an introduction to chromaticism and modulation. Students in this course will be required to spend additional time in the Learning Resource Center with audio-visual and computer-assisted instructional materials.

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 thirteenths. Students in this course will be required to spend additional time in the Learning Resource Center with audio-visual and computer assisted instructional materials.

211 Musicianship I (2) UC:CSU
Required of all Music majors.
Prerequisite: Music 200 or equivalent. Corequisite: Music 201.
Correlated with Harmony 1, this course consists of a study of sightreading, 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.

251 Jazz Improvisation Workshop (1) (RPT 3) CSU
This class will cover basic jazz improvisation using the chord scale approach. Students will learn the seventh chords associated with jazz, and their attendant scales. This study also entails learning modes, diatonic and non diatonic analyses of chord progressions, chord tensions, and the study and practice of specific jazz progressions that pertain to each principle covered.

265 Recording Arts Workshop (3) CSU
Prerequisite: Music 165.
The application of the theory and practice of acoustics, audio, and recording learned in The Introduction to Recording of recording styles; recording studio equipment; and multi-track recording procedures

271 Songwriters' Workshop I (3)
Composers, lyricists, book writers, actors and theater artists meet regularly to create new works for the musical theater. Introductory principles of the craft of creating new works for musical theater are presented.

272 Songwriters' Workshop II (3)
Prerequisite: Music 271.
Composers, lyricists, book writers, actors and theater artists meet regularly to create new works for the musical theater. Introductory principles of the craft of creating new works for musical theater are presented. This is a continuation of the principles begun in Music 271, with emphasis on longer works.

273 Songwriters' Workshop III (3)
Prerequisites: Music 271, 272.
Composers, lyricists, book writers, actors and theater artists meet regularly to create new works for the musical theater. Introductory principles of the craft of creating new works for musical theater are presented. A continuation of the principles studied in Music 272, with emphasis on performance and production.

274 Songwriters' Workshop IV (3)
Prerequisites: Music 271, 272, 273.
Composers, lyricists, book writers, actors and theater artists meet regularly to create new works for the musical theater. Introductory principles of the craft of creating new works for musical theater are presented. A continuation of the principles studied in Music 273, with emphasis on work suitable for submission to professional, regional and Broadway theater companies.

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 AA Degree. Anyone interested in learning to play the piano and in growing musically should find the piano sequence helpful. *Note: Students should have access to a piano, as daily practice is required.*

322 Elementary Piano II (2) UC:CSU
Prerequisite: Music 321 or equivalent.
Elementary Piano II is a continuation of Elementary Piano I (MUSIC 321) with emphasis on basic piano technique including major scales and arpeggios up to five sharps and flats in two octaves; along with the basic principles of sight-reading in simple and compound meters; melody harmonizations using I, IV, and V7 chords; transpositions and stylistic interpretation of early keyboard literature. *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 the 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.
Elementary Piano IV is a continuation of Elementary Piano III. The emphasis of this course is on exploring minor scale forms including the natural, harmonic and melodic forms; sight-reading minor melodies based on minor scale forms; constructing augmented and diminished triads; along with the basic principles of harmonization, sight reading, transposition, improvisation, and accompaniment using Romantic and folk keyboard literature. *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.
This course is a continuation of Elementary Piano IV (Music 324), offering essential keyboard facility designed for the piano major wishing to transfer to a major university or the amateur pianist seeking to play for individual enjoyment. Intermediate Piano covers an intense study in Modulating Chord Progressions, Greek Modes, Sixth Chords, Score Reading, Clef Transpositions, Improvisational Styles and intermediate to advanced piano literature.

411 Elementary Voice I (2) UC:CSU
Required of all Music majors.
This course is an introduction to the proper use of the voice through breath control and vocal placement, and includes posture, tone quality, diction, range, and stage presence. Repertoire includes simple art songs, folk songs and spirituals.

412 Elementary Voice II (2) UC:CSU
Recommended: Music 411.
An extension of principles introduced in Music 411 and includes interpretive qualities. Repertoire: an introduction to Italian art songs and simple Broadway songs.

413 Elementary Voice III (2) UC:CSU
Recommended: Music 411 and 412 or equivalent.
All aspects of solo singing are stressed, especially English, Italian, and German diction. Repertoire includes art songs in the original language and less vocally demanding arias from opera and oratorio.

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. An introduction to French art song and simple opera arias, the development of the student's ability to analyze and interpret the song repertoire are stressed.

501 College Choir (1) UC:CSU (RPT 3)
Open to all students by audition.
This course consists of study and performance of selected choral literature for mixed voices, both accompanied and a cappella. The emphasis is placed on the development of reading skills, basic voice techniques and interpreting the score.

561 Chamber Chorale (1) UC:CSU (RPT 3)
Open to all students by audition.
This course is for 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.

701 Instrumental Ensemble (1) 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.

775 Jazz Ensemble (1) UC:CSU (RPT 3)
Open to all instrumentalists by audition.
This course provides instrumentalists and vocalists 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.

NURSING

56 Essential Practical Skills for Nurse Assistants (1)
This course focuses on reinforcing and integrating the Certified Nurse Assistant duties and skills required to assist patients in long term care facilities with of Activities of Daily Living.

399 Certified Nurse Assistant / Certified Home Health Aide (7)
Modularized Courses Listed Below.
Introduction to the health care field, working with residents/patients in the long term care facility, the acute care setting, and the home care setting. Emphasis is given to safety principles, infection control, methods for providing physical care, and emotional and social support.

399A Certified Nurse Assistant (5)
Recommended: English 28.

399B Certified Home Health Aide (2)
Prerequisite: Successful completion of 399A, or State of California Certification as a Certified Nurse Assistant.

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

3 Civil Rights and the Law (3) CSU
This course presents a comparative and analytical study of the law and related problems concerning the Bill of Rights and 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.

4 Legal Internship (3) (RPT 1)
Prerequisite: Paralegal 10 and English 101.
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 Law and Legal Profession (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 Civil Litigation (3) CSU
Prerequisite: Paralegal 10 and English 101.
This course is a continuation of Paralegal 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, and an introduction to legal drafting and writing.

12 Tort Law (3)
Prerequisite: Paralegal 10 and English 101.
A study of the fundamental principles of the 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)
Prerequisite: Paralegal 10
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 and Procedures (3)
Prerequisite: Paralegal 10
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.

16 Civil and Criminal Evidence (3)
Prerequisite: Paralegal 10 and English 101.
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: Paralegal 10 and English 101.
This course covers advanced legal drafting and writing, including special research and projects.

18 Family Law (3)
Prerequisite: Paralegal 10 .
This course surveys family practice and procedure topics including: parental prerogatives, marriage, separation, divorce, custody and support, adoption and guardianship. Students learn to conduct client interviews, and draft pleading necessary to the general practice of family law.

19 Property and Creditor Rights (3)
Prerequisite: Paralegal 10
This course is a study of the law of property including: community property, joint tenancy, leases, deeds, contracts, escrows, deeds of trust, the system of recording and search of public documents, bankruptcy laws and forms and evictions (unlawful detainer actions). The student will also study secured transactions, collateral, purchase money secured interest, liens, attachment, garnishment, and other creditor's remedies. This course introduces the student to the nature of property and personalty, acquiring and owning property, real property, and the landlord-tenant relationship.

20 Probate Procedures (3)
Prerequisite: Paralegal 10 and Paralegal 13.
A comprehensive study of methods for fact gathering, office procedures, and required court work involved in the handling of probates of both testate and intestate decedents.

33 Entertainment Law (3) CSU
Prerequisite: Paralegal 10
This course presents an overview of the legal aspects in the entertainment industry. Students will be exposed to legal aspects of contractual agreements, copyright requirements, privacy, regulations of the Federal Communications Commission, libel and slander, freedom of speech and press, publishing rights, trademarks, unions, and related concerns.

35 Immigration Law (3) CSU
Prerequisite: Paralegal 10
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.

PERSONAL DEVELOPMENT

1 Introduction to College (1) NDA (RPT 1)
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 they relate 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 (RPT 1)
This course will enable students to survive and succeed in a college program. Emphasis will be placed on making informed decisions, developing study skills, learning roductive time management techniques, financial planning, and other personal skills.

6 College and Career Planning for the Handicapped (1)
This course is designed to assist students with disabilities in the exploration and development of career goals, with an emphasis on individual interests and lifestyles, values, personality traits and abilities. Topics covered include vocational assessment, career exploration, résumé writing, interview skills, and job-seeking strategies. Workplace accessibility issues and the impact of the Americans with Disabilities Act (ADA) will be discussed.

8 Career Planning and Development (2) CSU
This course is an introduction to career planning and is designed for students who are considering vocational careers. The focus is on a comprehensive career and personal evaluation, developing an appropriate educational plan, and utilizing a personal career strategy.

17 College Survival Skills Development (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, and utilizing library resources, among other topics.

20 Post Secondary Education - The Scope of Career Planning (3) UC:CSU
This course provides students with the information to make appropriate educational, career and lifestyle choices. Topics examined include educational programs and their requirements, career resources and the career decision making process, career planning, personal assessment, steps for success, values clarification, exploring personality and interests, skills assessment, the world of work, career options, making decisions, job search, preparing a winning resume, interviewing skills, and strategies for managing a career. Students will design their own educational plan.

40 College Success Seminar (3) UC:CSU
This course will examine issues related to higher education that impact student success. Topics will include an overview of academic success skills, value and purpose of higher education, diversity in higher education, learning styles and memory, WLAC college policies and resources, health and wellness issues, decision making , factors that impact lifelong learning, effective oral, interpersonal and written communication strategies, critical thinking, career exploration and educational planning.

PHARMACY TECHNICIAN

21 Retail Products for Pharmacy Clerks/Technicians (3)
This course is designed for the Pharmacy student to provide basic knowledge about Over-the-Counter (OTC) products in relation to their accepted therapeutic uses. Students will understand the steps involved in safely choosing a non-prescription product.

23 Introduction to Pharmacy (2)
In this course students will understand the roles and opportunities open to pharmacy clerks and technicians in various practice settings. Students will be introduced to pharmaceutical dosage forms, the drug development process, and drug classification systems. This course also includes an introduction to prescription labeling and to the law and ethics for pharmacy practice.

24 Introduction to Pharmacy Skills (1)
Corequisites: Pharmacy Tech 23
This course is designed to provide the student with hands-on experience as a pharmacy clerk working in simulated pharmacy setting.

25 Pharmacy Clerk Clinical Experience (1.5)
Prerequisites: Pharmacy Tech 24; Corequisites: Allied Health 56 and 57
This course is designed to provide the student with pharmacy clerk practical experience in selected outpatient community pharmacy settings working under the supervision of a licensed pharmacist.

29 Body Systems I (3)
Recommended: English 28
In this course students will learn the use and side effects of prescription medications, nonprescription medications and alternative therapies used to treat diseases affecting the muscular, skeletal, respiratory, renal, cardiovascular, and hematologic systems. Students will first master an understanding of basic anatomy and physiology and learn the brand and generic name, standard pronunciation, and routes of administration for each medication studied. Students will also learn medical terminology and abbreviations associated with the use of medication therapy affecting the body systems studied.

30 Body Systems II (3)
Recommended: English 28
In this course students will learn the use and side effects of prescription medications, nonprescription medications and alternative therapies used to treat diseases affecting the nervous, endocrine, gastrointestinal, reproductive, immune, ears/nose/throat, and dermatologic systems. Students will first master an understanding of basic anatomy and physiology and learn the brand and generic name, standard pronunciation, and routes of administration for each medication studied. Students will also learn medical terminology and abbreviations associated with the use of medication therapy affecting the body systems studied.

31 Pharmacy Calculations (2)
Recommended: Math 105
In this course students will learn calculations related to drug dosage, measurements of strength and preparation of medications. This course also includes inter-conversion of units in the metric and common systems of measurement. Emphasis is placed on unit-cancellation for solving pharmacy problems. This course includes a strong verbal component.

32 Pharmacy Operations (4.75)
Prerequisites: Pharmacy Tech 23, 29, and 31
In this course students will become competent in handling and preparing medications in both the outpatient and compounding pharmacy settings in a manner consistent with the legal and ethical guidelines. After successful completion of this course, the student will have the skills needed to begin an outpatient pharmacy externship.

33 Essential of Pharmacy Skills (0.5)
Prerequisites: Pharmacy Tech 32
In this course students will receive supervised instruction in the Pharmacy Technology laboratory to assist in developing competency in the technical skills required to complete Pharmacy Operations, Inpatient Pharmacy Services, Sterile Products or any of the program externships.

34 Community Pharmacy Externship (2.25)
Prerequisites: Pharmacy Tech 21, 30, and 32; Allied Health 56 and 57
In this course students practice skills developed in other courses in a community or outpatient pharmacy.

35 Inpatient Pharmacy Services (2)
Prerequisites: Pharmacy Tech 23, 29, and 31
In this course students will become competent in the technical aspects of drug distribution for the inpatient (hospital) pharmacy setting. This course includes hands-on training in medication order processing, pharmacy patient profile maintenance, medication preparation and inpatient drug distribution using manual and automated systems.

36 Inpatient Pharmacy Externship (2.25)
Prerequisites: Pharmacy Tech 35; Allied Health 56 and 57
In this course, students practice newly developed skills in the inpatient pharmacy setting.

37 Sterile Products (4.75)
Prerequisites: Pharmacy Tech 23, 29, and 31
In this course students will learn the aseptic techniques and use of the laminar flow hood used in the preparation of sterile products. Emphasis is placed on parenteral calculations, sterile dosage forms and quality assurance procedures.

38 Sterile Products Externship (2.25)
Prerequisites: Pharmacy Tech 37, Allied Health 56 and 57
In this course students practice skills developed in the Sterile Products class in an ambulatory clinic with infusion services.

PHILOSOPHY

1 Introduction to Philosophy (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.

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
This course is 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. *Note: This course is an excellent preparation for the LSAT.*

9 Symbolic Logic I (3)
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)
This course analyzes 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 Philosophy and 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.

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 allowed: 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 Physical Education 225, 230, 262, 301, 470, 506,508, 515, 552, 553, 554, 555, 556, 557, 558, 630, 665, 666, 667, 668, 684, 690, 727.*

131 Aqua Aerobics (1) CSU (RPT 3)
This course is an exercise and conditioning activity class that promotes cardiovascular and muscular fitness. It is conducted in a shallow therapy pool.

185 Directed Study - Physical Education (1) CSU (RPT 2)
This course allows a student to pursue Directed Study in Physical Education on a contract basis under the direction of a supervising instructor. Enroll with instructor permission only.
***225 Yoga Skills (1) UC:CSU (RPT 3)**
An ancient form of movement involving prescribed postures and breathing techniques. Yoga helps to promote strength, flexibility, coordination and balance.

228 Body Conditioning (1)
This course uses a variety of aerobic and anaerobic exercises to help the student achieve fitness and establish a workout program they can use for the rest of their life. Exercises are drawn from a number of different sources such as yoga, pilates, dance and weight training.

229 Body Dynamics (1) CSU (RPT 3)
This course combines aerobics with weight training and stretching for overall conditioning. Body mechanics, nutrition and diet information will also be provided.

***230 Weight Training Skills (1) UC:CSU (RPT 3)**
This course is for students interested in the knowledge, understanding and values of weight training and its role in developing muscular strength and endurance. This class is open to all ability levels.

***262 Track and Field Skills (1) UC:CSU (RPT 3)**
Track and field fundamentals are emphasized while improving the student's overall fitness and conditioning level.

***301 Baseball Skills (1) UC:CSU (RPT 3)**
This course will focus on developing fundamental skills, strategies, knowledge of the rules and history of baseball. An opportunity for teamwork experience and game play will be provided. Open to all ability levels.

304 Basketball Skills (1) CSU (RPT 3)
Students will learn to identify and demonstrate basketball terminology and rules of the game while learning basic basketball skills and fundamentals.

313 Soccer Skills (1) (RPT 3)
This course emphasizes fundamental soccer skills, as well as the selection and care of equipment, rules, proper etiquette, terminology and strategies of the game. The student will be introduced to individual and team offense and defense as well as terminology and the five components of fitness.

322 Volleyball Skills (1) CSU (RPT 3)
Course will focus on developing fundamental volleyball skills, strategies, knowledge of the game and its rules while providing an opportunity for teamwork experience and game play. This course is open to all ability levels.

***470 Step Aerobics Activity (1) UC:CSU (RPT 3)**
This course will teach the student how to safely exercise aerobically using a step bench.

503 Intercollegiate Sports - Baseball (3) CSU (RPT 1)
This course is for the Intercollegiate Sports Baseball team and will focus on throwing, fielding, hitting, base running and game strategies.

504 Intercollegiate Sports - Basketball (3) CSU (RPT 1)
This course is for the student athlete who is interested in competing at the intercollegiate level. The class emphasizes mastering individual fundamentals and performing complex offensive and defensive strategies.

***506 Intercollegiate Sports - Cross Country (3) UC:CSU (RPT 1)**
This course is designed for the athlete who is willing to compete on an intercollegiate cross country team. The course requires a minimum of 10 hours per week for practice, travel and competitive meets. The emphasis will be on teaching fundamentals and strategy.

***508 Intercollegiate Sports - Football (3) UC:CSU (RPT 1)**
This course is for the student athlete who is interested in competing at the intercollegiate level. The class emphasizes mastering individual fundamentals and performing complex offensive and defensive strategies.

511 Intercollegiate Sports - Soccer (3) CSU (RPT 1)
This course offers advanced instruction in the fundamental skills and techniques of soccer and the opportunity for practical application in intercollegiate competition. You must be enrolled in at least 12 units each semester and maintain at least C grade point average.

***515 Intercollegiate Sports - Track and Field (3) UC:CSU (RPT 1)**
This call is designed for the athlete who is willing to compete on an intercollegiate track and field team. The course requires a minimum of 10 hours per week for practice, travel and competitive meets. The emphasis will be on fundamentals and strategy.

516 Intercollegiate Sports - Volleyball (3) CSU (RPT 1)
This course offers advanced instruction in the skills and techniques of volleyball and the opportunity for practical application in intercollegiate competition. You must be enrolled in at least 12 units each semester and maintain at least C grade point average.

***552 Athletics Pre-season Conditioning (1) UC:CSU (RPT 3)**
This course is designed for the student athlete and will cover physical conditioning, strength training and aerobic conditioning.

***553 Intercollegiate Sports: Strength and Fitness Training for Football (1) UC:CSU (RPT 3)**
This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises, teach safety and injury prevention and present new rules and game plays for Football.

***554 Intercollegiate Sports: Strength and Fitness Training for Track and Field (1) UC:CSU (RPT 3)**
This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises, teach safety and injury prevention and present new rules for Track and Field.

***555 Intercollegiate Sports: Strength and Fitness Training for Cross Country (1) UC:CSU (RPT 3)**
This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises, teach safety and injury prevention and present new rules for Cross Country.

***556 Intercollegiate Sports: Strength and Fitness Training for Basketball (1) UC:CSU (RPT 3)**
This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises, teach safety and injury prevention and present new rules for Basketball.

***557 Intercollegiate Sports: Strength and Fitness Training for Baseball (1) UC:CSU (RPT 3)**
This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules for Baseball.

***558 Intercollegiate Sports: Strength and Fitness Training for Soccer (1) UC:CSU (RPT 3)**
This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises, teach safety and injury prevention and present new rules and field strategy for Soccer.

563 Intercollegiate Sports - Strength and Fitness for Volleyball (1) CSU (RPT 3)
This course is designed for the student athlete. It is intended to provide focused strength and conditioning and flexibility exercises, emphasize safety and injury prevention and present new rules and game plays for volleyball.

***630 Aerobic Super Circuit Laboratory (1) UC:CSU (RPT 3)**
Using fundamentals of exercise physiology each student will assess his/her level of physical fitness and, using this information, develop, design and implement a personalized exercise program.

***665 Basketball Skills (1) UC:CSU (RPT 3)**
This course offers instruction in all phases and fundamentals of the game of basketball, as well as developing basic fitness. Students will learn to identify and demonstrate basketball terminology and rules of the game.

***666 Body Conditioning (1) UC:CSU (RPT 3)**
This course teaches physical fitness. It emphasizes aerobics, proper nutrition, flexibility, weight control and lifelong fitness habits. The heart is strengthened through aerobic exercise.

***667 Flag/Touch Football Skills (1) UC:CSU (RPT 3)**
This course is designed to provide weekly participation in vigorous physical activity involving group work in flag football techniques, terminology, rules and regulations.

***668 Body Dynamics Activity (1) UC:CSU (RPT 3)**
This course is a combination of aerobic and callisthenic activities. Emphasis is on physical fitness through regular exercise. Body mechanics, nutrition and diet information will also be provided.

677 Soccer (1) (RPT 3) CSU

This class is designed to teach all levels the basic soccer skills of passing, dribbling, shooting and goal keeping. The course will also introduce individual and team offense and defense, as well as the rules, proper etiquette, terminology and the components of fitness.

***684 Volleyball (1) UC:CSU (RPT 3)**
This course is designed to teach the basic volleyball skills of passing, setting, spiking, serving and blocking. The course will introduce individual and team offense and defense systems, as well as the rules, etiquette, terminology and strategies for volleyball.

***690 Weight Training (1) UC:CSU (RPT 3)**
This course offers instruction and practice in physical fitness conditioning through weight training. Students will also learn weight room etiquette and spotting techniques.

696 Yoga (1) CSU (RPT 3)
This course will explore various forms of Hatha Yoga; the branch of yoga that works primarily to bring balance to the body through poses (asanas), breath control (pranayama), and meditation. Yoga promotes mental, physical, and spiritual fitness in a non-judgmental and non-competitive environment. There are brief lectures covering basic information on body awareness, alignment, disease prevention, exercise precautions, body composition, flexibility, nutrition focusing on whole foods, hydration, physical fitness, nutrition myths, ethics and morality, and stress management.

***727 Academic Success for the Student Athlete (3) UC:CSU**
A college orientation class to help the student athlete set educational and career goals, develop good study skills, learn job hunting skills, and become informed about college resources.

(P. E.) PHYSICAL EDUCATION

(NON-ACTIVITY)

718 Fundamentals of Athletic Training (3) UC:CSU
This course is designed for future athletic trainers, physical educators, coaches, physical therapists and any one else who plans on working with active individuals who are prone to injury. This course introduces the concepts and practical skills of athletic training, including the prevention, recognition, evaluation, and management of athletic injuries.

PHYSICAL SCIENCE

1 Physical Science I (3) UC:CSU
Designed for the non-science major, this course provides an introduction to the fundamental principles of physics, chemistry, astronomy and geology. Elementary quantitative concepts are used to supplement the qualitative emphasis of this course.

14 Physical Science Laboratory (1) UC:CSU
Prerequisites: Physical Science 1.
Designed for the non-science major, this course provides an introduction to the laboratory methods and problem-solving skills used in physical science. The experiments, along with a limited number of demonstrations that will be performed will allow students to visualize and apply basic concepts in physics, chemistry, astronomy and geology.

PHYSICS

6 General Physics I (4) UC:CSU
Prerequisite: Prior or 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.
UC Transfer Credit Limit: Credit will only be given for one series - Physics 6/7 or Physics 37/38/39.

7 General Physics II (4) UC:CSU
Prerequisites: Physics 6, Mathematics 241.
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.
UC Transfer Credit Limit: Credit will only be given for one series - Physics 6/7 or Physics 37/38/39.

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.
UC Transfer Credit Limit: No UC credit will be given for Physics 11 or 12 if taken after the Physics 6/7 series or the Physics 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 include kinematics, particle dynamics, momentum and impulse, work-energy, rotational dynamics, statics, oscillations, gravitation, mechanics of solids and fluids, and special relativity.
UC Transfer Credit Limit: Credit will only be given for one series - Physics 6/7 or Physics 37/38/39.

38 Physics for Engineers and Scientists II (5) UC:CSU
Prerequisites: Physics 37, 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.
UC Transfer Credit Limit: Credit will only be given for one series - Physics 6/7 or Physics 37/38/39.

39 Physics for Engineers and Scientists III (5) UC:CSU
Prerequisites: Physics 38, Mathematics 267.
The third semester of a three semester calculus-level sequence in introductory college Physics designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors. Topics include Oscillations, Wave Motion, Sound, Light, Optics, Special Theory of Relativity, Quantum Theory and Early Models of the Atom, Quantum Mechanics, Molecules and Solids, Nuclear Physics and Radioactivity, Elementary Particles, and Astrophysics and Cosmology. The laboratory includes both quantitative and qualitative experiments which permit students to verify, illustrate and deduce the laws of physics related to the topics discussed.

PHYSIOLOGY

(Also see Anatomy)

1 Introduction to Human Physiology (4) UC:CSU
Prerequisite: College Biology 3 or 3A and 3B 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.

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. The topics covered will be political concepts, ideology and government, the Constitution, Federalism, Congress, the presidency, the judiciary, civil rights and civil liberties, the media, elections, political parties, interest groups, California and the nation, the California Constitution, the state legislature, the state's plural executive, and the state judiciary.

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 students with a framework for analysis.

PSYCHOLOGY

1 General Psychology I (3) UC:CSU
This course presents an overview of the major fields of psychology, including research methods, learning and conditioning, biopsychology, memory, intelligence, health psychology, motivation and emotion, perception, human development, social psychology, personality, psychotherapy, and abnormal psychology. The history of modern psychology and its roots in philosophy is presented. Particular attention is given to the application of psychological concepts to the problems people find living in contemporary society.

2 General Psychology II (3) UC:CSU
Prerequisite: Psychology 1.
This course examines behavior from a biological, physiological approach. A detailed examination of the anatomy and physiology of the neuron and brain is provided, including the central, peripheral and autonomic nervous systems. Sensory systems are presented, including vision, audition and somato-sensory. A biopsychological perspective is taken to study motivation, emotion, language, sleep, consciousness, sexual behavior, and mental illness.

13 Social Psychology (3) UC:CSU
Studies individual behavior as it affects others and as it is affected by others. Main topics include: Aggression, Attitudes, Discrimination and Prejudice, Conformity, Compliance, and Obedience, Group Behavior, Interpersonal Relationships, Persuasion, Prosocial Behavior, "The Self," and Social Cognition.

14 Abnormal Psychology (3) UC:CSU
This course deals with maladaptive or abnormal behavior of human beings. Topics covered include history of abnormal psychology, classifications, clinical frameworks, causal factors, treatment and outcomes of maladaptive behavior, assessment utilizing the DSM-IV, therapy, and prevention. Major categories of mental disorders are presented including mood, anxiety, stress, somatoform, disassociative, psychosexual, personality, and schizophrenia.

37 Psychology of Codependency and Family Systems (3) CSU
Prerequisite: Psychology 64 and 65.
This course examines the issues and problems in relationships between the chemically dependent person and his/her friends, family, colleagues in the workplace, and love relationships.

41 Life-Span Psychology: From Infancy to Old Age (3) UC:CSU
This course presents the psychological development of the person from the prenatal period through old age and death. Each of the eleven stages of life is presented. Emphasis is placed on theories and their application to the behavioral, cognitive, social and biological aspects of human development. Psychosocial and life-span approaches are employed to illustrate the interconnectedness of all stages of life.

43 Principles of Group Dynamics I (3) CSU
Using the class as a group, principles of group dynamics are studied from both experiential and theoretical perspectives. Related topics include historical developments, dynamics, leadership, diversity, assessment, treatment, and practice in a group situation.

52 Psychological Aspects of Human Sexuality (3) UC:CSU
This course addresses the psycho-sexual development of the individual and the values that are learned in our culture and comparative information from other cultures. The history of attitudes toward sexuality in America is studied. The anatomy and physiology of the human reproductive system, the physical and emotional orgasmic response, life-long development, sexually transmitted diseases, myths and misconceptions about the sexual response, sexual variance and dysfunction are presented. The interaction of personality and sexual behavior is explored. The student can achieve an understanding of his or her own unique sexuality.

63 Alcohol/Drug Studies: Prevention and Education (3) CSU
This course focuses on drug and alcohol abuse prevention in different communities including families, schools, and the workplace. Strategies for implementing programs and obtaining government approvals are presented. Relapse issues and cultural differences are also considered.

64 Introduction to Alcohol and Drug 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.

67 Counseling Techniques for the Chemically Addicted (3) CSU
Prerequisite: Psychology 64.
This course emphasizes counseling techniques for the chemically addicted. Major elements include ethics and confidentiality, interview and assessment techniques, observation and listening skills, dual diagnosis, crisis intervention, and documentation processes.

68 Biopsychology of Chemical Dependency: Drugs, Behavior, and Health (3) CSU
Prerequisite: Psychology 64.
This course offers comprehensive instruction on the pharmacological and behavioral effects of all major categories of both legal and illegal psychoactive substances, including an overview of contemporary and historical drug regulation and abuse, and a detailed review of the nervous system.

74 Research Methods in the Behavioral Sciences (3) UC:CSU
Prerequisite: Math 227.
An introduction to basic research concepts, designs, and statistical techniques used in the behavioral and social sciences. Knowledge of descriptive and inferential statistics and its application to data is applied for both non-experimental and experimental studies. Understanding of ethics in research for animals and humans is addressed. Critiquing of current published research articles and disseminating of experimental and non-experimental research is discussed. Researching published articles through the use of personal computers is demonstrated. Report writing of APA-style manuscripts and presentation of a group project from data collected are required.

84 Fieldwork I, Alcohol/Drug Studies (3) CSU
Prerequisites: Psychology 43, 64, 65 and 67.
This is the first of two required internship classes in the Alcohol/Drug Studies program. It provides observation and interaction opportunities with clients and counselors at provider clinics. This course satisfies half of the fieldwork hours required by CAADE. *Note: Students must provide their own transportation to clinic sites.*

85 Fieldwork II, Alcohol/Drug Studies (3) CSU
Prerequisite: Psychology 84.
This is the second of two required internship classes in the Alcohol/Drug Studies program. It provides observation and interaction opportunities with clients and counselors at provider clinics. This course satisfies half of the fieldwork hours required by CAADE. *Note: Students must provide their own transportation to clinic sites.*

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. *Note: This course is required for a real estate salesperson's license; elective for the California Broker's license.*

3 Real Estate Practice (3) CSU
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. *Note: This course is required for those seeking the California Broker's license.*

4 Real Estate Office Administration (3) CSU
Topics presented in this course include management, leadership, communications, staffing, real estate market analysis, finance, and other topics pertinent to the successful operation of a real estate office. *Note: This course may be used as an elective toward the California salesperson's license.*

5 Legal Aspects of Real Estate I (3) CSU
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. Note: This course is required for the California Broker's license; elective for a real estate salesperson's license.

7 Real Estate Finance I (3) CSU
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
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 on an income-producing property is usually required.

11 Escrow Principles (3) CSU
The principles used in opening, processing and closing escrow accounts involving land and title transfers, including the forms and procedures used by escrow departments in banks, title companies, and escrow firms. Sample escrow forms are completed by students.

14 Property Management (3) CSU
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.

18 Real Estate Investments I (3) CSU
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
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 the governmental relationship to real estate development. *Note: This course is required for the California Broker's license; elective for a real estate salesperson's license.*

39 Uniform Standards of Professional Appraisal (1)
This course is required for the Appraiser Trainee license and for the Real Estate Appraisal Certificate. Students learn the basic standards of professional appraisal practice and apply them to case studies of practical situations.

40 Residential Report Writing and Case Studies (3)
Required course for the Appraiser Trainee License. This course teaches how to reason and use logic in the writing of a residential appraisal of a one unit property using the 1004MC form report. Students will also be analyzing case studies that deal with more difficult appraisal problems and proposing solutions to those cases.

240 Real Estate Computer Applications (3)
The Real Estate Computer applications course covers computer hardware and software basics that apply to real estate practitioners. This course covers basic skills and then progresses to the more complex tasks such as downloading information and forms and using real estate-specific software for accounting, property management, escrow, and appraisal. The course reviews websites for Department of Real Estate (DRE), California Office of Real Estate Appraisal (OREA), and other real estate websites. This course is an elective for the California Brokers License

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 minority/majority relationships in the United States, how these relationships 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' experiences will promote understanding of the forces underlying minority/majority relations.

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: Spanish 21 and 22 together are equivalent to Spanish 1.

2 Elementary Spanish II (5) UC:CSU
Prerequisite: Spanish 1 with a grade of "C" or better, or two years of high school Spanish or equivalent. Corequisite: Spanish 101.
This course is a continuation of Spanish 1. It is designed to provide the student with further skill development in understanding, reading, speaking, and writing Spanish. More advanced cultural material is presented to further develop the interest, knowledge and appreciation for the lifestyle of Hispanic peoples.

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 elected 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) CSU (RPT 3)
This course is designed to increase the student's ability to comprehend native spoken Spanish and increase his or 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, Spanish-American and Hispanic 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 22 together are equivalent to Spanish 1.*

101 Spanish Language Laboratory (1) UC:CSU (RPT 3)
Corequisites: Spanish 1, 2, 3, or 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.

101A Spanish Language Laboratory (.5) CSU
101B Spanish Language Laboratory (.5) CSU
These are mediated, independent study courses which allow Spanish 21 and Spanish 22 students to enhance their Spanish language skills through audio, video, and computer work in the Language Lab. The course content is directly related to the level of the foreign language class in which the student is concurrently enrolled, and with the textbook being used for that course. These are Credit/No Credit courses.
Note: For Spanish 21 and Spanish 22, students must complete 16 hours of lab work for each course.

SPEECH COMMUNICATION

101 Oral Communication I (3) UC:CSU
Students will learn to recognize the importance of the First Amendment, define the process of sending and delivering messages, scrutinize feedback, and analyze audiences. In addition, they will research, organize and prepare speeches that are focused, detailed, and cite attribution, utilizing outlines for delivery. Attention will be paid to relaxation exercises, eye contact, body language, podium presence, the pause, articulation, voice projection and pacing. The role of the listener will be examined, as will self-evaluation. Informative, persuasive and argumentative speeches will be taught.

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.

111 Voice and Articulation (3) UC:CSU (Same as Theater 240)
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.
UC Transfer Credit Limit: Credit allowed for only one course from Theater 240 or Speech 111.

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. Perception, building positive relationships, personal disclosure, self-fulfilling prophecies, effective listening, communication apprehension, verbal and non-verbal communication, the impact of gender and culture on communication, expressing emotion, assertiveness, aggression, and conflict management will be examined.

135 Storytelling (3) CSU
This course emphasizes the history, 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. Emphasis is placed on developing skills to assume roles of leadership and active participation. Creative decision-making, groupthink, the nature of power, conflict management, anger management and problem solving are explored.

TELEVISION

4 Television Camera Lighting and Sound (3)
An introduction to Camera, Lighting and Sound for video and film in studio and on location. Students will learn to operate basic camera, lighting and audio recording equipment for both video and film media in studio and on location.

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 the 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.

120 History of African American Theater (3) UC:CSU
A survey course focusing on the contributions of African-American playwrights, actors, social activists, and others to the American Theater. Primary emphasis will be placed on analysis and classification of African-American drama through selected play readings, discussion and lecture presentation. Covers the period from 1760 to the present.

130 Playwriting (3) CSU (RPT 1)
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 ovement exercises will be covered through lecture/demonstration, ensemble exercises, scene work, play reading and viewing live performances.

233 Play Production (3) CSU (RPT 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) UC:CSU
(Same as Speech 111)
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.
UC Transfer Credit Limit: Credit allowed for only one course from Theater 240 or Speech 111.

265 Movement for the Actor (2) UC:CSU (RPT 1)
An introduction to the basic principles of the Alexander Technique and the application of these principles to everyday, repetitive activities as well as in theatrical and/or musical performances. The student learns to observe and change poor habits of body use that interferes with coordination, flexibility, safety; and to develop good form.

270 Beginning Acting (3) UC:CSU
This course is designed to exercise the separate parts of the composite art of acting which includes thought, preparation, character analysis for monologue and scene preparation. Also, emphasis will be placed on improvisation, cold readings and interpretation. The ultimate goal is to develop a firm foundation for the novice actor in basic acting techniques.

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) UC:CSU
Prerequisites: Theater 100 and 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) UC:CSU
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.

300 Introduction to Stage Craft (3) UC:CSU
Prerequisite: Theater 100.
This course is a survey of all technical phases of planning a stage production, including construction, painting, rigging, placement, and manipulation of stage scenery, lighting equipment and stage properties; the organization and management of stage activity; and stagecraft terminology.

310 Introduction to Theatrical Lighting (3)
Training and practice are given in problems of lighting for television and stage. Related topics are considered the study of color, procedures, control and equipment. Student must be available for rehearsals and performances.

385 Directed Study – Theater (3) CSU

501 Introduction to Motion Picture Production (3) UC:CSU
(Same as Cinema 1)
This course presents 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
(Same as Cinema 3)
This course will involve the viewing of approximately 14 full-length motion pictures. Discussions centering on various film making techniques including acting and narration will follow each screening. The effect of changing social mores will also be discussed. Several formal typewritten papers will be required. Allows a student to pursue Directed Study in Theater 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 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

100 Introduction to the Travel Industry (3)
This course gives students 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.

110 Apollo Computer Reservations (3)
This course gives students hands-on experience with the Apollo computer system, one of the two systems most widely used by travel agents. Students will learn to make airline reservations, build passenger name records, quote fares and price itineraries.

115 Sabre Computer Reservations (3)
Students will get hands-on experience with the Sabre computer system, one of the two systems most widely used by travel agents. Students will learn to make airline reservations, build passenger name records, quote fares and price itineraries.

130 Geography of North America, Hawaii and the Caribbean (3)
In this course students will 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 students will 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 students will 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)
This course covers marketing objectives, strategy planning, travel motivation and research, promotional ideas, press releases, advertising, sales techniques and applications. Discover the secrets of selling travel profitably, effectively serving customer needs, and successfully marketing travel products.

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 students will explore the appeal of tours, as well as job strategies, cross-cultural sensitivities, client psychology and anticipating customer and supplier needs. The course includes several field trips.

161 How to Run a Travel Business (3)
The key to business productivity and profitability: efficient operation. Using the travel agency as a model, this course will show students 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)
This course is an introduction to meeting, event and convention planning including the scope of the industry, and its relationship to other parts of the tourism, travel and hospitality industries. 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 the use of technology for registration. An overview of food and beverage service costs and audio-visual equipment will also be presented. Incentive programs will be covered as well as logistics, housing and transportation function, room set-up, marketing, promotion and publicity, and risk management. Students will learn industry terminology, the financial management aspects of meeting/convention planning, and about important industry-related professional associations.

180 Cruise Sales Specialization (3)
Cruising is the travel industry's fastest growing sector. This course will give students a deep understanding of the cruise experience and business, including client motivation, cruise line profiles, world-wide port geography, sales tactics and marketing strategies. Actual ship inspection field trips are included.

186 Internet Travel Research (3)
Students will 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 internet sites.

200 Introduction to the Airline Industry (3)
In this course, students will 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
This course is an introduction to the Hospitality Industry. The course will give students an overview of careers in hotels, resorts, restaurants, private clubs and in institutional settings. Emphasis is placed on leadership, communication, training, performance appraisal, motivation, decision making and planning. Students will learn how knowledge of duties, organization, marketing and revenue sources will open world-wide opportunities for students in this growing industry.

305 Hotel and Restaurant Supervision (3) CSU
This course covers the application of management and supervision concepts and techniques in the hospitality industry. Emphasis is placed on leadership, communication, employee selection and training, performance appraisal, motivation, coaching, delegation, decision making and planning.

TUTORING

(Supervised Learning Assistance)

1T Supervised Learning Assistance (0) 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.

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ACADEMIC DIVISIONS

For a complete list of faculty members and department information please refer to our online Faculty & Staff directory at www.wlac.edu. Click "Map/ Directories" on the left menu.

Allied Health Division
Chairperson - Carmen Dones
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- Aircraft Electronics Technology
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- African-American Studies
- Alcohol & Drug Studies
- Anthropology
- Child Development
- Corrections
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- Family & Consumer Studies
- Fire Technology
- History
- Political Science
- Psychology
- Sociology

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- Sherron Rouzan, Counselor
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- Art
- Broadcasting
- Cinema
- Film Production Crafts
- Foreign Languages
- Humanities
- Multimedia
- Music
- Philosophy
- Theater Arts

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- Kevin Considine
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- Jewish Studies
- Speech

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- Environmental Science
- Geography
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- Oceanography
- Physics
- Physiology

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Lewis, R. R., *Astronomy*
Liewen, M., *Dental Hygiene*
Lim, A., *American Sign Language*
Liskin, E., *ESL*
Long, H., *English*
Lu, M., *Accounting*
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Mancini, M., *Cinema / Travel*
Marks, J. R., *Psychology, Mathematics*
Martin, K., *Biology*
Matosic, T., *Business*
Maybruck, I., *Speech*
McCane, D. S., *Cinema*
McCaskill, T., *Business*
McClain, S., *English*
McDonnell, P., *Mathematics*
McDowell, C., *Physical Education*
McIntosh, J., *Accounting*
Menon, S. N., *Chemistry*
Mestas, D., *Physical Education*
Miao, W. T., *Mathematics*
Miele, P. F., *Travel*
Mizuki, A., *Spanish*
Monroe, R., *Child Development*
Montes, A., *Economics*
Monzon, F., *Computer Science*
Morgan, A., *Accounting*
Morris, P.W., *CAOT/ Paralegal*
Morse, M. J., *Mathematics*
Most, R., *Child Development*
Mulrooney, V., *History*
Naegle, L., *Nursing*
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Nedjathaiem, M., *Learning Skills*
Nelson, E., *Cinema*
Newell, D., *Law/Paralegal*
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Padnick, E., *Dental Hygiene*
Parsa, A., *Humanities, History*
Paymah, E. E., *Accounting*
Paulson, H. M., *Travel, Economics*
Peers, M.A., *Art*
Perez, R., *Sociology*
Perez, R. E., *Math*
Pernoon, F., *Theater*
Perry, H., *Physical Education*
Pfiffner, B., *Health*
Piken Nagler, E., *Political Science*
Pilaro, J., *English*
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Sandowicz, R., *English*
Sarantopoulos, P., *Mathematics*
Schimmenti, J. J., *Law*
Schneidewind, S. D., *Dental Hygiene*
Schulz, V., *Philosophy*
Scott, S. T., *Marketing*
Scranton, S., *Child Development*
Sekiyoba, B., *Economics*
Sermeno, C., *Dental Hygiene*
Sewell, K., *Speech*
Serulien, A., *Nursing*
Shamash, E., *Mathematics*
Sharma, S., *Microbiology*
Shaw, C., *Law/Paralegal*
Shewfelt, O., *Political Science*
Simpson, M., *Administration of Justice*
Slaughter, B. H., *Computer Applications & Office Technologies*
Small, P., *Music*
Smith, K., *Real Estate & Buisness*
Spano, A., *Music*
Stamps, B. L., *Accounting*
Stern, J., *Education*
Stillson, A., *Mathematics*
Susuki, D., *Political Science*
Sweeney, C., *Music*
Szklarek, D., *English*
Szostak, E., *English*
Taira, K., *Computer Science*
Tamaki, D., *ESL*
Tippets, T., *Chemistry*
Tracey, M., *ESL*
Tsiyer, I., *Nursing*
Tysziewicz, K., *English*
Ulrich, J., *Mathematics*
Valdivia, A., *Accounting*
Valle, A., *Personal Development*
Vanderpool, J. P., *Business*
Velasco, I., *Dental Hygiene*
Vera, S., *Administration of Justice*
Versace, L., *English*
Vishwanadha, H., *English*
Wainthropp, R., *English*
Walbridge, M., *Psychology*
Walker, A., *Accounting*
Wang, L., *Computer Science*
Webster, N., *Real Estate*
White, K., *Psychology*
Willenborg, P., *English*
Williams, J.B., *Administration of Justice*
Williams, R., *Child Development*
Willoughby, G. N., *Art*
Winter, A., *Humanities*
Ybarra, L. F., *Accounting*
Yilan, L., *Economics*
Young, F., *Real Estate*
Yuen, Y., *Computer Science*
Zaragoza, J., *Spanish*
Zexter, D., *Law/Paralegal*
Zuk, P., *Biology*
Zurla, M., *Theater*

EMERITI

Ambers, Bruce
(1979-2006)
Professor, Physical Education, Athletics & Mathematics

Babcock, James
(1981-1996)
Professor, Physical Education, Athletics & Mathematics

Bates, Frank J.
(1969-1979)
Associate Professor, Business Administration; Construction Technician; Dean

Barnard, Christopher
(1976-2002)
Professor, Travel

Crippens, Eloise
(1973-2010)
Articulation Officer/Professor, Counseling

Eisman, Shirley B.
(1974-1992)
Professor, Art

Feingold, Carl
(1971-1983)
Professor, Business

Feldman, Paul
(1971-1987)
Professor, Counseling Services

Fels, Eugene N.
(1969-1981)
Professor, Biology; Coordinator, Instruction

Field, Norman
(1971-1983)
Professor, Psychology-Special Reading

Fieman, Marvin
(1982-1984)
Professor, History

Fisher, Albert
(1974-1989)
Professor, Cooperative Education

Froloff, Catherine
(1969-2008)
Professor, Library Science

Gorenbein, Alvin
(1979-1987)
Professor, Aviation Maintenance Technology

Grounds, Donald G.
(1972-1983)
Professor, Aircraft Electronics Technology

Harris, Arthur
(1976-2000)
Professor, Health & Physical Education, Athletics

Heckman, Richard
(1973-2002)
Professor, History

Hicks, Robert L.
(1970-1982)
Professor, Aviation Maintenance Technology

Hollaway, Charles
(1970-1999)
Professor, Health & Physical Education, Athletics

Horowitz, Jack
(1972-1992)
Professor, Psychology

Isaksen, Leonard
(1969-2004)
Professor, Biology

Jacobs, Betty
(1973-2012)
Language Arts

Jackson, Gladys
(1973-1994)
Professor, Music

Jordan, John
(1976-2009)
Professor, Speech

King, Thomas
(1981-1983)
Professor, Aviation Maintenance Technology

Korach, Simon M.
(1969-1979)
Professor, Physical Education
Coordinator, Student Activities

Korst, William L.
(1970-1993)
Professor, Chemistry

Lee, John M.
(1979-1981)
Instructor, Physical Education
Assistant Dean, Admissions

Lemborn, Ulla
(1972 - 2006)
Professor, Dental Hygiene

Mancusi, Katherine F.
(1969-1983)
Professor, Counseling Services

Marks, James
(1969-1995)
Professor, Psychology

McMaster, Mary-Jane
(1973-2011)
Mathematics

McFadden, Jean K.
(1969-1983)
Professor, Business

Metzger, Carol K.
(1970-1977)
Professor, English

Mulrooney, Virginia
(1988-1999)
Professor, History

Nilsen, Lena K.
(1969-1989)
Professor, Music

Oester, John
(2006-2011)
VP, Administrative Services

Patterson, Rodney
(1980-2010)
Professor, Political Science

Pena, Ben
(1975-2002)
Professor, Spanish

Peterman, Anthony J.
(1970-1975)
Professor, Speech

Peters, Jeannine
(1974-1995)
Professor, Humanities & Counseling

Piedrahita-Rook, Carmen
(1981-1990)
Associate Professor, Spanish

Price, Adeline S.
(1969-1983)
Professor, Business

Prince, Gray
(1979-1995)
Professor, Philosophy

Raack, James
(1972-2003)
Professor, Health

Rutherford, Ray
(1969-1984)
Professor, Chemistry

Saraffian, Edward
(1969-1995)
Professor, Mathematics

Scott, Consuela
(1971-1990)
Professor, Library Services

Starret, Esther R.
(1969-1975)
Professor, French

Sternberg, Roy D.
(1970-1983)
Professor, Accounting

Sumetz, Aaron
(1969-1984)
Associate Professor, History

Sutton, George
(1978-1983)
Professor, Aeronautics

Terebinski, Nina
(1984-1992)
Professor, Anthropology

Thomas, Gwendlyn
(1975-2010)
Professor, Business

Thomas, Lloyd
(1975-2010)
Professor, English

Vella, Frances G.
(1969-1988)
Professor, Library Services

Vidal, Adele T.
(1969-1974)
Professor, Spanish

Virgin, Richard
(1970-1995)
Professor, Aviation

Wallace, Richard
(1993-1995)
Professor, Counseling

Weinstein, Rafael E.
(1972-2000)
Professor, English

Williams, Robert N.
(1977-1986)
Professor, Music & Humanities
Dean, Academic Affairs

Winer, Etta Skyle
(1970-1986)
Professor, History

Wilson, Kenneth
(1970-1978)
Instructor, Art

Witt, George S.
(1969-1975)
Professor, Dean, Student Personnel Services

Wolf, Martin
(1970-1996)
Professor, Aviation

GLOSSARY OF TERMS

Academic Probation
After attempting 12 units, a student whose cumulative grade point average falls below 2.00 is placed on academic probation. A student whose cumulative grade point average falls below 2.00 for three consecutive semesters is subject to dismissal from the college.

Academic Renewal
Removal from a student's academic record (for the purpose of computing the grade point average) previously recorded substandard academic performance which is not reflective of a student's demonstrated ability. Special conditions must be met, and there is a maximum of 18 units.

Add Permit
A form issued by an instructor upon presentation of a valid ID Card which permits the student to add the class if the instructor determines that there is room. Enrollment in the class is official only if the Add Permit is processed by Admissions & Records before the published deadline.

Administration
Officials of the college who direct and supervise the activities of the institution.

Admissions and Records
The office that admits a student and certifies his or her legal record of college work. The office also provides legal statistical data for the college.

Application for Admission
A form upon which the student enters identifying data and requests admittance to a specific semester or session. A student may not register and enroll in classes until the application has been accepted and processed.

Assessment
The process the college uses to evaluate student skills in areas such as reading, writing, mathematics and English-as-a-Second Language.

A.S.O.
The Associated Students Organization, which conducts activities on behalf of students. All enrolled students are eligible to join.

Associate Degree (A.A. or A.S.)
A degree (Associate in Arts or Associate in Science) granted by a community college upon satisfactory completion of an organized program of study consisting of 60 to 64 semester units.

Audit
A student's attendance in a class with permission of the instructor and payment of a fee. No college credit nor grade is given.

Bachelor's Degree (B.A., B.S., A.B.)
A degree granted by a four-year college or university upon satisfactory completion of an organized program of study consisting of 120 to 130 semester units.

Career Certificate Program
A program designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, may require less than two years of full-time study, and may be pursued on a part-time basis. Student can request a Certificate of Achievement or Skill Award. Units will vary.

Career Program
A group of courses planned to lead to competency in a particular field of study and to either a Career Education Certificate or an A.A. Degree.

Certification
Completion of a body of transfer courses which meet the general education requirements of the California State University System (CSU) and/or Intersegmental General Education Transfer Curriculum (IGETC). IGETC will permit a student to transfer from a community college to a campus in either the University of California (UC) System or California State University (CSU) system.

Class Section
A group of registered students meeting to study a particular course at a definite time. Each section has a section number listed in the Schedule of Classes, and it appears in front of the class meeting time.

College Catalog
A comprehensive publication containing general information about the college; procedures for admission and registration; information about student services, academic resources, student activities, and academic policy; descriptions of the different educational programs and courses offered at the college; and a listing of the college faculty and departmental organization.

Community College
A two-year college offering a wide range of programs of study, many determined by local community need.

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.

Continuing Student
A student registering for classes who attended the College during one of the previous two semesters. A student registering for the fall semester is a continuing student if he or she attended the college during the previous spring or fall semesters; attendance during the summer and/or winter sessions are not included in this determination.

Cooperative Education
An instructional program that is designed to complement the student's academic training with realistic on-the-job experiences.

Corequisite
A course required to be taken in conjunction with another course.

Counseling
Guidance provided by professionals in collegiate, vocational, social, and personal matters.

Course
A particular portion of a subject selected for study. A course is identified by a subject title and course number; for example: "Accounting 1."

Course Title
A phrase descriptive of the course content. The course title of Accounting 1 is "Introductory Accounting 1."

Credit-by-Examination Course
Unit credit granted for demonstrated proficiency through testing.

CSU Certification
General Education Requirements (Transfer). See Certification

Disabled Students
Students who have special needs due to physical, learning or communicating impairments.

Dismissal
A student on academic or progress probation for three semesters may be dismissed from the college. Once dismissed, the student may not attend any college within the Los Angeles Community College District for a period of one year, and must petition for readmittance at the end of that period.

Drop
A student's official withdrawal from a class.

Educational Program
A planned sequence of credit courses leading to a defined educational objective such as an Associate Degree or a Certificate.

Electives
Courses which a student may choose without the restriction of a particular major, program or curriculum; optional, not required.

Enrollment
That part of the registration process during which students select classes by section number to reserve a space and be placed on the class roster. A student may also enroll in a class by processing an Add Permit obtained from the instructor of the class.

Full-Time Student
A student may be verified as a full-time student if he or she is enrolled and active in 12 or more units during the spring or fall, or up to 7 units during winter or summer semesters.

General Education Requirements
(Lower Division Breadth Requirements). A group of courses selected from several disciplines which are required for graduation.

Grade Point Average (GPA)
A measure of academic achievement used in decisions on probation, graduation, and transfer. The GPA is determined by dividing the total grade points earned by the number of units attempted.

Grade Points
The numerical value of a college letter grade whereby: A = 4, B = 3, C= 2, D = 1, and F = 0.

Grade Points Earned
Grade points times the number of units for a class.

Graduate
A student Certified as having satisfied academic requirements.

IGETC
Intersegmental General Education Transfer Curriculum A general education program which transfer students use to fulfill lower-division general education requirements in the CSU or UC system without the need, after transfer, to take additional lower-division general education classes. Depending on the transfer campus, there may be additional non-GE lower-division graduation requirements to be met (e.g., a foreign language, multi-cultural studies), as well as upperdivision general education requirements.

INC
Incomplete. The administrative symbol "INC" is recorded on the student's permanent record in situations in which the student has not been able to complete a course due to circumstances beyond the student's control. The student must complete the course within one year after the end of the semester, or the "INC" reverts to a letter grade determined by the instructor. 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. An "IP" is recorded on the student's permanent record at the end of the first semester of a course which continues over parts or all of two semesters. The grade is recorded at the end of the semester in which the course ends.

Lower Division
Courses at the freshman and sophomore levels of college.

Major
A planned series of courses and activities selected by a student for special emphasis which is designed to teach certain skills and knowledge.

Matriculation
A combination of assessment of reading, writing, and mathematics skills; orientation to college programs and services; academic advising and counseling; and the programs and services that enable a student to reach his or her educational goals.

Minor
The subject field of study which a student chooses for secondary emphasis.

Module
A portion of a parent course offered for the benefit of students who may not prove successful in attempting the work of the entire course in one semester. Students should, when possible, attempt to complete all modules of a parent course in one year. A module is identified by a letter in the course number field.

NDA
Non-degree applicable credit courses that do not apply toward a degree and are not transferable.

No Pass (NP)
A grade that a student receives in place of a letter grade, and is equivalent to a D or below.

Non-Penalty Drop Period
The first four weeks of a regular semester during which a student's enrollment in a class is not recorded on the student's permanent record if the student drops by the deadline. This deadline will be different for short-term, summer and winter session courses.

Parent Course
A course which may be offered in modules. Credit for all modules of a parent course is equivalent to credit for the parent course. Parent courses are all courses without letters in the course number field.

Pass/No Pass
A form of grading whereby a student receives a grade of P or NP instead of an A, B, C, D, or F. "P" is assigned for class work equivalent to a grade of C or above.

Permit to Register
A form listing an appointment day and time during which a student may register. The permit is issued to all new students upon acceptance to the college, and to all continuing students.

Prerequisite
A requirement that must be satisfied before enrolling in a particular course - usually a previous course, or achievement of a certain test score level.

Progress Probation
A student who has enrolled in 12 or more units and has received a W, NP, or INC (Incomplete) in 50 percent or more of the units attempted is placed on progress probation. A student whose cumulative number of units for which a W, NP, or INC has been assigned equals 50 percent or more for three consecutive semesters is subject to dismissal from the college.

RD
Report Delayed. This temporary administrative symbol is recorded on the student's permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.

Registration
The process whereby a continuing, new, or returning student whose application has been accepted formally enters the College for a specific semester and receives an ID card. The student may enroll in open classes as part of the registration process.

Returning Student
A student who was previously enrolled, but who did not attend the College during the previous two semesters. Attendance during the summer and/or winter sessions is not included in this determination. A student registering for the fall semester is a returning student only if he or she did not attend the college during the spring semester. Attendance during the summer session is not included in this determination.

Schedule of Classes
The booklet used during registration which gives the Subject Title, Course Number, Course Title, Units, Time, Instructor, and Location of all classes offered in a given semester.

Section Number
A four-digit class identification number which appears in the first column in the schedule of classes before the time of day (or evening) the class, meets.

Section Transfer
A form issued by an instructor upon presentation of a valid ID Card which permits the student to transfer from another section of the same class if the instructor determines so. The section transfer is official only if the Section Transfer Permit is processed by the Admissions & Records Office.

SEP
An individualized "Student Educational Plan" developed by a counselor in conjunction with the student.

Semester
One-half of the academic year-usually 15 weeks.

S.T.E.P.
Student Telephone Enrollment Program. Students who have completed the application process may enroll, add and drop classes, or request recent grades by telephone.

Skills Certificate
Completion of up to 17 units that meets a program's requirements.

Subject
A division into which knowledge customarily is assembled for study, such as Art, Mathematics, or Zoology.

Subject Deficiency
Lack of credit for a course or courses required for some particular objective, such as graduation or acceptance by another institution.

Transcript
A student's permanent record, and an official list of all courses taken at a college or university showing the final grade received for each course.

Transfer
Changing from one collegiate institution to another after having met the requirements for admission to the second institution.

Transfer Course
A course designed to match the content of a lower-division course at a four-year institution, and for which credit may be transferred to that institution.

Transferable Units
College units earned through satisfactory completion of courses which have been articulated with four-year institutions.

Units
The amount of college credit earned by satisfactory completion of a specific course taken for one semester. Each unit represents one hour per week of lecture or recitation, or a longer time in a laboratory or on other exercises not requiring outside preparation.

Units Attempted
Total number of units in all courses for which a student received a grade of A, B, C, P, D, or F.

Units Completed
Total number of units in all courses for which a student received a grade of A, B, C, P, or D.

Units Enrolled
Total number of units in which the student is enrolled at the end of the non-penalty drop period. The total number of units for all courses appearing on the student's transcript.

W
An administrative symbol assigned to a student's permanent record for all classes which a student has dropped, or has been excluded from by the instructor, after the end of the non-penalty drop date, but before the last day to drop.

Withdrawal
The action a student takes in dropping all classes during any one semester and discontinuing coursework at the college.

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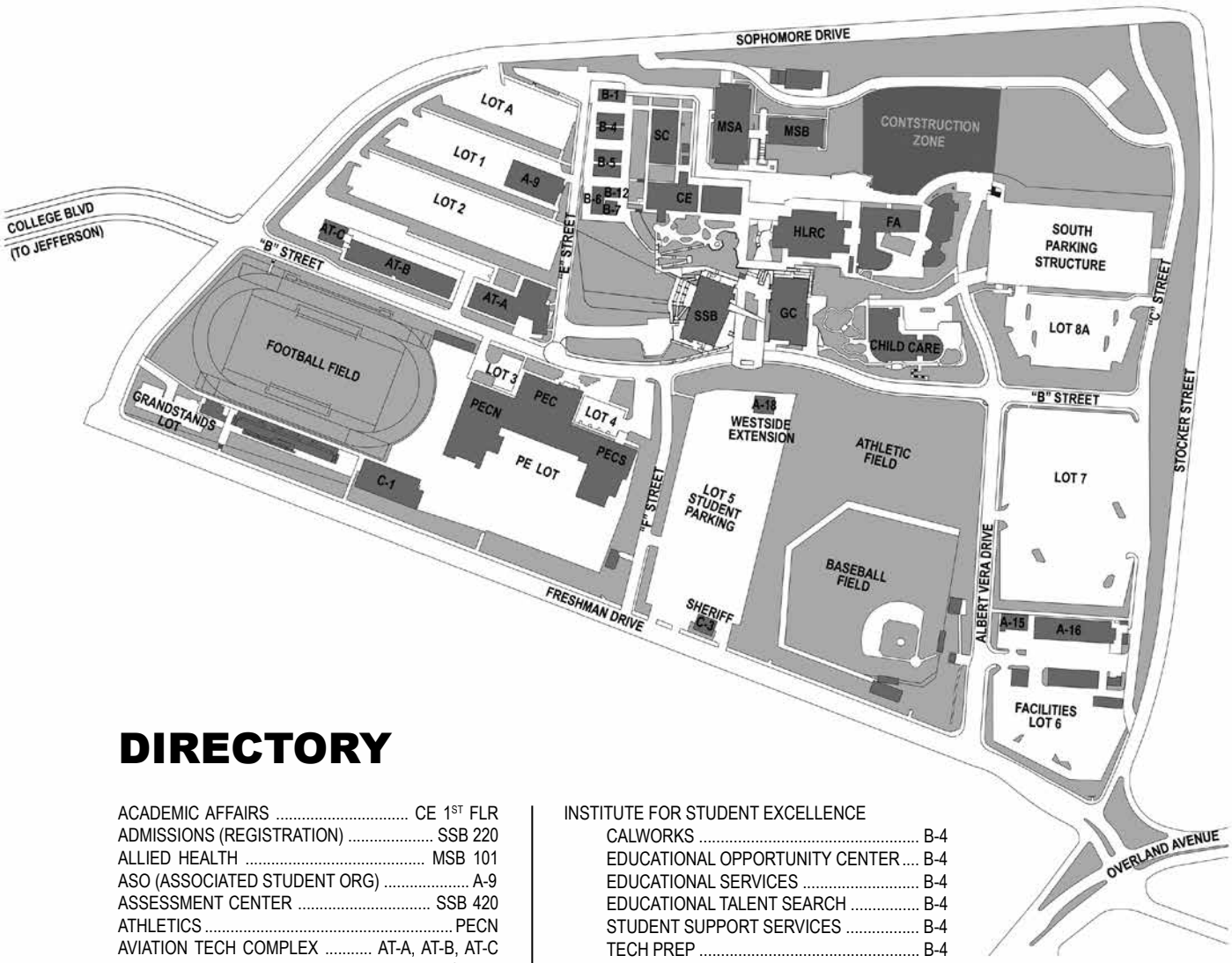
CAMPUS MAP



DIRECTORY

ACADEMIC AFFAIRS ..... CE 1ST FLR
ADMISSIONS (REGISTRATION) ..... SSB 220
ALLIED HEALTH ..... MSB 101
ASO (ASSOCIATED STUDENT ORG) A-9
ASSESSMENT CENTER ..... SSB 420
ATHLETICS ..... PECN
AVIATION TECH COMPLEX ..... AT-A, AT-B, AT-C
BOOKSTORE ..... SSB 1ST FLR
BUSINESS DIVISION ..... CE
BUSINESS OFFICE ..... SSB 230
CALWORKS B-4
CHILD DEVELOPMENT CENTER ..... CDC
CINEMA/TELEVISION PRODUCTION &
HOLLYWOOD CPR ..... ATA & ATB
COUNSELING ..... SSB 350
DENTAL HYGIENE ..... MSB 101
DISABLED STUDENT SERVICES ..... SSB 320
DISTANCE (ONLINE)
LEARNING ..... HLRC 4TH FLOOR
EOP&S ..... SSB 330
FINANCIAL AID ..... SSB 210
FINE ARTS COMPLEX ..... FA
FOOD COURT ..... SSB 1ST FLR
HEALTH CENTER A-9
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(JUMPSTART) ..... SSB 410
INTERNATIONAL STUDENTS ..... SSB 415
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JOB PLACEMENT B-4
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LIBRARY ..... HLRC
MATHEMATICS DIVISION ..... MSB 214
NATURAL SCIENCE ..... MSB 211
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MSA, PECN, PECS, PEC, SSB
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SHERIFF'S OFFICE (POLICE) ..... C-3 (IN LOT 5)
SOCIAL SCIENCE DIVISION ..... GC 380
STUDENT SERVICES ..... SSB 440
TRANSFER CENTER ..... SSB 340
TUTORING CENTER ..... HLRC
VETERANS CENTER ..... SSB 220
WESTSIDE EXTENSION ..... A-18 (IN LOT 5)

COLLEGE CALENDAR

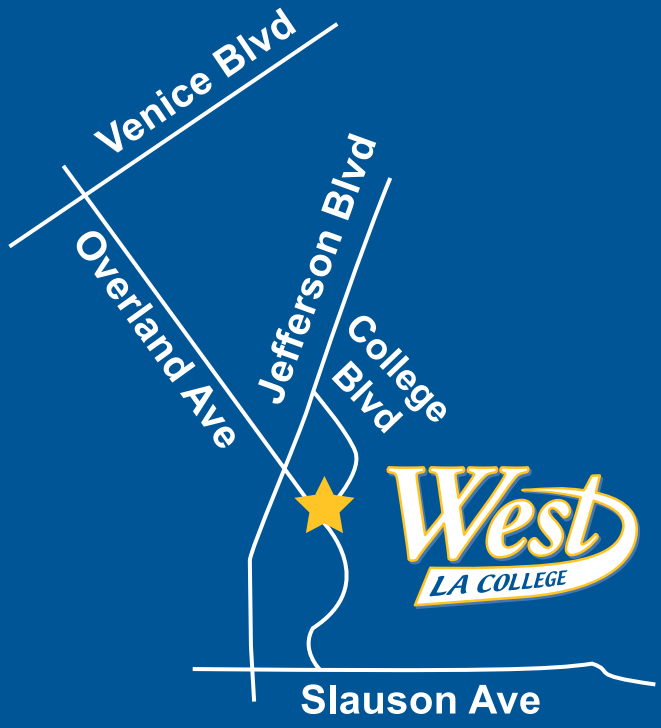
2012 - 2013

Fall Semester 2012
August 27 - December 16

Spring 2013
February 4 - June 3

2013 - 2014

See 2013 - 2014 Schedules of Classes for dates.



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