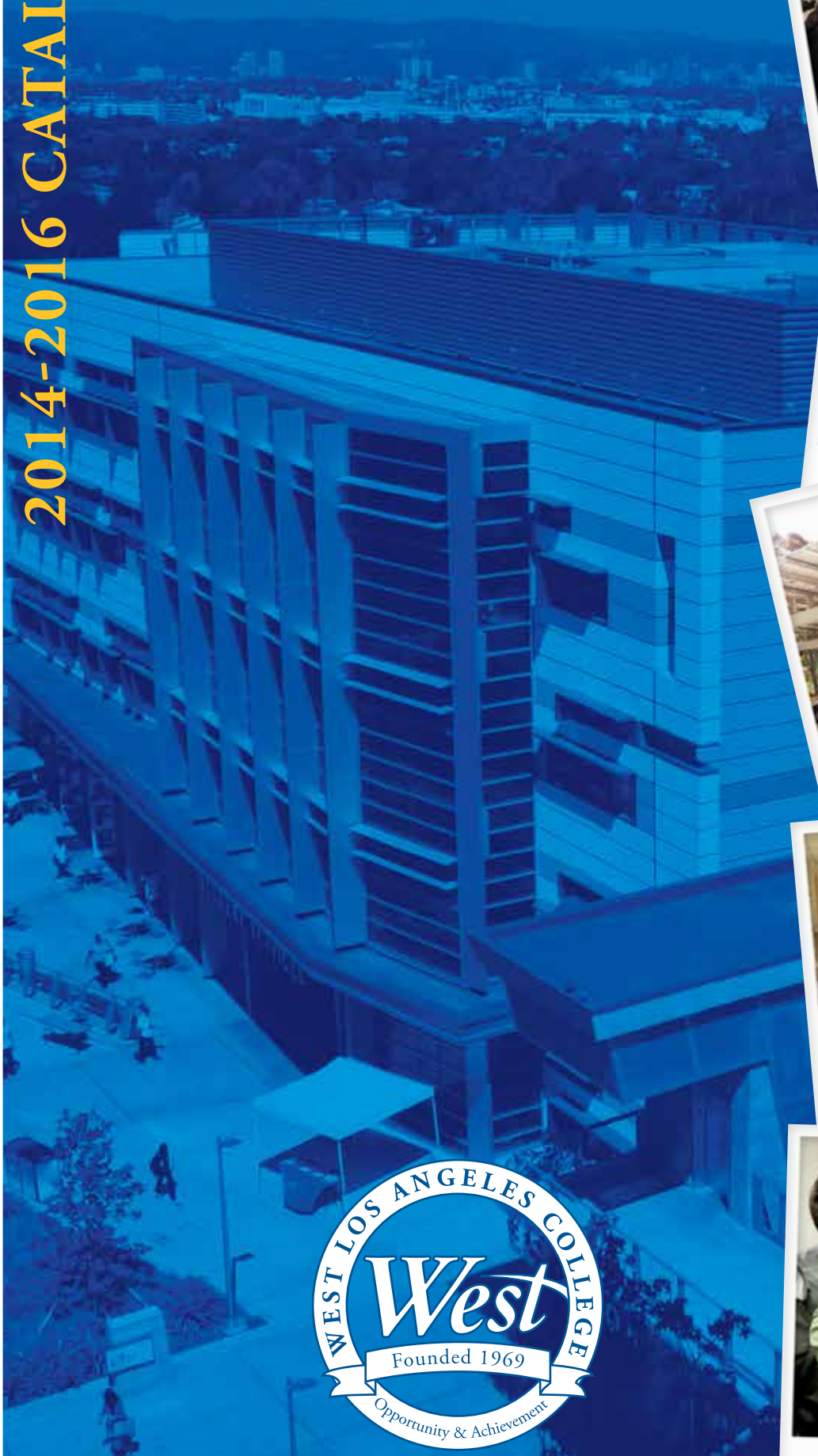


WEST LOS ANGELES COLLEGE

2014-2016 CATALOG



THE CATALOG



The West Los Angeles College (West) Catalog describes the courses, programs and services of the college that are planned for the 2014-2016 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 2014-2016 college catalog represents a major revision, focusing on helping students through to degrees and certificates. Curriculum maps are the backbone of this approach. With the assistance of an adjunct faculty member, faculty and chairs developed maps for all degrees and certificates. The Dean of Curriculum and Career and

Technical Education met with the counseling division to assure that the faculty recommended curriculum maps supported the development of Student Educational Plans. A workgroup of the SLO Coordinator, the Dean Of Teaching and Learning, the Curriculum Committee Chair, Articulation Officer, Dean of Admissions and Records and Vice President of Student Services was established to help gather the materials needed. The workgroup used a checklist derived from the 2014 ACCJC Standards to assure that all required elements were included.

The catalog will be distributed in hard copy and available online in fall 2014. Catalog corrections and addendums will be in the online version.

West Los Angeles College is a public tax-supported educational institution which offers post-high school opportunities for men and women and is administered by the Los Angeles Community College District Accreditation.

West Los Angeles College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

10 Commercial Boulevard, Suite 204, Novato, CA 94949 (405) 506-0234, an institutional accrediting body recognized by the Commission on Higher Education Accreditation and the U.S. Department of Education.

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CALENDAR

FALL SEMESTER 2014

Residency Determination Date August 31, 2014
Instruction Begins September 2, 2014
Veteran's Day Holiday (Observed) November 11, 2014
Thanksgiving Holiday (Observed) . November 27- 28, 2014
Final Examinations..... December 15-21, 2014
Fall Semester Ends..... December 21, 2014
Winter Break December 22-January 1, 2015

WINTER INTERSESSION 2015

Residency Determination Date January 4, 2015
Instruction Begins January 5, 2015
Martin Luther King's Birthday..... January 19, 2015
Final Examinations..... last day of class
Winter Intersession Ends February 8, 2015

SPRING SEMESTER 2015

Residency Determination Date February 8, 2015
Instruction Begins February 9, 2015
Lincoln's President's Day..... February 13, 2015
Washington's President's Day February 16, 2015
Spring Break April 4-10, 2015
Cesar Chavez Day (Observed)..... March 31, 2015
Memorial Day Holiday (Observed). May 25, 2015
Final Examination June 1-7, 2015
Spring Semester Ends May 31, 2015

SUMMER 2015

Summer Sessions Begin..... June 15, 2015
(Instruction dates vary)
Independence Day Holiday..... July 3, 2015
Summer Sessions End August 30, 2015

NOTE: Dates subject to change.

FALL SEMESTER 2015

Residency Determination Date August 30, 2015
Instruction Begins August 31, 2015
Labor Day Holiday (Observed) September 7, 2015
Veteran's Day Holiday (Observed) November 11, 2015
Thanksgiving Holiday (Observed) . November 26-29, 2015
Final Examinations December 14-20, 2015
Fall Semester Ends December 20, 2015
Winter Break..... December 21-January 3, 2016

WINTER INTERSESSION 2016

Residency Determination Date..... January 3, 2016
Instruction Begins January 4, 2016
Martin Luther King's Birthday January 18, 2016
Final Examinations last day of class
Winter Intersession Ends February 7, 2016

SPRING SEMESTER 2016

Residency Determination Date..... February 7, 2016
Instruction Begins February 8, 2016
Lincoln's President's Day February 12, 2016
Washington's President's Day..... February 15, 2016
Spring Break..... April 1-8, 2016
Cesar Chavez Day (Observed) March 31, 2016
Memorial Day Holiday (Observed) . May 30, 2016
Final Examination..... May 31 – June 6, 2016
Spring Semester Ends..... June 6, 2016

NOTE:

It is the STUDENT'S RESPONSIBILITY to read the information presented in this catalog and to know and observe all policies and procedures related to his/her program. Regulations will not be waived nor exceptions granted because a student pleads ignorance of policies, procedures, or deadlines.

ABOUT THE DISTRICT



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 all LACCD students from the nine campuses during the Associated Students Organizations (ASO) elections.

THE MISSION OF THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

MISSION: "Changing Lives in a Changing Los Angeles"

The mission of the Los Angeles Community College District is to provide our students an excellent education that prepares them to transfer to four-year institutions, successfully complete workforce development programs designed to meet local and statewide needs, and pursue opportunities for lifelong learning and civic engagement.

BOARD OF TRUSTEES

Scott J. Svonkin, President
Mike Eng, Vice President
Mike Fong
Andra Hoffman
Sydney K. Kamlager
Ernest H. Moreno
Nancy Pearlman
Gerson A. Liahut-Sanchez, Interim Student Trustee

DISTRICT ADMINISTRATION

Dr. Francisco C. Rodriguez, Chancellor
Dr. Adriana D. Barrera, Deputy Chancellor
Dr. Felicitó Cajayon, Vice Chancellor for Economic Workforce Development
Bobbi Kimble, Interim Vice Chancellor for Educational Programs and Institutional Effectiveness
Dr. Albert J. Roman, Vice Chancellor for Human Resources
Jeanette Gordon, Chief Financial Officer/Treasurer
Dr. Kevin G. Jeter, Interim General Counsel
James D. O'Reilly, Chief Facilities Executive

770 Wilshire Boulevard
Los Angeles, California 90017-3856
OFFICE: (213) 891-2201
FAX: (213) 891-2304

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.

At West, education enriches students with the knowledge and skills needed to earn certificates and degrees, to transfer, to build careers, and to pursue lifelong 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.

THE COLLEGE

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.

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.

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.

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 career and technical education classes and wide-ranging support services for students. The divisions are: Allied Health; Applied Technology; Career Studies, Social Sciences; Cinema Entertainment and Media Arts; Computer Science; Counseling; Health and Kinesiology; 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 career and technical - oriented programs. The American Dental Association accredits the Dental Hygiene Program; the Federal Aviation Administration certifies the Aviation Maintenance Program, and the American Bar Association approves the Paralegal Studies Program.

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 the students and to the provision of education, which benefits students and enables them to contribute to society.

Our College, 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.

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 LACCD Office for Diversity, Equity and Inclusion (www.laccd.edu).

ACADEMIC FREEDOM STATEMENT

Community college faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. Faculty members demonstrate respect for the student as an individual, and adhere to their proper role as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects their true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation of students for private advantage and acknowledge significant assistance from them. They protect the academic freedom of students.

As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas faculty members show due respect for the opinions of others. Faculty members acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although faculty members observe the stated regulations of their institutions, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decisions upon the program of the institution and give due notice of their intentions.

As members of their community, faculty members have the rights and obligations of all citizens. Faculty members measure the urgency of these obligations in the light of their responsibilities to their subject areas, to their students, to their profession, and to their institutions. When they speak or act as private persons they avoid creating the impression that they speak or act for their colleges or universities. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Refer to Board Rule 15002. ACADEMIC FREEDOM.

The Board of Trustees reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow Prohibited Discrimination. The discussion of ideas, taboos, behavior or language which is an intrinsic part of the course content shall in no event constitute Prohibited Discrimination. 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 ensures the faculty's right to teach and the student's right to learn.

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.

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 XV (Board Rule 15001). The Los Angeles Community College District has a policy which provides formal and informal procedures for resolving complaints. Copies of the policies and procedures may be obtained from the LACCD 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.

Copies of the policy and procedures may be obtained from the LACCD Office of Diversity Programs and District website at:
www.laccd.edu/diversity

You have the right!

- To work and study in an atmosphere free of harassment and discrimination
 - To be judged by the same criteria as all others, not by standards that are less demanding, or more rigorous, or different in any way
 - To complain, free of retaliation
-

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 www.wlac.edu/academic/index.aspx.

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. From that point on, the Los Angeles Community College District and the college use a computer-generated 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.

Admission to the Dental Hygiene Bachelor of Science Program

Admission to the Bachelor of Science in Dental Hygiene Program requires an additional application. For more information about the application process, see <http://www.wlac.edu/Allied-Health/Dental-Hygiene/Dental-Hygiene-Admissions.aspx>

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.

RE-ADMISSION

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

Non-resident 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
Regular Length	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. English language proficiency to begin academic program OR start program at West for language training.

Proficiency is verified by one of the following:

- West 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

2. 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.

3. Requested forms include: An application fee receipt, and international application, and other forms, if applicable.

See www.wlac.edu and click "International Students" for more information.

INTERNATIONAL STUDENT MEDICAL INSURANCE FEE

Note: the fees listed below were accurate at the time this catalog went to print, and 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.

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 expense 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 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.

ADMISSIONS POLICIES & INFO

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

STUDENT FEES

Note: the fees listed in the next column were accurate at the time this catalog went to print, and 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.

TYPE OF FEE	Summer /Winter	Fall /Spring
Enrollment Fees for ALL Students (*subject to change by the California Legislature)	\$46/unit	\$46/unit
Additional Enrollment Fees for DENTAL HYGIENE Students for Upper Division Courses	\$84/unit	\$84/unit
Non-Resident Tuition for Out-of-State Residents (All non-resident students must also pay the \$46* per unit enrollment fee) Capital Outlay Fee	\$193/unit \$22/unit	\$193/unit \$22/unit
Non-Resident Tuition for Out-of-State Residents Beginning 2015-16 Academic Year Capital Outlay Fee	\$197/unit \$25/unit	\$197/unit \$25/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) Application Fee SEVIS Processing Fee International Student Medical Insurance (IMED)	\$215/unit \$35 \$25 None	\$215/unit \$35 \$25 \$600
Non-Resident Tuition for International Student and/or F-1 VISA Beginning 2015-16 Academic Year (All Non-Resident International students must also pay the \$46* per unit enrollment fee) Application Fee SEVIS Processing Fee International Student Medical Insurance (IMED)	\$222/unit \$35 \$25 None	\$222/unit \$35 \$25 \$618
Audit Fee	\$15	\$15
Health Services Fee	\$8	\$11
Associated Student Organization (ASO) Membership Fee (Optional)	\$3	\$7
Student Representation Fee (Mandatory)	\$1	\$1
Parking Fee –Standard All Student Lots	\$7	\$20
Parking Fee ASO Preferred	\$10	\$27
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 Additional Rush Transcripts Verification of Enrollment/Transcripts First 2 transcripts ever requested Additional copy	\$7 \$10/copy Free \$3/copy	\$7 \$10/copy Free \$3/copy

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 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

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 record until fees are paid.

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.

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, which define the services, fee procedures, and specific allowable fee expenditures).

Except in cases where it is allowable under the law, health services will not be provided to minors under the age of eighteen (18), unless the student has a consent form signed by his or her parent or guardian.

Exempted from the payment of these fees are: (a) students who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect, (b) students who are attending classes under an approved apprenticeship training program, (c) noncredit education students, (d) students enrolled in District colleges exclusively at sites where student health services are not provided, (e) students who are enrolled in District colleges exclusively through Instructional Television or distance education classes, (f) students who are enrolled in District colleges exclusively through contract education, (g) students admitted as Special Part-time Students (K-12) or Special Summer School Students under the provisions of Board Rule 81001.01 or 81001.02

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.

An ASO Preferred Parking Permit is available, and includes the ASO membership fee and other perks.

Parking passes can be ordered online at www.wlac.edu/Transportation/Parking.aspx.

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/Grades-Transcripts.aspx or call (310) 287-4501 to determine the correct amount of fee for transcript processing or enrollment verification.

STUDENT SUCCESS AND SUPPORT PROGRAM (formerly Matriculation)

Student Success & Support Program (SS&SP) is a process that enhances student access to the California Community Colleges and promotes and sustains the efforts of credit students to be successful in their educational endeavors. The goals of Student Success & Support Program are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components of the student success & support program (formerly matriculation) process: admissions, orientation, assessment and testing, counseling, and student follow-up. "Matriculation" means a process that brings a college and an enrolled student into an agreement for the purpose of realizing the student's educational goal and completing the student's course of study through the college's established programs, policies, and requirements. This agreement is to be implemented by means of the student's individual educational plan.

The institution's responsibility under the agreement includes the provision of student services to provide a strong foundation and support for their academic success and ability to achieve their educational goals. Services that are provided to ensure student success include: Orientation to the college programs and services, Assessment in English or English as a second language and math, Counseling that provides the development of an education plan leading to a course of study and guidance on course selection that is informed by, and related to, a student's academic and career goals, assistance to students in the exploration of educational and career interests and aptitudes, identification of educational objectives, including, but not limited to, preparation for transfer, associate degrees, and career technical education certificates and licenses.

Additional services include referral to specialized support services as needed and available, including, but not necessarily limited to, federal, state, and local financial assistance; health services; career services; veteran support services; foster youth services; extended opportunity programs and services; campus child care services, programs that teach basic skills education and English as a second language; and disabled student services, evaluation of each student's progress and referral to appropriate interventions for students who are enrolled in basic skills courses, who have not declared an educational goal as required, or who are on academic probation.

The student's responsibilities under the agreement include, but are not necessarily limited to the identification of an academic and career goal upon application, the declaration of a specific course of study after a specified time period or unit accumulation,

diligence in class attendance and completion of assigned coursework, and the completion of courses and maintenance of academic progress toward an educational goal and course of study identified in the student's education plan.

The focus of the Student Success and Support Program is on the entering students' transition into college in order to provide a foundation for student achievement and successful completion of students' educational goals, with a priority toward serving students who enroll to earn degrees, career technical certificates, transfer preparation, or career advancement.

Effective Fall 2014, first time non-exempt students seeking priority registration shall be required to:

- a. Identify a course of study
- b. Participate in the assessment process
- c. Complete an orientation activity provided by the college and
- d. Participate in counseling, advising, or educational planning service to develop, at a minimum, an abbreviated student education plan.

Effective Fall 2015 all new non-exempt students shall complete the above requirements.

In addition, all new non-exempt students shall develop a comprehensive education plan after completing 15 units of degree applicable course work or prior to the third semester of enrollment whichever comes first. Failure to comply with the requirements above may result in a hold on the student's registration and or loss of registration priority until the services are completed.

Exemption Criteria for Student Success and Support Services:

- a. The student has completed and Associate Degree or higher
- b. Student has enrolled at the college solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards or
- c. Has enrolled at the college as a Special Admit student.

Any student exempted in accordance with this section shall be notified that he or she is exempted from participating in all or part of the matriculation process and

shall be given an opportunity to choose whether or not to participate.

REGISTRATION PRIORITY:

Students may register for no more than 19 units per semester (primary terms of Fall and Spring) and no more than 9 units during the Winter and Summer Sessions. Students in good academic standing shall be granted registration priority on the basis of cumulative units completed within the LACCD in the order listed below, from highest to lowest.

1. New and fully matriculated students as follows:
 - Members of the armed forces or veterans pursuant to Education Code 66025.8
 - Cal WORKS recipients in good standing with fewer than 100 degree applicable units
 - Disabled Student Programs and Services (DSP&S) students in good standing with fewer than 100 degree applicable units
 - Extended Opportunity Programs and Services (EOP&S) students in good academic standing with fewer than 100 degree applicable units
 - Foster youth or former foster youth pursuant to Education code section 66025.9 regardless of academic standing and units taken.
2. Continuing students in good standing with fewer than 100 degree-applicable units, middle college students in good standing with fewer than 100 degree applicable units, new, fully matriculated students, returning exempt students and new students who are exempt from matriculation.
3. Students who have lost their enrollment priority as set forth below.
4. Special K-12 students pursuant to Education Code section 76001.
5. To be eligible for registration priority as listed above students must have completed orientation, assessment and developed student education plans. Please note that failure to comply with these requirements may result in a hold on registration and/or loss of priority registration until servers are completed.

Loss of Registration Priority

Students with the exception of foster youth or former foster youth, will lose registration priority at the first available registration after;

- a. They are placed on academic or progress probation, or any combination thereof, for two consecutive terms.
- b. Have earned one hundred (100) or more degree-applicable units in the District; however, non-degree applicable basic skills do not count toward the 100 units.

Appealing Loss of Registration Priority

Each college shall establish a Registration Appeals Committee to review requests from students appealing the loss of enrollment priority. College shall inform students of the appeals process and the time period by which appeals must be submitted. A student may appeal on one or more of the following grounds:

- a. The student has extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the student's control.
- b. The student applied for reasonable accommodation for a disability; but did not receive it in a timely manner.
- c. The student demonstrated significant academic improvement. Significant academic improvements as defined as achieving no less than a 2.0 grade point average in the prior term.

The college's Registration Priority Appeals Committee shall notify the student within ten (10) business days of its decision. The decision of the college Registration Priority Appeals committee shall be final.

PRE-REQUISITES, CO-REQUISITES AND ADVISORIES:

A Pre-requisite is a condition of enrollment that a student is required to meet in order to demonstrate readiness for enrolling in a course or educational program

Co-requisite: Courses that a student is required to take simultaneously in order to enroll in another course.

Advisory: An advisory is a course that a student is advised, but not required to take in conjunction with or prior to a course or program.

Procedures for Challenging Pre/Co requisites and limitations on enrollment.

If a student believes a course taken at another college or university meets the prerequisite for a West Los Angeles College course in which he/she wishes to enroll, the student may submit a prerequisite clearance request. To

submit a prerequisite clearance request, please visit the "Admissions and Expressway" page at www.wlac.edu.

If a student has not met a prerequisite at either West or another college/university and qualifies for an exemption from the pre-requisite requirement, a prerequisite challenge form should be submitted to the department chair. To learn more about the requirements to challenge a prerequisite, please visit the "Admissions" page and then the "Expressway" page at www.wlac.edu.

Limitations on Enrollment

All courses shall be open to enrollment, however enrollment in specific courses or programs may be limited as follows:

- a. Students meeting pre-requisites
- b. Health and safety considerations
- c. First come-first served basis
- d. Registration procedure
- e. Intercollegiate competition, honors courses or public performance courses, allocating available seats to those students judged most qualified, or
- f. Enrollment in one or more sections of course to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restriction,
- g. Students on probation or students or subject to dismissal
- h. May be limited to enrollment in a total number of units to selected courses, or required to follow a prescribed educational plan.

Challenges to Limitations on Enrollment:

A student may challenge an enrollment limitation on any of the following grounds:

1. The enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
2. The District is not following its policy on enrollment limitations, or
3. Basis upon which the District has established an enrollment limitation does not exist.
4. The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be addressed in 5 working days and if the challenge is upheld, the enrollment limitation shall be waived.

5. Upon completion of the challenge, the college shall advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to Title 5. Completion of this challenge procedure shall be deemed to satisfy the requirement of Title 5 that the district and the student attempted to informally resolve the complaint.

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.

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.

ELECTIVE CREDIT FOR MILITARY SERVICE

In accordance with Administrative Regulation E-118, using 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

The Veterans Advisor should 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 Advisor in Building SSB.

STUDENT PROGRAMS & SERVICES

Find office locations, hours and other contact information at www.wlac.edu/services-resources

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 President 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 ASO fee supports enrichment programs and student events on campus. Those paying the fee are also entitled to park in designated preferred student parking spaces 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.

ELIGIBILITY FOR ASSOCIATED STUDENT ORGANIZATION OFFICES

Standards governing candidate and officer (as defined by the ASO constitution and by-laws) eligibility for appointed and elected Associated Student Organization officers (ASO) may be obtained at the following link.

www.laccd.edu/About/Documents/AdministrativeRegulations/S-9.pdf

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.

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.

CHILD DEVELOPMENT CENTER

The Child Development Center is a nurturing place for children of WLAC student-parents. It is licensed by the DPS&S 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 website.

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 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 INFORMATION

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 Associate's 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

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 Kinesiology (formerly 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

Graduation Information can be found at our website:
www.wlac.edu/Graduation/index.aspx

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 goalsetting, 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

STUDENT PROGRAMS & SERVICES

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.

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.

The Counseling Center is located in the Student Entry Center, SSB Building. Students can obtain information by calling (310) 287-7242 or by visiting the West Los Angeles College website at www.wlac.edu.

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 students with verified 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)

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOP&S)

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:

- Must be a Full-time student (12+ units).
- Qualify for the 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.

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 to register 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, and 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 or rent books for authorized classes during the semester. Authorized classes are those listed in the Student Educational Plan/ Class listed in 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, heads-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 EOP&S students (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 federal 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

STUDENT PROGRAMS & SERVICES

documents from the Immigration and Naturalization Service verifying that their stay in the U.S. is for other than a temporary purpose.

2. Demonstrate 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), ACG, 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 transcript of the parent and/or student may be required. All information is confidential.

TYPES OF FINANCIAL AID AVAILABLE

GRANTS

- Federal Pell Grant
- Federal Work Study (FWS)
- Bureau of Indian Affairs Grant (BIA)
- CAL GRANTS: CAL GRANT A CAL GRANT B CAL GRANT C
- Chafee Grant
- Board of Governors Fee Waiver (BOGFW)

SCHOLARSHIPS

- Law Enforcement Personnel Dependents Scholarships

LOANS

- 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 \$5730 per academic year for Los Angeles Community College District students. The amount of the award is determined by the Federal government, 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.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 such cases, 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 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 federal financial aid, they will automatically be considered for this program based on the eligibility requirements and packaging policies. Priority will be given to the students with the most need.

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 recognize tribe.
3. Have financial aid eligibility and scholastic ability;
4. Are working toward an undergraduate or graduate degree;
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.

STATE GRANTS

The State of California, through the California Student Aid Commission (CSAC), 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 CSAC.

CAL GRANTS

CAL GRANTS: To qualify for any of the state-funded grants, students must be California residents, be U.S. citizens or eligible non-citizen, be considered an AB540 student, 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.

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 can only be used at four-year colleges, students are encouraged to apply for one while attending West Los Angeles College. 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 Cal Grant A and who want to attend a community college can have the CSAC hold their award until they transfer to a four-year college. The grant can be put on hold for no more than two years, provided that the student continues to qualify financially.

DENTAL HYGIENE STUDENTS enrolled in the Bachelor of Science program are eligible for the CAL Grant A.

**** STUDENT ALERT! ****

FEDERAL REGULATION REQUIRES STUDENTS TO REPAY A PORTION OR THE FULL AMOUNT OF GRANTS IF YOU DO NOT COMPLETE YOUR PROGRAM.

If you receive a GRANT and then WITHDRAW from some or all of your classes, you may OWE money back to the federal program. Here's how it works:

Based on the date you withdraw, the Financial Aid Office will calculate the portion of the grant that you have earned.

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

STUDENT PROGRAMS & SERVICES

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 DO, 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. You may also be referred to a debt collection agency if you do not take immediate action.

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) and a GPA verification form by the deadline date.

CAL GRANT B

This grant provides a living allowance for students that come from low-income families. Because this grant is intended for students who would be unable to attend college without such help.

To apply, students must submit a Free Application for Federal Student Aid (FAFSA) and GPA verification form 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.

Grants are limited 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) and GPA verification form by the deadline date.

CHAFEE GRANT

The California Student Aid Commission (CSAC) administers 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 six units 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 (LEPD) GRANT PROGRAM

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 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 waive 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. The BOGFW does not waive the health fee. 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 with the exception of AB 540 students.

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.

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. 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 originate the Direct Stafford Loan Application before eligibility is established.

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.

SUBSIDIZED LOANS

A subsidized loan in which the federal government will pay the interest on your loan while you are enrolled at least half time. Once you graduate, cease to be enrolled at least half time, or completely withdraw, you will be responsible to pay for the interest and begin making payments on your loan debt balance including interest payments. The federal government has made NEW changes to loan subsidies and aggregate loan limits. For a full explanation please visit: www.studentloans.gov

UNSUBSIDIZED LOANS

An unsubsidized loan is a loan in which the Federal Government does not pay interest on your loan. The interest on this loan begins accruing from the date the funds are disbursed. You are solely responsible to pay for the interest and loan debt balance for the entire life of the loan. The federal government has made NEW changes to loan subsidies and aggregate loan limits. For a full explanation please visit: www.studentloans.gov.

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 noncitizens, 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:

$$\begin{array}{r} \text{COST OF ATTENDANCE} \\ - \text{EXPECTED FAMILY CONTRIBUTION} \\ \hline \text{NEED} \end{array}$$

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 transcript (1040), and by agencies providing nontaxable 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 funds.

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 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 warning 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.

STUDENT PROGRAMS & SERVICES

Application of Standards

Satisfactory progress will be determined:

1. Upon publication of grades by the college Admissions Office.
2. Prior to the first disbursement of the fall and/or spring/summer semester(s) for students on warning.
3. Review of the 90-unit limit will occur at the beginning of the semester. Students with fewer than 90 units within the LACCD at the time of review will be considered eligible for the remainder of that semester 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 will be notified of their status via their school issued LACCD email.

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 semester. 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	Eligibility
	YES	NO
Pass/No Pass	X	
ITV	X	
Audited Classes		X
ON-LINE	X	

4. Students are allowed 90 attempted 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.

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 attempted 90 units with the LACCD are ineligible for further financial aid beyond the semester in which the 90 units were attempted.
3. Students who do not achieve a cumulative GPA of 2.00 or better by the end of the semester must be disqualified.
4. Students must complete at least 67% of the cumulative units attempted.
5. Students may not have earned an Associates of Arts (AA) or Associate of Science (AS) degree outside of the Los Angeles Community College District nor have already earned a baccalaureate degree or higher.

Appeals

Students may appeal financial aid 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.

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.

HEALTH CENTER

The Student Health Center in Building A-9 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 short term mental health counseling services (by appointment only) to students on campus. For more information on this service please call (310) 287-4478.

The Student Health Center requests everyone with serious medical emergencies on campus to call 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. Emergency call boxes are located throughout the campus.

For more information please call (310) 287-4478, or go to: www.wlac.edu/Health-Center/index.aspx

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.

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 contact the Transfer Center.

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:

For continuing WEST students:

- Be eligible for English 101
- Completed 12 transferable college units
- Minimum GPA 3.2

For entry of High School Graduates:

- Minimum GPA 3.2
- Eligible for English 101 by assessment or AP Scores

To Apply:

Obtain and complete an application from the Transfer Honors web page at www.wlac.edu/Transfer-Programs/Transfer-Honors-Program.aspx as well as the following:

- Unofficial transcripts from all institutions attended
- 500 word essay describing your academic experience thus far, your academic & professional goals for the future, and finally why you would like to be a part of the Transfer Honors Program.
- Submit your complete application packet to the Transfer Center/ Counseling office during the submission period listed on the Transfer Honors website. All applications are reviewed by the Transfer Honors Committee which is a minimum 10 day process after the start of each semester. Applicants will be notified of the committee's selection decision by the Transfer Honors Program Director.

Contract Honors Courses:

As a contract honors program any UC/CSU transferable course is eligible as honors with the instructors permission. The honors contract will reflect all requirements that must be met to earn the honor's credit. Students must earn an "A" or "B" in the course in order to have the "Honors" notation placed on their transcript.

STUDENT PROGRAMS & SERVICES

To Complete the Honors Program:

- Complete a minimum of 18 transferable units at WEST, consisting of 5 or 6 designated "Honors Courses"
- Complete a 200 level Math Course
- Have a GPA of 3.0 or higher in all course work
- Complete and file an application for admissions to your intended transfer university when appropriate.

For More Information please contact:

(310) 287-4289 | transferhonors@wlaac.edu
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 record.

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, Antelope Valley 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 of the California Community College Athletic

Association (CCCAA), 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 at (310) 287- 4513. You may also direct questions pertaining to athletic academic advising, and NCAA or NAIA rules for community college transfer students 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 Admissions section of the catalog 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.wlaac.edu/International-f1-visa/index.aspx

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 Health 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.

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 also issued in the Business Office, Building SSB, upon payment of the student parking fees.

Parking passes can be ordered online at <http://www.wlac.edu/Transportation/Parking.aspx>.

The parking permit serves as permission to park and is not a guarantee of a parking space.

Spaces designated as ASO Preferred are restricted to ASO members and employees of LACCD. Spaces designated as staff parking are restricted to employees of LACCD.

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. A one-week grace period is given for the Summer/Winter sessions.

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 (A9); the Student Services Office (SSB 440); and the Financial Aid Office (SSB 210).

TRANSFER CENTER

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

The West Los Angeles College Transfer Center is a valuable resource for students interested in a four-year university. The goal of the Transfer Center is to engage students in the transfer process, and produce a successful transfer student. 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.

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.

STUDENT PROGRAMS & SERVICES

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.
- Transfer fairs highlighting the UC/CSU system, as well as private and out-of-state universities.
- Transfer Preparedness Workshops facilitated by counseling staff.
- Field Trips to four-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 heading earlier in this section of the catalog.

VETERANS SERVICES

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

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

The Veterans Affairs Office is located in the Student Services 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.

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: Behavioral and Social Sciences
- Liberal Arts and Sciences: Health Professions
- Liberal Arts and Sciences: Math, Science and Computer Science

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. 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. The two-year pathways also include fully online courses to enable students to complete 15 units or more 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/index.aspx for details.

BOOKSTORE

The Bookstore offers a variety of services to students, faculty and staff at West Los Angeles College.

The Bookstore sells textbooks and supplies, college and Wildcats logo merchandise, study aids and computer software. The Bookstore's textbook rental program saves students an average of 60% or more compared to new textbook purchase price. The store also operates the PAWS 4 Snacks & Stuff convenience store in building B-4 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.

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 telephone number is (310) 287-4560. Additional information on the Bookstore and services provided can be found at www.wlac.edu/Bookstore/index.aspx

COMPUTER SCIENCE INFORMATION TECHNOLOGY DIVISION

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

Primary labs include: a CISCO/VMware lab (25 workstations), a Linux lab (30 workstations) supporting the cloud computing and virtualization curriculum, and three general purpose computing labs consisting of approximately 130 computers. The general purpose labs support 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.

Students will have access to Mac minis, iMacs, and Mac Pros.

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.

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.

SPECIAL PROGRAMS & SUPPORT SERVICES

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 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 the Dean of Distance Learning & Instructional Technology, at (310) 287-4305.

Degrees Available Completely Online

- Accounting
- Anthropology
- Business
- Business Administration
- Computer Network and Security Management
- 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
- Science
- Spanish
- Travel

Certificates of Achievement Available Completely Online

- Accounting
- 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

FOOD SERVICE

The Bookstore provides a wide variety of hot and cold “grab and go” food and beverages. The PAWS convenience store in building B-4, also offers an assortment of snacks and beverages for students on the go.

A food truck is also available.

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 call (310) 287-4451.

LEARNING SKILLS

Learning skills classes address basic skills in English, language acquisition, and mathematics. Basic skills courses include classes on reading fundamentals, grammar and mechanics, vocabulary development, and essay writing, as well as basic math through intermediate algebra. Courses in the Learning Skills curriculum are designed to help students prepare for and progress through basic skills coursework in English and Math.

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 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/index.aspx 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 assist faculty and students to access and use the audio-visual & multimedia resources in the Library. Staff also provides instructional media support to faculty.

Book Collection and Other Library Resources

The Library collection consists of approximately 67,000 print titles and approximately 100,000 e-book collection 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)

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," according to the American Library Association. 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 of which are 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 (LLRC - HLRC 218). All of the Library's online resources are available in the LLRC for students undertaking Library Science coursework or other formal instruction in information competency.

SPECIAL PROGRAMS & SUPPORT SERVICES

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

Located on the first floor of the HLRC, the Learning Center provides an active learning center. It includes computer assisted instruction facilitated by 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 (310) 287-4404, or visit the library web site.

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.

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 SERVICES

The Los Angeles Community College District contracts with the County of Los Angeles Sheriff Department (LASD) to provide law enforcement and security services on campus. The Deputy Sheriffs are peace officers of the State of California. They are teamed on campus with Security Officers hired and trained by the LASD. Police Cadets employed by the College are assigned to work with the Sheriff's officers.

The Sheriff's Station is located in Building C-3 on Freshman Drive, inside Parking Lot 5. The Sheriff's Station is open 24 hours a day throughout the year. The Sheriff handles criminal complaints, personal injury incidents, lost and found property, and general assistance requests for the College.

Sheriff's Station: (310) 287-4314 Non-Emergency

Emergencies should be reported by calling 9-1-1. For more information about the campus Sheriff or related topics, including Clery Act information, visit www.wlac.edu/Sheriff/index.aspx.

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 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, bicycles 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. If bike lanes are striped on the road, ride within the lanes.
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
Service animals are permitted.

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 and Saturday.

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 of 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 career training and preparation, 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 www.westside.wlac.edu Contact the office by emailing westside@wlaac.edu or calling (310) 287-4475.

CAMPUS AND COMMUNITY PROGRAMS

Eligibility requirements must be met to participate in CalWORKs, TRIO, SSS, and EOP&S programs.

CalWORKS

The program serves eligible students and their families with educational and career support and opportunities that include a variety of resources that facilitate and enable students to complete a program of study that leads to employment and or college completion

STUDENT CONDUCT

TRIO Programs

TRIO Programs are federally funded programs that support student success.

Student Support Services

Provides resources and academic services to eligible West Los Angeles College students, increasing persistence, transfer and graduation from postsecondary institutions. Participants receive stipends.

Educational Opportunity Center

This outreach program serves eligible participants with a comprehensive array of services designed to counteract the enormous socio-economic and educational disadvantages constituents face. Participants receive assistance with college admissions and financial aid applications; assistance in preparing for college entrance exams; information and workshops on financial and economic literacy; guidance on secondary school entry and reentry and referrals to GED programs; individualized personal, career, and academic advisement; tutorial services; workshops; assistance with course selection; and mentoring.

Educational Talent Search

Provides services to participants at Webster and Marina Del Rey Middle Schools and Dorsey High School that build confidence through academic services and enrichment activities, grade level success, high school completion and supports post-secondary enrollment.

- **Upward Bound Classic 1** (Crenshaw & Dorsey High Schools)
- **Upward Bound Classic 2** (Los Angeles & Hamilton High Schools)
- **Upward Bound Math Science 1** (Crenshaw & Dorsey High Schools)
- **Upward Bound Math Science 2** (Los Angeles High School) These programs provide academic and cultural experiences as prescribed by the funding sources for eligible participants within the partner schools who have the potential for success and acceptance into college. Programming and activities include afterschool tutoring, Saturday academies and summer programs. The Math Science programs promote STEM postsecondary enrollments. Participants receive stipends.

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 RULES 9803 – STANDARDS OF CONDUCT

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 to 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.

STUDENT CONDUCT

- 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.

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.

Board Rule 9803.28

ACADEMIC DISHONESTY

Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.

Board Rule 9806

UNSAFE CONDUCT

Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct:

- a. Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.);
- b. Failure to follow safety directions of District and/or College staff;
- c. Willful disregard of safety rules as adopted by the District and or College; and/or
- d. Negligent behavior which creates an unsafe environment.

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) does not violate 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.

Board Rule 9902.13

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.

Board Rule 9904

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.

STUDENT CONDUCT

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 on campus except for designated smoking zones.

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 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.

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>.

GRIEVANCE POLICIES & PROCEDURES

POLICY ON STUDENT AND PUBLIC COMPLAINTS AGAINST INSTITUTIONS

The Los Angeles Community College District and West Los Angeles College have in place student grievance and public complaint policies and procedures that are reasonable, equitably administered, and shared openly with the public.

The District

Specifically, the Board Rules are accessible online at the District Website under the *Board of Trustees* link. Board Rule 15003 defines key terms for the complaint process (e.g. complaint and discrimination) and uses terms under federal and state laws and the categories of discrimination (see LACCD Board Rule 15003 at <http://www.laccd.edu/Board/Documents/BoardRules/Chapter%20XV.docx>). In addition to prohibited discrimination, other student complaints and grievances are described in Administrative Regulations promulgated under the rules which are available online at the District's website (see LACCD Board Rule 9803 at <http://www.laccd.edu/Board/Documents/BoardRules/Ch.IX-ArticleVIII.pdf>).

Complaints are addressed in the following categories:

- Financial Aid: Describes the district appeals review process for college decisions regarding financial aid appeals;
- Admissions and Health (Nursing): Explains the program admissions, academic, and health requirements for the District's nursing programs. Dismissal and appeals procedures are detailed in this regulation as well;
- Grades: Details the procedures for resolving student grievances, including grade challenges;
- Student Grievance Procedures: Explains the appeal procedure at the district-level following certain types of grievances;
- Disability Services: Describes the criteria for serving students with disabilities, including appeals of eligibility determination and accommodations; and

- Miscellaneous: General categories of grievances not covered by established board procedures (see the LACCD Administrative Regulations
<https://www.laccd.edu/About/Documents/AdministrativeRegulations/B-8.pdf>;
<https://www.laccd.edu/About/Documents/AdministrativeRegulations/E-10.pdf>;
<https://www.laccd.edu/About/Documents/AdministrativeRegulations/E-55.pdf>)

The College

Key components of the procedures and processes for complaints and grievances include:

- Student Grievance Procedure
- Student Discipline
- Grade Complaints
- Students Right to Know (refer to the Students Right to Know section of this catalog)^[4]

Students with grievances should contact the college ombudsperson appointed by the Office of the President (Administrative Regulation E-55) see www.wlac.edu/Policies/Grievance.aspx

Prohibited discrimination complaints (including sexual harassment claims) should be directed to the LACCD Office of Diversity (<https://www.laccd.edu/FacultyStaff/diversity/Pages/default.aspx>) for review and, if appropriate, investigation. If the complaint warrants an investigation, the compliance officer completes the investigation within 60 days and makes a written report to the College president for college-based matters. The College president independently assesses whether the "preponderance of the evidence" supports a violation of the prohibited discrimination policy. Prior to making a final decision, the complainant(s) and the alleged offender(s) are provided with a summary of the compliance officer's findings from the investigation, and they are provided an opportunity to make an oral statement to the College president.

Issues that are not resolved at the campus level may be presented to the Accrediting Commission for Community and Junior Colleges (ACCJC) for complaints associated with institutional compliance with academic program quality and accrediting standards. If the complaint cannot be resolved at the campus level and is unrelated to academic program quality and accrediting standards, it can be directed to the CCC Chancellor's Office

GRIEVANCE POLICIES & PROCEDURES

PROGRAM	TYPE OF	AGENCY
Accrediting Commission for Community and Junior Colleges (ACCJC)	Accreditation	10 Commercial Boulevard, Suite 204, Novato, CA 94949 (405) 506-0234 http://www.accjc.org/contacting-accjc
California Community col College Chancellor's Office (CCCCO)	Approves	1102 Q St., Suite 4550, Sacramento, CA 95811-6549. http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx
Administration of Justice	Certification	California Commission on Peace Officer Standards & Training (POST) 860 Stillwater Road, Suite 100 West Sacramento, CA 95605 Phone: (916) 227-3909 https://www.post.ca.gov/about-us.aspx
Alcohol and Drug Studies	Accreditation	California Association of Alcohol and Drug Educators (CAADE) 5230 Clark Avenue, Suite 3 Lakewood, CA 90712 Phone: 707-7-Caade-1 (707-722-2331) Fax: 562-275-3494 http://caade.org/
Aviation Maintenance Technician	Certification	Federal Aviation Administration (FAA) 15000 Aviation Boulevard, Suite 2000 Lawndale, California 90261 Phone: (310) 725-6600 Fax: (310) 725-6670 https://www.faa.gov/about/office_org/field_offices/fsdo/lax/contact/
Certified Nurse Assistant and Home Health Aide	Certification	California Department of Public Health (CDPH) PO Box 997377, MS 0500 Sacramento, CA 95899-7377 (916) 558-1784 https://www.cdph.ca.gov/services/contact/Pages/default.aspx
Child Development	Approval	Department of Public Social Services State of California Commission on Teacher Credentialing 1900 Capitol Avenue Sacramento, CA 95811-4213 Email: credentials@ctc.ca.gov Website: www.ctc.ca.gov
Dental Hygiene	Accreditation	American Dental Association Commission on Dental Accreditation 211 East Chicago Avenue Suite 1900 Chicago, Illinois 60611 800.621.8099 or 312.440.4653 http://www.ada.org/en/coda/contact/
Paralegal	Approval	Standing Committee on Paralegals American Bar Association 321 N. Clark Street, 19th Floor Chicago, IL 60654-7598 legalssts@americanbar.org
Real Estate	Certification	California State Department of Real Estate 320 West 4th Street, Suite 350 Los Angeles, CA 90013 (877) 373-4542 http://www.dre.ca.gov/Consumers/FileComplaint.html
Real Estate Appraiser Skill Certificate	Certification	California Bureau of Real Estate Appraisers (BREA) Enforcement Unit 1102 Q Street, Suite 4100 Sacramento, CA 95811 http://www.orea.ca.gov/html/EnforcementFAQs.html#q3

Student Grievance Policies & Procedures

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.

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.

The Student Grievance link on the college website explains the purpose of the student grievance and the process to resolve and initiate the grievance and other complaint processes (*visit www.wlac.edu/Policies/Grievance.aspx*) Students needing assistance with the grievance process can contact the ombudsperson for support. Students also have the option to request a student advocate who assists the complainant with the grievance process. In compliance with the recent Title IX regulations changes effective July 1, 2015, both the District and the College have designated Title IX compliance officers who students, faculty or staff may contact to collect resources or to submit Title IX-related complaints; both the District and College websites post contact information for the Title IX compliance officers (see web site link 5 – this is what I'm making with Glenn).

Presidential Complaint Process

The College has a review process for complaints that do not fall under any of the enumerated categories. The procedure is outlined as an internal operational policy:

Within 90 days from the start of the investigation, a written decision is mailed to both the complainant(s) and the alleged offender(s) from the College president's office. Following the final written decision, the College president initiates discipline, if appropriate. If the complainant is not satisfied with the written decision, he or she may appeal to the District's governing board within 15 days by writing an appeal to the District chancellor's office. Records of these types of investigations, including the compliance officer's investigation report and the College president's written decisions are securely maintained in the College president's office.

To contact the President's Office visit the CE Building – Academic Affairs or call (310) 287-4325.

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 9 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 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 10 units of credit or more may audit up to three units without charge.
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 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 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. Additionally, 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 for more information.

ACADEMIC POLICIES

COURSE 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.

ADVANCED PLACEMENT COURSE EQUIVALENCE

AP EXAM	PASSING SCORE	WLAC COURSE EQUIVALENT
Art History	3,4,5	Art 101 & 102
AP Art Studio: Drawing	3,4,5	Art 201 & 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 & 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 & 12
AP History: World	3,4,5	History 86 & 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 & 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

Credit by Examination

A student 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 by the subject's division chairperson. (Board Rule 6704)

Eligibility:

1. Be currently registered and have a cumulative grade point average of 2.0 or higher.
2. Have completed 12 units or more 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.

A student 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)

Social Sciences Division

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

Career Studies Division

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

Humanities and Fine Arts Division

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

Language Arts

- Foreign Language

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/SSSP/news-updates.aspx#course repetition](http://www.WLAC.edu/SSSP/news-updates.aspx#course%20repetition). 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 Art, Dance Techniques, Kinesiology or Theater, please read below:

Course Families

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 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.

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 the Graduation Office. Refer to Board Rule 6701.10 and Administrative Regulation E-93: Transfer of General Education Requirements.

In accordance with Administrative Regulation 119 Upper Division Transfer Credit:

Transfer credit for upper division courses taken at a regionally accredited institution of higher education in the United States is accepted toward Associate Degrees and Certificates. Students must provide official transcripts. Please have the granting school(s) mail them directly to the West Los Angeles College Graduation Office.

Transfer Administrative Regulations are located at the following website:

<http://www.laccd.edu/About/Pages/default.aspx>

Transfer Board Rules are located at the following website: <http://www.laccd.edu/Board/Pages/Board-Rules.aspx>

CREDIT FOR COURSES COMPLETED AT NON-ACCREDITED INSTITUTIONS

In accordance with LACCD Board Rule 6701.10: All courses and units (including those units earned on a "pass-no pass" basis) used to satisfy requirements, including graduation requirements, educational program requirements and transfer core curriculum requirements, shall be from accredited institutions, unless otherwise specified in this Board Rule.

"Accredited institution" shall mean a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. It shall not mean an institution "approved" by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education.

In accordance with LACCD Administrative Regulation E-118: 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.

Elective credit for military service will not include subject credit for a Health Education requirement.

No grade points will be given for military credit. Students may petition for their one unit activity requirement to the Kinesiology department.

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.

3. Credit for Law Enforcement Academy Training

- a. Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:
 - b. Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
 - c. 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 OF THE UNITED STATES

In accordance with LACCD Administrative Regulation E-101:

1. After completion of 12 units within the Los Angeles Community College District with a "C" (2.0) or higher grade point average, a student 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. A student 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. 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, students 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 the "Student Grievance Procedure" section of this Catalog.

No grade may be challenged by a student more than one year from the end of the term in which the course was taken absent extenuating circumstances; if a college's academic senate has determined that extenuating circumstances apply, then that period of time during

ACADEMIC POLICIES

which grades may be challenged should be more than one year, such longer period shall apply at that college. ED76224.

GRADE SYMBOL DEFINITIONS AND CONDITIONS

Board Rule Chapter VI Article VII Section 6700

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:

(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:

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)	
I	Incomplete	
NP	No Pass (Less than satisfactory - units not counted in GPA)	
RD	Report delayed (assigned only by the Registrar when there is a delay in reporting the grade beyond the control of the student; a temporary notation to be replaced by a permanent symbol as soon as possible.	
W	Withdrawal (the "W" symbol may be used to denote withdrawal in accordance with the requirements of section 55024.)	
MW	Military Withdrawal (the "MW" symbol may be used to denote Military Withdrawal in accordance with section 55024)	

"I" INCOMPLETE

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

This record shall be given to the student, with a copy on file in the college Admissions Office until the "I" is made up and a final grade assigned, or when one year has passed. The "I" symbol shall not be used in calculating units attempted nor for grade points. **The "I" may be made up no later than one year following the end of the term in which it was assigned.** The student may petition for a time extension due to unusual circumstances.

Note: Courses in which the student has received an incomplete ("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. It indicates that work is "in progress," but that assignment of a grade must await the course 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.

"RD" REPORT DELAYED

The RD symbol may be assigned when there is a delay in reporting the grade beyond the control of the student. The RD may be assigned by the Dean of Student Services only. It is a temporary notation to be replaced by a symbol as soon as possible.

"W" WITHDRAWAL

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

No notation ("W" or other) shall be made on the record of a student who withdraws before the census date of the course.

Withdrawal between the end of the fourth week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the fourteenth week of

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

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

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

For purposes of withdrawal policies, the term "appropriate faculty" means the Instructor of Record for each course in question or, in the event the instructor cannot be contacted, the department chair or equivalent faculty officer.

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

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

A "W" shall not be assigned, or if assigned shall be removed, from a student's academic record, if a determination is made that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.

A student may not withdraw and receive a "W" symbol on his or her record more than three times for enrollment in the same course. A student may enroll again in the same course after having previously received the authorized number of "W" symbols in the same course, if a designated college official approves such enrollment after review of a petition filed by a student.

"MW" MILITARY WITHDRAWAL

"Military Withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no

notation is made for withdrawals. The withdrawal symbol so assigned shall be a "MW".

1. Military withdrawals shall not be counted in progress probation and dismissal calculations.
2. MW shall not be counted towards the permitted number of withdrawals.

The District shall refund the entire enrollment fee unless academic credit has been awarded.

PASS/NO PASS OPTION

The College President has designated 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.

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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 college President. A maximum of 15 units of "Pass/ No Pass" work may be used towards the Associate's 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, Associate's 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, 91, 91, 92, 151,160, 201, 251

Career Studies Division

- All Accounting, Business, Law, Management, Marketing, Real Estate and Travel courses
- All Administration of Justice courses

Communication, Entertainment and Media Arts Division

- Theater 505

Computer Science and Applications Division

- Computer Science 991, 992

Humanities and Fine Arts Division

- Art 101, 102, 103, 109, 201, 202, 203, 204, 205, 206, 301, 302, 304, 305, 501, 502, 503, 708, 709, 710, 711
- Humanities 5, 30, 31
- Music 101, 111, 112, 141, 201, 211, 321, 501, 561, 775
- Philosophy 1, 3, 6, 8, 9, 20, 23, 41

Language Arts Division

- English 127, 203, 204, 205, 206, 207, 209, 215, 219
- French 1, 2, 3, 4, 5, 6, 185, 285, 385
- Spanish 1, 2, 3, 4, 5, 6, 8, 14, 21, 22

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

Social Sciences Division

- All Anthropology courses

ACADEMIC STANDARDS AND CREDIT POLICIES

ACADEMIC RENEWAL

A student 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. A student 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 (50%).
- 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

ACADEMIC POLICIES

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 Board Rules 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** – A minimum of 60 semester units of course credit in a selected curriculum with at least 18 semester units of study in a major or area of emphasis and at least 18 semester units of study in general education. Associate degrees for transfer, as defined in California Education Code §66746, must be aligned with transfer model curricula as approved by the State Chancellor and must require 60 semester units for completion, with at least 18 units of study in a major/area of emphasis and completion of Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education Breadth Requirements.. Board Rule 6201.10 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 entering prior to Fall 2009 semester:

- 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 on or after the Fall 2009 semester:

- 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.
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.

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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 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. A student 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 student who has an associate, baccalaureate or higher degree from an accredited institution. A student who plans 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 Inter-segmental 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 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.

Student Responsibility for Meeting Transfer Requirements

Students are strongly advised to gather as much information as possible about their chosen transfer college or university. Counselors will assist students with the transfer process, including appropriate course selection and information regarding the admission process and requirements. However, it is up to each individual student—working with a counselor—to decide upon an educational goal, to take responsibility for devising a long-range educational plan to achieve this goal, to read the catalog of his or her chosen transfer

institution, and then to choose the appropriate West Los Angeles College courses to satisfy the requirements for transfer to that college or university.

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 (CSU) 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. West Los Angeles College offers a CSU Certificate of Achievement.

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 Los Angeles Community College District (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 California State University (CSU) worksheet at the end of this section.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program that community college transfer students may use to fulfill lower-division general education requirements in either the UC or the CSU system without the need, after transfer, to take additional lower-division general education courses. The IGETC pattern is most useful for students who want to keep their options open before making a final decision about transferring to a particular UC or CSU campus. Completion of IGETC does NOT guarantee admission, nor is it required for admission. West offers an IGETC Certificate of Achievement.

Students may be better served by taking courses that fulfill the CSU General Education-Breadth requirements or the requirements of the UC campus or other college to which they plan to transfer. Students pursuing majors that require extensive lower-division major preparation may not find the IGETC option to be advantageous. Engineering, Architecture, and Liberal Studies are examples of those majors. UC San Diego Colleges of Roosevelt and Revelle, UC Berkeley Haas School of Business and College of Environmental Design (Architecture & Landscape Architecture majors) will not accept the IGETC. Schools of Engineering do not generally recommend the IGETC. Before selecting any courses, please see a counselor for assistance in planning your program.

GPA Requirement

IGETC courses must be completed with a grade of C (2.0) or higher. A "Credit" or "Pass" that is defined by institutional policy as being equivalent to a grade of C (2.0) or higher may be applied to meet IGETC requirements.

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. Student must provide official transcripts from High School.

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- Complete a course at a college or university with a grade of C or better in each course. Refer to IGETC Area 6 for courses.
- 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 CONSIDERATIONS

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

Foreign coursework from non-US regionally accredited institutions may not be used.

In addition, some colleges or majors prefer that transfer students follow a more prescribed lower-division curriculum.

CERTIFICATION**What Certification Means**

Certification guarantees that no additional lower-division general education courses can be imposed on a student as a condition of graduation. "Certified" community college students are deemed to have satisfied the lower-division general education requirements of their chosen transfer institution. "Uncertified" UC and CSU transfer students will have their transfer coursework applied to the graduation requirements of their new UC or CSU campus, but will find that they must complete more lower division, general education units than are required of a "certified" transfer. For this reason, "fully certified" transfer is strongly recommended.

Courses completed at a California Community College will be applied to the subject area in which they were listed by the institution where the work was completed. Coursework from other United States regionally accredited institutions may be used on IGETC OR CSU G.E. Coursework must be evaluated by a counselor.

Requirements should be completed and certified prior to transfer. West Los Angeles College will verify that the student has completed the IGETC requirements prior to transfer to the UC or CSU system. It is the student's responsibility to request IGETC or CSU G.E certification during the last semester of attendance.

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**.

IGETC CERTIFICATION

All IGETC coursework MUST be completed before a student's transfer to receive complete IGETC Certification. Students may be partially certified under the IGETC pattern if they are missing no more than two courses from the IGETC pattern.

CSU CERTIFICATION

The California State University (CSU) system will extend Full Certification to students who have completed all sections of the CSU General Education Pattern. Partial Certification is awarded for completion of any of the five general education subsections. CSU Certification should be requested during your last semester.

WEST LOS ANGELES COLLEGE
IGETC ADVISING FORM -- for transfer to the CSU / UC Systems
General Education Plan 2014-2015

THIS FORM SUBJECT TO CHANGE EACH YEAR Please consult with a Counselor as updates are made throughout the year.

Disclaimer: Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website @ www.assist.org

C **IP** **N**

<p>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): Communications (formerly Speech) 101, 104, 151 Other College _____ Advanced Placement (Area IA only) _____</p>			
<p>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; CoSci 942 Other College _____ Advanced Placement _____</p>			
<p>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 A. 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) B. Humanities: English 102, 203, 204, 205, 206, 209, 215, 219, 234; French 3,4, 5, 6, 10; History 2, 86, 87; Humanities 1, 30, 31, 60, 77; Philosophy 1, 20, 33, 41; Spanish 2, 3, 4, 5, 6, Other College _____ Advanced Placement _____</p>			
<p>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:History 43,44 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+** , 29,41+* (same as African American 4) , 42+** (same as African American 5,)43,44, 52, 86, 87; Group H: Administration of Justice 4, Political Science 1, 2, 7,8, 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 , 42, 43,44 African Am 5 combined: max credit, one course Other College _____ Advanced Placement _____</p>			
<p>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 Environmental Science 1; Geography 1; Geology 1; Ocean 1, Physical Science 1; Physics 6+^L, 7+^L, 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 1^L, Anthropology 101; Bio 3A &3B* (to receive UC/CSU credit both 3A&3B must be completed) 6+^L, 7+^L; Environmental Sci 2; Micro 20+^L; Physiology 1^L; Psychology 2 C. Laboratory Activity: Requirement met by any corresponding lab to lecture in area 5A or 5B. Anthro 111, Bio 3B, Earth 2, Geog 15, Geol 6, Physical Sci 14 Other College _____ Advanced Placement _____</p>			
<p>VI 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 1,2; ASL 2, Chinese 1, or 22; French 1, 2, 3,4, 5, 6; Japanese 1,or 22; Spanish 1 or 22, 2, 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 _____</p>			
<p>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**, 41**, 42**, 43**, 44** B. Political Science 1 Other College _____ Advanced Placement _____</p>			
<p>Major Prep Courses:</p>			
<p>Electives:</p>			

**Credit for one course only +courses may be limited by UC; (C = Completed, IP = In Progress, N = Need) TOTAL

CSU GENERAL EDUCATION CERTIFICATION

WEST LOS ANGELES COLLEGE California State University System CSU GENERAL EDUCATION PLAN 2014-2015

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

Disclaimer: Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website @ www.assist.org

THIS FORM SUBJECT TO CHANGE EACH YEAR Please Consult with a Counselor

	C	IP	N
<p>A ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING 9 Semester /12 Quarter UNITS</p> <p>Select 1 course from each area⁺.</p> <p>A-1. Oral Communication: Communications (Formerly Speech) 101, 121, 151</p> <p>A-2. Written Communication: English 101</p> <p>A-3. Critical Thinking: English 102^{***}, 103; Philosophy 6, 8; Communications (Formerly Speech) 104</p> <p>English 103 is a CSULA requirement</p> <p>[*]All coursework in this area must be completed with a "C" or better to meet admissions requirements to a CSU campus.</p> <p>Other College _____ Advanced Placement _____</p>			
<p>B PHYSICAL UNIVERSE AND ITS LIFE FORMS 9 Semester /12 Quarter UNITS</p> <p>Select 3 courses to include one from B-1, one from B-2, and one from B-4. <u>A corresponding lab course is required.</u> Lecture courses with Lab included are marked ^L.</p> <p>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; Geology 1; Oceanography 1; Physical Science 1; Physics 6^{L+}, 7^{L+}, 12, 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)</p> <p>B-2. Life Science: Anatomy 1^L; Anthropology 101; Biology 3A & 3B^L(to receive UC/CSU credit for 3A+, 3B+ must be completed), 6^{L+}, 7^{L+}(+No credit for Bio 3A,3B if taken after Bio 6 or 7);Environmental Science 2; Microbiology 20^L; Physiology 1^L; Psychology 2</p> <p>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 : Astronomy 5, Anthropology 111; Biology 3B^L(to receive UC/CSU credit for 3A, 3B must be completed); Earth Science 2; Environmental Science 13; Geography 15; Geology 6; Physical Science 14; Physics 14(Lab for Physics 12);</p> <p>B-4. Mathematics/Quantitative Reasoning: Math 215, 227, 235, 236, 241, 245, 260, 261, 262, 263, 270, 275 Comp Sci 942</p> <p>Coursework in area B-4 (Math/Quantitative Reasoning) must be completed with a "C" or better for admission to a CSU.</p> <p>Other College _____ Advanced Placement _____</p>			
<p>C ARTS AND HUMANITIES 9 Semester /12 Quarter UNITS</p> <p>Choose 1 course from C-1, 1 course from C-2, and a third course from either C-1 or C-2.</p> <p>C-1. Arts: Art 101, 102, 103,104, 107, 109, 111,117^{***}, 201, 501, 502, 708, 709; Cinema 3(same as Theater 505), 107; History 40; Humanities 73^{***}, Music 101, 111, 121, 122,141; Theater 100, 110, 200, 505(same as Cinema 3)</p> <p>C-2. Humanities: Arabic 1, 2; American Sign Language 1, 2; Chinese 1, 21,22; English 102^{***},127, 203, 204 , 205, 206, 209, 215, 219^{***}, 234^{***}, 239, 299; French 1, 2, 3, 4, 5, 6; 10; History 1, 2, 86, 87; Humanities 1, 30, 31, 60, 61, 77; Japanese 1, 2, 2; Philosophy 1, 20, 33, 41; Spanish 1 or 21 & 22, 2, 3, 4, 5, 6;Communications (Formerly Speech) 135;</p> <p>Other College _____ Advanced Placement _____</p>			
<p>D SOCIAL SCIENCES 9 Semester /12 Quarter UNITS</p> <p>Courses must be chosen from at least two disciplines (please review box below for additional options).</p> <div style="border: 1px dashed black; padding: 5px; margin: 5px 0;"> <p>Not part of CSU G.E., but may be completed prior to transfer. For CSU GE certification purposes, courses used in this box to satisfy this CSU graduation requirement may also be used to satisfy Subject Area D. However, if a course(s) is used to satisfy both CSU GE subject-area requirement and the CSU United States History, Constitution and American Ideals graduation requirement, some CSU campuses may require students to take an additional course(s) after transfer. Other CSU campuses should be consulted directly regarding their policy.</p> <p>A. Political Science 1</p> <p>B. African American Studies 4, 5, History 11, 12, 41, 42, 43, 44</p> </div> <p>D-0. Sociology & Criminology: Admin.Of Justice 1, 67; Sociology 1, 2, 7, 11</p> <p>D-1 Anthropology & Archeology Anthro 102,103,121,134</p> <p>D-2. Economics: Business 1; Economics 1, 2, 10, 11</p> <p>D-3. Ethnic Studies: African American Studies 4, 5; English 219^{***}, 234^{***}; History 41, 42, 43,44 ; Art 117^{***}</p> <p>D-4. Gender Studies: History 1, 52^{***}</p> <p>D-5. Geography: 2</p> <p>Other College _____ Advanced Placement _____</p> <p>D-6. History: African American Studies 4,5; History 2, 5, 6, 11, 12, 29, 41,42,43,44, 52, 86, 87</p> <p>D-7. Interdisciplinary Social or Behavioral Science: Psychology 64; Comm 122</p> <p>D-8. Political Science, Government & Legal Institutions: Administration of Justice 4; Law 3; Political Science 1, 2, 4, 7, 14</p> <p>D-9. Psychology: Child Dev. 1; Psych 1, 14, 41^{***}</p> <p>Other College _____ Advanced Placement _____</p>			
<p>E LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT 3 Semester /4 Quarter UNITS</p> <p>Family & Consumer St. 21; Health 2, 7, 11; Personal Development 20, 40; Psychology 41^{***}, 52, 64; DanceST 814 ; DanceTQ 463; Kinesiology ,232, 272, 286, 326, 329,345,350,387,388, 391 Kinesiology Athletics 508, 553,511</p> <p>[*]Only 1 unit of DANCEST, DANCETO, KIN,KIN ATH activity may be counted in this area</p> <p>Other College _____ Advanced Placement _____ Military Credit _____</p>			

Major Prep Courses:

Electives:

(C = Completed, IP = In Progress, N = Need) **TOTAL**

(^{***}) May be counted in one area only; (⁺) courses where transfer credit may be limited; (^L) Course with a Laboratory component.

6/25/14

ASSOCIATE DEGREE

WEST LOS ANGELES COLLEGE ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS

PLAN A

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 <u>LECTURE</u> COURSE REQUIRED 3 Semester /4 Quarter Units minimum <i>Courses with Labs are marked with (L). Separate Lab courses are marked with (*)</i> Anatomy 1 ^L ; Anthropology 101, 111*; Astronomy 1; Biology 3A, 3B*; 6 ^L , 7 ^L ; Chemistry 51 ^L , 60 ^L , 101 ^L ; Earth Science 1; 2*; Environmental Science 1, 2; Geography 1, 15*; Geology 1, 6*; Microbiology 20*; Oceanography 1, Physical Science 1, 14*; Physics 6 ^L , 7 ^L , 37 ^L ; Physiology 1 ^L ; 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, 103; 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, 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, 234, 239, 275; French 1, 2, 3, 4, 5, 6, 10; History 1, 2, 40; Humanities 1, 30, 31, 60, 77; Japanese 1, 21, 22; Music 101, 111, 121, 141; Philosophy 1, 20, 33, 41; Spanish 1 or 21, 22, 2, 3, 4, 5, 6; 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; D2. COMMUNICATION AND ANALYTICAL THINKING (6 Semester Units minimum) Co Sci 901, 902, 930, 933, 934, 935, 936, 938; English 102,103; Library Science 101, 102,103,104; Math 115, 117, 118, Math 123A,B,C,125, 127, 128 or higher; Philosophy 6, 8, 9; Communications 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, 11 (Include one P.E. activity course from E2 or authorized exemption) Note: Health 2 includes PE activity E2. PHYSICAL EDUCATION ACTIVITY (1 Semester Unit minimum) ANY KINESIOLOGY ACTIVITY (FORMERLY P.E.)/DANCEST/DANCETQ/ may be counted Military Credit (if applicable) _____ Courses Other College _____			
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 July 2014

Counselor's Name

Student's Signature

Date

**WEST LOS ANGELES COLLEGE
ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS**

PLAN B

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 <i>Courses with Labs are marked with ^L Separate Lab courses are marked with *</i> Anatomy 1 ^L , Anthropology 101, 111*, Astronomy 1; Biology 3A, 3B*; 6 ^L , 7 ^L ; Chemistry 51 ^L , 60 ^L , 101 ^L , 102 ^L , 211 ^L , 212 ^L ; Earth Science 1,2*; Environmental Science 1, 2; Geography 1, 15*, Geology 1, 6*; Microbiology 20 ^L ; Oceanography 1, Physical Science 1, 14*; Physics 6 ^L , 7 ^L , 37 ^L , 38 ^L , 39 ^L ; Physiology 1 ^L ; 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, 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; 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; 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; D2. COMMUNICATION AND ANALYTICAL THINKING (3 Semester Units minimum) Accounting 1; Co Sci 901, 902, 930; English 102, 103; Library Science 101, 102,103,104;; Math 115, 117, 118, 123A,B,C 125, 127, 128 or higher; Philosophy 6, 8, 9; Communications 101, 104, 121, 151 Courses Other College _____ Competency Met: Eng: Course _____ Math: Course _____ Test _____ Courses Other College _____ Advanced Placement _____			
E. HEALTH AND PHYSICAL EDUCATION 3 Semester /4 Quarter Units minimum E1. HEALTH (minimum 2 units in Health Education) Health 2, 11 (Include one activity course from E2 or authorized exemption) Note: Health 2 includes P.E. activity E2. PHYSICAL EDUCATION ACTIVITY (minimum 1 unit of P.E. Activity) Military Credit (if applicable) ANY KINESIOLOGY ACTIVITY (formerly P.E.)/DANCAST/DANCETQ/ may be counted for this area 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 _____

Updated 7/1/2014

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
<p>A. Mathematics Competency</p> <ol style="list-style-type: none"> 1. Completion of one of the following courses (<i>or its equivalent at another college</i>) with a grade of "C" or better: <ul style="list-style-type: none"> ○ 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 <p>OR</p> <ol style="list-style-type: none"> 2. Achievement of a score of 15 or higher on the District Mathematics Competency Examination. 	<p>A. Mathematics Competency</p> <p><i>May be met by completion of one of the following:</i></p> <ol style="list-style-type: none"> 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.
<p>B. Reading and Written Expression Competency</p> <ol style="list-style-type: none"> 1. Completion of one of the following courses (<i>or its equivalent at another college</i>) with a grade of "C" or better: <ul style="list-style-type: none"> ○ 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. 	<p>B. Reading and Written Expression Competency</p> <p><i>May be met by completion of one of the following:</i></p> <ol style="list-style-type: none"> 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.

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.

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 Degree
for Transfer**
A Degree with a Guarantee.SM

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 at a CSU.

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.

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. Career and Technical Career Education (CTE) 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 department offering the certificate 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 may 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.

Departments offering skills certificates are responsible for their issuance.

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

Noncredit Certificates of Completion & Competency

West Los Angeles College has received approval from the California Community College Chancellor's Office to offer noncredit programs with certificates of completion. These educational programs focus on college preparation or career development. West's approved college preparation and career development non-credit certificates. Refer to page 137 for additional information.

Applying for degrees or certificates

Students should petition the Admissions office for Associate Degrees, Certificates of Achievement or Noncredit Certificates during the final semester in which completion of requirements takes place. 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 required for any certificate.

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

DEGREES & CERTIFICATES

TRANSFER DEGREES

Associate of Arts for Transfer

- Anthropology
- Art History
- Communication Studies
- Economics
- English
- History
- Music
- Philosophy
- Political Science
- Psychology
- Sociology
- Spanish
- Studio Arts

Associate of Science for Transfer

- Administration of Justice
- Business Administration
- Early Childhood Education
- Mathematics
- Physics

ASSOCIATE DEGREES

Associate of Arts

- Accounting
- Administration of Justice
- Alcohol and Drug Studies
- Anthropology
- Art – Ceramics
- Art – Drawing and Painting
- Biology
- Business
- Business Administration
- Chemistry
- Child Development
- Communication Studies (formerly Speech)
- Computer Applications & Office Technology – General Office
- Computer Applications & Office Technology – Word Processing
- Computer Network and Security Management
- Computer Science Information Technology
- Computer Web Support and Database Administration
- Economics
- English
- French
- History
- Hospitality
- Kinesiology (formerly Physical Education)

- Liberal Arts in:
 - Arts and Humanities
 - Behavioral and Social Sciences
 - Health Professions
 - Math, Science, and Computer Science
- Management – Small Business
- Marketing
- Mathematics
- Music
- Paralegal Studies
- Philosophy
- Physics
- Political Science
- Psychology
- Real Estate
- Sociology
- Spanish
- Travel

Associate of Science

- Aviation Maintenance Technician
- Computer Network and Security Management
- Computer Web Support and Database Administration
- Dental Hygiene
- Fire Technology
- Medical Assisting
- Pharmacy Technician

CERTIFICATES OF ACHIEVEMENT

- Accounting
- Alcohol and Drug Studies
- Aviation – Aircraft Power Plant Technician
- Aviation – Airframe Maintenance Technician
- Business
- Business Application and Database Management
- CSU GE- California State University General Education Breadth
- Child Development
- Computer Applications Office Technology: General Office
- Computer Applications Office Technology: word Processing
- 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

- IGETC –The Intersegmental General Education Transfer Curriculum
- Legal Secretary
- Management – Small Business
- Medical Assisting - Administrative
- Medical Assisting - Clinical
- Medical Assisting - Administrative and Clinical
- Network & Information System Security
- Paralegal
- Pharmacy Technician – Advanced
- Pharmacy Technician – Basic
- Real Estate
- Travel – Advanced
- Web Support and Administration

NON-CREDIT CERTIFICATES

- Job Readiness Skill Certificate of Completion
- The Foundation of English Skills Certificate of Competency
- In-Home Supportive Services Provider (IHSS) Certificate of Completion
- Healthcare Career Discovery Certificate of Completion
- Healthcare Careers Preparation Certificate of Completion
- Healthcare Services Certificate of Completion
- Pre-Nursing Career Preparation Certificate of Completion
- Pre-Dental Career Preparation Certificate of Completion
- Choosing Business Careers Certificate of Completion
- Communicating in Business Certificate of Completion
- Business Tools Certificate of Completion

SKILLS 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.

- 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 I, II, III, IV
- 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
- Computer Applications & Office Technology
- Music – Songwriters' Workshop
- Real Estate Assistant
- Real Estate Appraiser Trainee
- 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.

NONCREDIT PROGRAMS AND COURSES

2014-2016 (revised Fall 2016)

PROGRAM OVERVIEW

Noncredit instruction is part of the mission and function of West Los Angeles College. Noncredit classes are free for students – no unit credits are earned. West’s noncredit classes and certificates provide high-quality education and the opportunity to seamlessly transition into credit programs, career technical education or employment. Additionally, noncredit classes can strengthen students’ academic and college readiness skills to help ensure that students succeed, as well as provide lifelong learning opportunities and increase access to college.

NONCREDIT CERTIFICATES OF COMPLETION or COMPETENCY

West Los Angeles College has received approval from the California Community Chancellor’s Office to offer noncredit programs with certificates of completion and certificates of competency. These educational programs focus on college preparation or career development. West’s approved career development and college preparation certificate programs are offered in the following areas of study:

Business Tools

Certificate of Completion

REQUIRED COURSES		CLASS HRS
VOC ED 415CE	Effective Business Terminology	18
VOC ED 418CE	Effective Business Correspondence	18
TOTAL INSTRUCTIONAL HOURS		36

Choosing Business Careers

Certificate of Completion

REQUIRED COURSES		CLASS HRS
VOC ED 416CE	Intro to Business Careers	18
VOC ED 420CE	Introduction to Starting a New Business	18
TOTAL INSTRUCTIONAL HOURS		36

Communicating in Business

Certificate of Completion

REQUIRED COURSES		CLASS HRS
VOC ED 417CE	Effective Business Communication	18
VOC ED 419CE	Business Communication For Interviewing	18
TOTAL INSTRUCTIONAL HOURS		36

Foundations for Academic Success I

Certificate of Competency

REQUIRED COURSES		CLASS HRS
BSICSKL 027CE	Foundations: Study Skills	18
BSICSKL 034CE	High School Equivalency Test Preparation	117
TOTAL INSTRUCTIONAL HOURS		135

Foundation for Academic Success II

Certificate of Competency

REQUIRED COURSES		CLASS HRS
BSICSKL 005CE	Academic Guidance	18
BSICSKL 023CE	College and Scholastic Assessment Preparation	72
TOTAL INSTRUCTIONAL HOURS		90

Healthcare Career Discovery *Certificate of Completion*

REQUIRED COURSES		CLASS HRS
VOC ED 320CE	Exploring Health Care Careers	18
VOC ED 404CE	Student Success in Health Occupations	18
TOTAL INSTRUCTIONAL HOURS		36

Healthcare Careers Preparation *Certificate of Completion*

REQUIRED COURSES		CLASS HRS
VOC ED 402CE	Communication Skills for Health Care Professions	18
VOC ED 405CE	Professionalism in Health Occupations	18
TOTAL INSTRUCTIONAL HOURS		36

Healthcare Services *Certificate of Completion*

REQUIRED COURSES		CLASS HRS
VOC ED 400CE	Introduction to Medical Terminology	18
VOC ED 401CE	Medical Documentation & Charting	18
VOC ED 403CE	Law & Ethics in Health Professions	36
TOTAL INSTRUCTIONAL HOURS		72

In-Home Supportive Services Provider (IHHS) *Certificate of Completion*

REQUIRED COURSES		CLASS HRS
VOC ED 400CE	Introduction to Medical Terminology	18
VOC ED 408CE	In-Home Supportive Services Provider (IHHS)	90
TOTAL INSTRUCTIONAL HOURS		108

Job Readiness Skill *Certificate of Completion*

REQUIRED COURSES		CLASS HRS
VOC ED 96CE	Blueprint for Workplace Success	36
VOC ED 97CE	Blueprint for Customer Service	18
VOC ED 98CE	30 Ways to shine as a New Employee	12
TOTAL INSTRUCTIONAL HOURS		66

Pre-Dental Career Preparation *Certificate of Completion*

REQUIRED COURSES		CLASS HRS
VOC ED 400CE	Introduction to Medical Terminology	18
VOC ED 403CE	Law & Ethics in Health Professions	36
VOC ED 406CE	Visual Spatial Perceptions and Psychomotor Skills Training	18
VOC ED 407CE	Preparation for the Dental Hygiene Program	18
TOTAL INSTRUCTIONAL HOURS		90

Pre-Nursing Career Preparation *Certificate of Completion*

REQUIRED COURSES		CLASS HRS
VOC ED 400CE	Introduction to Medical Terminology	18
VOC ED 403CE	Law & Ethics in Health Professions	36
VOC ED 409CE	Pre-Nursing Career Pathways	18
TOTAL INSTRUCTIONAL HOURS		72

The Foundation for English Skills *Certificate of Competency*

REQUIRED COURSES		CLASS HRS
ESL NC 61CE	ESL 1	54
ESL NC 62CE	ESL 2	54
ESL NC 63CE	ESL 3	54
TOTAL INSTRUCTIONAL HOURS		162

NONCREDIT COURSES:

COURSE DESCRIPTIONS

BASIC SKILLS (BSICKL)

005CE Academic Guidance(0)

Student success begins with the understanding of one's current basic skill levels, post-secondary education opportunities, educational and career goals and requirements, and developing a strategy for gaining the necessary knowledge and skills to transition into and complete college credit courses with good grades. Students will research and document their education and career goals and requirements, develop an action plan to achieve them in a specific time frame, and learn to self-evaluate and reevaluate their progress in implementing their action plan and achieving their goals.

009CE Introduction to Library Materials and Searches (0)

This course introduces how to use the wide range of resources in the public and research libraries, such as traditional books, talking books, online books, magazines, audio-visual materials and online databases.

011CE Learning Math Through Games I (0)

Paper and pencil games, discussions, computer-based games, and a game-design project help build math confidence through fun, learning activities. Game-based, contextualized instruction involves learning by seeing, listening, talking, moving around and touching objects. The course focus is on addition, subtraction, multiplication, division and converting fractions into decimals.

023CE College and Scholastic Assessment Preparation (0)

This course is designed to review test-taking, math, reading and writing skills to prepare students for the college assessment test as well as orient students in note-taking, study, and organizational skills required for college success.

027CE Foundations: Study Skills (0)

This course will help students identify their preferred learning styles in various contexts and recognize their strengths and weaknesses to increase successful habits for effective studying, memorizing, and retaining information. Important factors to succeeding in college such as prioritizing and organizing tasks, managing time, basic research skills, identifying resources and relationships to improve success chances, and visual learning techniques such as diagramming are covered. Students are introduced to the Habits of Mind and Growth Mindset to help them develop the attitude and habits needed for success.

034CE High School Equivalency Test Preparation (0)

This course is designed to review test-taking, math, reading, writing, science and social studies skills to prepare students to pass a California approved High School equivalency test.

075CE Introduction to Post-Secondary Education (0)

This course introduces students to the opportunities and benefits of post-secondary education. This course provides students with essential information and strategies and tools that will help overcome real and perceived obstacles and successfully navigate their transition to college.

COURSE DESCRIPTIONS

Noncredit English as a Second Language (ESLNC)

061CE English As A Second Language I (0)

This multi-skilled competency-based ESL course teaches beginning English speaking, listening, reading and writing skilled to non-native speakers of English. The focus of instruction is on the speaking and understanding necessary to satisfy routine social demands and limited work requirements. Students learn to comprehend frequently used words in context, use learned phrases and sentences to communicate needs, understand basic grammar structures, and read simplified material.

062CE English As A Second Language II (0)

This multi-skilled competency-based ESL course teaches intermediate English speaking, listening, comprehension, reading, writing and grammar to non-native speakers of English. This course develops communicative competence in listening, speaking, reading, and writing skills in English. To develop these skills, a sequence of grammatical structures is integrated in the context of everyday situations.

063CE English As A Second Language III (0)

This multi-skilled competency-based ESL course designed to develop communicative competence in listening, speaking, reading, writing, and grammar for the immediate needs of adult non-native English learners at the advanced level.

COURSE DESCRIPTIONS

Vocational Education (VOCED)

033CE Introduction to Career Pathways in Law Enforcement (0)

This course introduces students to the different career pathways in the law enforcement fields at the federal, state and local levels. Students will learn about application, entrance, and training requirements as well as promotional opportunities. Active professionals from diverse law enforcement agencies will serve as guest speakers and informational interviewees in this course.

060CE Custodial Technician Training (0)

This course will provide students with the knowledge and hands-on training needed to apply for entry-level building maintenance service positions in the public and private sectors. Students will learn and practice basic safety protocols, the use of common custodial tools, and specific cleaning processes for different types of building areas.

096CE Blueprint for Workplace Success (0)

This accelerated noncredit course is designed to provide students with the necessary tools and skills to assist them in the creation of a workplace blueprint. Some of the topics include self-discovery, time management, job market realities, workplace skills, effective communication, how to contact employers, preparing for the interview, getting hired, and keeping your job.

097CE Blueprint for Customer Service (0)

This short-term vocational education course is designed to provide new and incumbent workers the customer service skills required to increase their employability and get to know their customer or client. Topics covered include knowing what customers want, listening to customers and over-the-phone customer service.

098CE 30 Ways to Shine as a New Employee (0)

This course is designed to provide new and incumbent workers “30 Ways to Shine as a New Employee” and increase their level of effectiveness with workplace customer service and colleague relations. The topics will include achieving workplace goals, understanding workplace culture, being a team player, utilizing a positive attitude, and forming a balance between home and work.

281CE Exploring Computer Science Information Technology Careers (0)

This course introduces students to the different types of careers and jobs available to computer professionals. Students will meet different professionals, identify key employers, and review educational and skill requirements for the different careers.

290CE Computer Literacy for College (0)

This course combines lecture, demonstrations, and hands-on practice to provide students with the knowledge and skills necessary to correctly operate and use basic computer hardware, software, operating systems and file management for college entry-level computer science courses. Students will learn how to effectively use the Internet and protect their personal information and identity online. Students will learn the basics for digital and social media tools as well as word processing, spreadsheets, and PowerPoint software.

292CE Robotics I Lab (0)

This course combines demonstrations and hands-on practice to provide students with the basic knowledge and skills necessary to design, program, and fabricate a working robot.

294CE Introduction to Social Media-Word Press Blogs (0)

This course combines demonstrations and hands-on practice to provide students with the basic knowledge and skills needed to create a website using WordPress and install, configure and use social media tools and plug-ins for their website and blog.

296CE CISCO, VMWARE, and Network Security Training Careers (0)

This course will introduce students to the applied skills required for most computer support specialist positions. Students will be introduced to the training resources for CISCO, VMware, and network security certification and practice their skills in the NetLAB environment.

320CE Exploring Health Care Careers (0)

This course introduces students to an overview of health care careers in the U.S. health care system. Students will gain skills to reach health care career information, including work description, work environment, employment opportunities, educational requirements and earning by using online resources.

400CE Introduction to Medical Terminology (0)

This course will enable students to obtain basic medical vocabulary and abbreviation used in health care professions. Upon completion of the course, students will be prepared for entry-level positions in the health care field.

401CE Medical Documentation and Charting (0)

This course will enable students to obtain basic medical documentation techniques and charting methods used in the health care professions. Upon completion of this course, students will be able to document SOAP notes in medical records according to standard guidelines.

402CE Community Skills for Health Care Professions (0)

This course will enable students to obtain basic oral and written communication skills for the health care settings. The focus will be on the use and disclosures of identifiable health information that are permitted by the HIPAA Privacy Regulation, composing case notes, reading, and writing medical documents. Upon completion of this course, students will be prepared for entry-level positions in the health care field.

403CE Law and Ethics Health Professions (0)

This course will introduce students to medical office laws and ethics. Upon completion of this course, students will be prepared for compliance issues and proper ethical behavior in the any healthcare setting.

404CE Student Success in Health Occupations (0)

This course will introduce the student to essential skills needed to succeed in rigorous health occupations course work by learning to cope with the challenges of time management, discovering personal learning styles, identifying available resources, and making the most of their studying and test preparation.

405CE Professionalism in Health Occupations (0)

This course will provide students with an overview of the importance of professionalism in the classroom and the workplace. Covering essential topics such as professional appearance, communication skills, customer service, cultural diversity and job search skills.

406CE Visual Spatial Perception and Psychomotor Skills Training (0)

This course introduces students to techniques used to develop visual perception and psychomotor skills which are often required to become a physician, dentist, nurse, or other health care professional. Laboratory exercises will provide students the opportunity to experience and assess their psychomotor and special skills.

407CE Preparation to the WLAC Dental Hygiene Program (0)

This course will prepare the students who have been successfully accepted into the West Los Angeles College Dental Hygiene Program for the current academic year. Students will gain the information regarding program policies, college student support services, professionalism, HIPAA, clinical kit organization, library research skills, and clinical policies.

408CE In-Home Supportive Services Provider (IHSS) (0)

This course is designed to provide students with the knowledge and necessary information required to apply skills learned in the classroom and in the laboratory, within actual in-home nursing circumstances. Upon completion of the course students will be fully functioning In-home Supportive Services Providers (IHSS).

409CE Pre-Nursing Career Pathways (0)

This course will prepare students for an entry-level in healthcare careers. Students will learn the career pathways for healthcare careers in Certified Nurse Assistant, In-Home Health Support Services, Home Health Aide, Geriatric Care Technician, Licensed Vocational Nurse, Nurse Practitioner, and Registered Nurse. Students will gain information on California State licensure, job outlook, personnel requirements and program curriculum.

410CE Vocational English as a Second Language A (0)

This course is designed for Limited English Proficiency (LEP) students who need help in developing their basic language and content skills related to the world of work. This first course is short-term and will focus on speaking, listening, reading, writing, and arithmetic. Additionally, the course will introduce students to the world of work and the language used in the workforce.

413CE Legal Terminology- Civil & Criminal Procedure (0)

This course will expose students to basic legal terminology, abbreviations, definitions, and commonly used Latin terms for civil and criminal procedures. Upon completion of this course, students will be prepared for entry-level positions in the legal professions.

415CE Effective Business Terminology (0)

This course will expose students to basic business terminology, abbreviations, and acronyms used in business organizations. Upon completion of this course, students will be prepared for use of business terminology in entry-level positions.

416CE Introduction to Business Careers (0)

This course will cover the varied business landscapes for new workforce hires. Students will gain skills to research career information including work description, work environment, employment opportunities, educational requirements, and potential earnings by using online resources.

417CE Effective Business Communication (0)

This course will cover the various ways that information travels in business organizations. Students will gain skills that will allow them to examine the communicative process through which people are assimilated into organizational cultures.

418CE Effective Business Correspondence (0)

This course will guide students on conceptualizing, creating, and sending effective business correspondence in oral and written form.

419CE Business Communication for Interviewing (0)

This course will cover the styles and techniques that will be encountered in business interview scenarios. Students will learn goals of the interviewer and skills for handling questions.

420CE Introduction to Starting a New Business (0)

This course will guide students on conceptualizing, creating and forming a new business with the development of a business plan.

MAJOR REQUIREMENTS



Associate of Arts/Science Degree

The key regulatory sections regarding associate degree requirements are found in Title 5, division 6, Chapter 6, Subchapter 1, Article 6, sections 55060–55064, which describe the criteria and minimum requirements. The associate degree is comprised of three sections: general education, a major or an area of emphasis, and additional graduation requirements or electives, if necessary, to bring the total units to a minimum of 60 semester units or 90 quarter units. All associate degrees that may appear by name on a student transcript or diploma require Chancellor's Office approval, whether they are intended primarily for employment preparation (CTE), as a record of academic achievement, or to prepare for transfer. Thus, a program that awards an Associate of Science degree in Business Administration requires approval, as well as an Associate of Arts degree in English or Social Sciences.

All associate degrees in California are one of three general types:

- Associate of Arts (A.A.)
- Associate of Science (A.S.)
- Associate in Arts for Transfer (A.A.-T)

Associate in Science for Transfer (A.S.-T) The Chancellor's Office supports the ASCCC Resolution 9.06, Spring 2008, in which the associate degrees are classified as follows:

- Associate of Science (A.S.) are strongly recommended for any Science, Technology, Engineering, or Mathematics (STEM) field and Career and Technical Education (CTE) programs.
- Associate of Arts (A.A.) are strongly recommended for all other disciplines.
- Associate in Science for Transfer (A.S.-T) must be used for any Science, Technology, Engineering, or Mathematics (STEM) field and CTE programs.
- Associate in Arts for Transfer (A.A.-T) must be used for all other disciplines.



**Associate Degree
for Transfer**
A Degree with a Guarantee.™

"The new joint transfer program from the California Community Colleges and the California State Universities makes it easier for students like you to transfer between the two school systems. For the first time in California history, community college students who complete a new AA-T or AS-T will be guaranteed admission to the California State University (CSU) system. With this

New degree, you have the opportunity to complete two degrees with only 120 units if you apply and are admitted into a similar degree program.

Through the new program, students who complete an AA-T or AS-T will be given a special GPA advantage when applying to CSU impacted campuses or majors.

The best part of the deal? Students with an AA-T or AS-T enter the CSU system with junior standing. Students who are admitted to a program that has been deemed similar will need only 60 more semester units (or 90 quarter units) to complete a bachelor's degree."
~ <http://adegreewithaguarantee.com/>

West Los Angeles College offers the following Associate Degrees for Transfer (AA-T & AS-T)

- Administration of Justice
- Anthropology
- Art History
- Business Administration
- Communication Studies
- Early Childhood Education
- Economics
- English
- History
- Mathematics
- Music
- Philosophy
- Physics
- Political Science
- Psychology
- Sociology
- Spanish
- Studio Arts

Associate Degrees for Transfer comply with The Student Transfer Achievement Reform Act (Senate Bill 1440). To earn an AA-T degree or AS-T degree, students must meet the following requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both the following:
 - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
 - (B) A minimum of 18 semester units in the major or in a major area of emphasis as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.
- (3) Earn a C or better in all courses required for the major or area of emphasis.

Students will not be required to complete additional local graduation requirements to obtain the AA-T or AS-T degree.

ADMINISTRATION OF JUSTICE

CAREER STUDIES DIVISION

APPROPRIATENESS TO MISSION

The Administration of Justice program is a study of the United States of America's criminal justice system used by local, state, and federal level government. Students will learn about the inter- action and relationship of the criminal justice system's three major components: law enforcement, judiciary and corrections. If your goal is to work within the Criminal Justice field, this program will equip you to meet high academic standards and develop professional skills.

West Los Angeles College Administration of Justice program is a state recognized program offering both an academic series of courses leading to a transfer to a four-year university and a series of courses leading toward an Associates of Art Degree, Associates Transfer Degree, or Certificate to assist with job placement or career development. In addition to the Associate of Arts Degree in Administration of Justice, we offer other public safety options in both Corrections and Fire Technology. The curriculum is designed to provide students with the education necessary to gain entry into and for career promotion in the criminal justice field. The curriculum is offered on campus or online format.

STATEMENT OF PROGRAM GOALS AND OBJECTIVES

The West Los Angeles College Associate in Science in Administration of Justice for Transfer is designed to prepare students who wish to transfer to a California State University to pursue studies in Administration of Justice. 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.

PROGRAM LEARNING OUTCOMES (PLOS):

Upon completion of this program, students will:

- Practice and demonstrate behaviors, skills, and knowledge necessary to advance professionally in corrections and law enforcement. (Theme: Professional advancement)
- Identify social, behavioral, historical, and cultural issues to respond to the challenges of work, family, community, and the global world. (Theme: Challenging issues)
- Apply critical thinking to investigate and interpret the influences of hereditary and environmental factors in

assessing and treating criminal behavior. (Theme: Critical thinking, heredity, and environment)

- Pursue continuous educational opportunities on issues related to the current and emerging fields related to criminal justice. (Theme: Research, updates)
- Read, evaluate, and critically analyze current research methodologies; apply select research methodologies to the practice of criminal justice. (Theme: Research methodologies)

DESCRIPTION

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	UNITS
ADM JUS 1 Introduction to Administrative Justice	3
ADM JUS 2 Concepts of Criminal Law	3

LIST A: CHOOSE TWO COURSES (6 UNITS)

ADM JUS 3 Legal Aspects of Evidence	3
ADM JUS 4 Principles & 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)

MATH 227	Statistics	4
PSYCH 1	General Psychology I	3
SOC 1	Introduction to Sociology	3
TOTAL REQUIRED COURSE UNITS		18
TOTAL DEGREE UNITS (MAXIMUM)		60

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.
- 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.

ANTHROPOLOGY

SOCIAL SCIENCES DIVISION

APPROPRIATENESS TO MISSION

Consistent with the College's larger mission for student success, the mission of the Associate in Arts in Anthropology for Transfer is: 1) to provide a rigorous program in which students will achieve a broad, cross-cultural education that will prepare them to apply anthropological knowledge in their chosen educational and/or career paths; 2) to enrich students with the knowledge and skills needed to earn an Associate in Arts degree in Anthropology; and 3) to provide the courses necessary to prepare students for transfer to a CSU.

STATEMENT OF PROGRAM GOALS AND OBJECTIVES

Anthropology encompasses a variety of historical and comparative approaches to human cultural and physical variety, ranging from the study of human evolution and prehistory to the study of modern cultures. Anthropology involves, at one extreme, natural science such as anatomy, ecology, genetics, and geology; at the other, various social sciences and humanities ranging from psychology, sociology, and linguistics to philosophy, history, and comparative religion.

With this in mind, the Associate in Arts in Anthropology for Transfer has been developed to ease the process of transfer to the CSU. The required course work provides the skills and knowledge needed to earn an Associate in Arts degree in Anthropology as well as complete the lower division requirements for the four-year degree. The course work aids students in honing their critical thinking skills, those skills fundamental in differentiating fact from opinions, using evidence and sound reasoning in the analysis of problems. These are skills that will not only help students succeed in their academic pursuits but also in their professional lives.

A fundamental strength of the program is that every course offering imparts to students the essential necessity of respectfully engaging with other cultures in an effort to understand them. In our modern global world, a student with an understanding and respect for cultural diversity will be successful.

PROGRAM LEARNING OUTCOMES (PLOS):

In combination with the College Student Learning Outcomes outlined above (Critical Thinking and Cultural Diversity), students of the Associate in Arts in Anthropology for Transfer will also be exposed to the following Program Level Student Learning Outcomes:

- Practice and demonstrate behaviors, skills, and knowledge necessary to advance academically and professionally in the discipline.
- Address social, behavioral, historical, and cultural issues to respond to the challenges of work, family, community, and the global world.
- Apply to life the principles of cultural relativism.
- Apply critical thinking to investigate and interpret the influences of heredity and environment upon human beings.
- Critically analyze anthropological topics.
- Collect and synthesize research data using credible sources to write a cohesive document.

DESCRIPTION

Anthropology is the study of people, both ancient and contemporary, in their biological, archaeological, cultural, and linguistic context. Anthropology uses a holistic approach to integrate findings from the social sciences, natural sciences, and the humanities. The Associates of Arts in Anthropology for Transfer is designed to impart to the student the critical importance of understanding the human condition and its relevancy to an increasingly diverse world. Anthropology can lead to professional opportunities within the field, including cultural resource management, conservation, and forensics as well as in research and teaching in university and museum settings. More often it provides a background for further work in other disciplines of the social sciences, humanities, and biological sciences, as well as for professional careers in government, business, law, medicine, social services, and other fields.

Associates of Arts in Anthropology for Transfer includes course work 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.

ASSOCIATE OF ARTS DEGREE for TRANSFER (AA-T)

MAJOR CODE: 2202.00

REQUIRED COURSES UNITS

ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
ANTHRO 101	Human Biological Evolution	3
ANTHRO 103	Archaeology: Reconstructing The Human Past	3

LIST A SELECT ONE UNITS

ANTHRO 104	Human Language and Communication	3
MATH 227	Statistics	4

LIST B SELECT ONE TO TWO (3-5 UNITS) UNITS

GEOL 1 & 6	Physical Geology 1 Physical Geology Laboratory	3 2
EARTH 1 & 2	Earth Science 1 Earth Science 2 Laboratory	3 2

LIST C SELECT ONE UNITS

ANTHRO 121	Anthropology of Religion, Magic & Witchcraft	3
ANTHRO 132	Native People of North America	3

TOTAL FOR MAJOR UNITS 19-23

UNITS THAT MAYBE DOUBLE-COUNTED 9-16

GENERAL EDUCATION

(CSU GE BREADTH)/IGETC 37-39

ELECTIVE (CSU TRANSFERABLE) UNITS 7-20

TOTAL DEGREE UNITS (MAXIMUM) 60

The following requirements must be met:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

- (B) A minimum of 19 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0."

The Associate in Art in Anthropology for Transfer requires that students must earn a C or better in all courses required for the major or area of emphasis.

The college will not demand any additional local units beyond what is required for the Associate in Art in Anthropology for Transfer.

ART HISTORY

HUMANITIES AND FINE ARTS DIVISION

APPROPRIATENESS TO MISSION

The Associate in Arts in Art History for Transfer (AA-T) Degree prepares students for transfer to a Bachelor of Arts program in History at a California State University (CSU). This degree aligns with the college's mission to provide a transfer path for student success.

STATEMENT OF PROGRAM GOALS AND OBJECTIVES

The goals and objectives of the Associate in Arts in Art History for Transfer is (1) to offer academic training and understanding of the cultural and sociological contexts of art, (2) to enrich students with the knowledge and skills needed to earn an Associate in Arts degree, and (3) to provide the courses necessary to prepare students for transfer to a CSU. Students who complete the program will be able to demonstrate the following Program Learning Outcomes (PLOs):

PROGRAM LEARNING OUTCOMES (PLOs):

- Demonstrate an understanding of works of art and architecture from diverse genres and historical periods.
- Demonstrate familiarity with more than one artistic culture of a particular time and place.
- Utilize critical thinking to discuss and explore basic historical art concepts and terminology.
- Demonstrate mastery of analytical skills such as observation and inductive reasoning in interpreting works of art.
- Learn to apply fundamental art historical terminology when analyzing the principle developments and primary problems of interpretation and an awareness of critical and theoretical perspectives.

DESCRIPTION

The Associate in Arts in Art History for Transfer (AA-T) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Art History. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students will be required to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework will satisfy the lower division Art History requirements at some of the CSU campuses. Information on which campuses accept this degree can be found at <http://www.sb1440.org/>

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). To earn this AA-T degree, students must meet the following requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
 - (B) A minimum of 18 semester units in the major or in a major area of emphasis as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0. Associate Degrees for Transfer also require that students earn a C or better in all courses required for the major or area of emphasis.

Completion of this AA-T program will provide students the foundation to pursue careers as Art Curator, Interior Designer, Graphic Designer, Photographer, Teacher, Administrative Assistant, and Teachers Assistant.

Students will not be required to complete additional local graduation requirements to obtain the AA-T degree.

ASSOCIATE OF ARTS DEGREE for TRANSFER (AA-T)

MAJOR CODE: 1001.00

REQUIRED COURSES		UNITS
ART 101	Survey of Art History I	3
ART 102	Survey of art History II	3
ART 201	Drawing I	3

LIST A: SELECT ONE COURSE (3 UNITS)		UNITS
ART 117	Meso-American Art: Olmec to Aztec	3

LIST B: SELECT ONE COURSE (3 UNITS)		UNITS
ART 501	Beginning Two- Dimensional Design	3
ART 502	Beginning Three-Dimensional Design	3
ART 204	Life Drawing	3
ART 708	Introduction to Ceramics	3

Any Studio Arts course as articulated as CSU GE or any course articulated as lower division preparation in Studio Arts or similar major at a CSU.

ART 107	Mexican Art Modern	3
ART 709	Ceramics I	3
ART 111	History of Contemporary Art	3

LIST C: SELECT ONE COURSE (3 UNITS)		UNITS
<i>Any course from List A or B not already used</i>		

ART 115	History of Modern Art	3
ART 103	Art Appreciation	3
ART 111	History of Contemporary Art	3

TOTAL UNITS FOR MAJOR	18
TOTAL UNITS THAT MAY BE DOUBLE COUNTED	3-9
GENERAL EDUCATION	
(CSU GE OR IGETC) UNITS	39-37
ELECTIVE (CSU TRANSFERABLE) UNITS	8-12
TOTAL DEGREE UNITS	60

BUSINESS ADMINISTRATION

CAREER STUDIES DIVISION

APPROPRIATENESS TO MISSION

The Associates in Science in Business Administration (AS-T) Degree prepares students for transfer to a Bachelor of Science program in Business Administration at a California State University (CSU). This degree aligns with the college's mission to provide a transfer path for student success.

STATEMENT OF PROGRAM GOALS AND OBJECTIVES

The goals and objectives of the Associate in Science in Business Administration for Transfer is (1) provide a strong foundation for advanced study in Business, (2) to think critically about problems in the business world, and (3) to provide the courses necessary to prepare students for transfer to a CSU.

PROGRAM LEARNING OUTCOMES (PLOS):

Students who complete the program will be able to demonstrate the following Program Learning Outcomes (PLOS):

- Demonstrate understanding of the basic functions of a business enterprise.
- Knowledge of the three major forms of business ownership and advantages.
- Apply and analyze the elements of a contract.

DESCRIPTION

The Associate in Science in Business Administration for Transfer (AS-T) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Business Administration. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students will be required to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework will satisfy the lower division Economics requirements at some of the CSU campuses. Information on which campuses accept this degree can be found at <http://www.sb1440.org/>

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). To earn this AA-T degree, students must meet the following requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
 - (B) A minimum of 29 semester units in the major or in a major area of emphasis as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students earn a C or better in all courses required for the major or area of emphasis.

Completion of this AS-T program will provide students the foundation to pursue careers in business, accounting, education, management, finance, marketing, law, and federal, state and local government.

Students will not be required to complete additional local graduation requirements to obtain the AS-T degree.

ASSOCIATE OF SCIENCE DEGREE For Transfer (AS-T)

MAJOR CODE: 1001.00

REQUIRED COURSES:		UNITS
ACCTG 1	Introductory Accounting I	5
ACCTG 2	Introductory Accounting II	5
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
BUS 5	Business Law I	3

LIST A: SELECT ONE COURSE		3 UNITS
MATH 236	Calculus for Business and Social Science	5
MATH 227	Statistics	4

LIST B: SELECT TWO COURSES (5-6 UNITS)

And any course from List A not already used.

COS 901	Computers and Their Use	3
BUS 1	Introduction to Business	3

TOTAL UNITS FOR MAJOR UNITS	29-31
TOTAL UNITS THAT MAY BE DOUBLE COUNTED	9
GENERAL EDUCATION (CSU GE OR IGETC)	37-39
ELECTIVE UNITS 0-1 UNITS CSU GE OR 1-3 UNITS IGETC	
TOTAL DEGREE UNITS	60

COMMUNICATION STUDIES

LANGUAGE ARTS DIVISION

APPROPRIATENESS TO MISSION

The Associate in Arts in Communication Studies for Transfer (AA-T) Degree prepares students for transfer into a Bachelor of Arts program in Communication Studies at a California State University (CSU). This degree aligns with the college's mission to provide a transfer pathway for student success.

STATEMENT OF PROGRAM GOALS AND OBJECTIVES

The Associate in Arts in Communication Studies for Transfer (AA-T) Degree prepares students for transfer into a Bachelor of Arts program in Communication Studies at a California State University (CSU). This program also provides a strong foundation in communication skills.

PROGRAM LEARNING OUTCOMES (PLOS):

Students who complete the program will be able to demonstrate the following Program Learning Outcomes (PLOS):

- Research and collect data on the demographics, needs and expectations of the audience.
- Analyze the audience and adjust to its needs when delivering a speech.
- Plan speeches that have clear purposes: to inform, to debate, to persuade or to resolve conflict.
- Employ effective interpersonal communication skills and strategies that foster improved relationships with other individuals in dyads or small groups.
- Apply critical thinking to formulating speeches and in assisting audiences in understanding, investigating or questioning the contents and purpose of a speech.
- Deliver speeches that incorporate a combination of verbal and non-verbal, written and/or visual and auditory expressions and media.
- Employ voice projection, enunciation, pacing, eye contact and other effective delivery strategies.
- Employ small group communication strategies.
- Employ relaxation techniques to prepare for delivery.
- Script a speech.

DESCRIPTION

The Associate in Arts in Communication Studies for Transfer (AA-T) Degree 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. Completion of this AA-T program will provide students the ability to demonstrate critical thinking and communication skills.

This degree is designed to provide a clear pathway and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students will be required to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework will satisfy the lower division Communication Studies requirements at some of the CSU campuses. Information on which campuses accept this degree can be found at <http://www.sb1440.org/>

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). To earn this degree, students must meet the following requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
 - (B) A minimum of 18 semester units in the major or in a major area of emphasis as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

Associate Degree of Transfer also require that students earn a C or better in all courses required for the major or area of emphasis.

Students will not be requires to complete additional local graduation requirements to obtain the AA-T degree.

ASSOCIATE OF ARTS DEGREE for TRANSFER (AA-T)

MAJOR CODE: 1506.00

REQUIRED COURSES	UNITS
COMM 101 Oral Communication	3

LIST A: SELECT TWO (6 UNITS)	UNITS
COMM 104 Argumentation	3
COMM 121 The Process of Interpersonal Communication	3
COMM 151 Small Group Communication	3

LIST B SELECT TWO (6 UNITS)	UNITS
Any course from List A that has not already been used	3
CINEMA 001 Introduction to Motion Picture Production	3
ART 635 Desktop Publishing Design	3

LIST C SELECT ONE (3 UNITS)	UNITS
Any course from Lists A and B that has not already been used	3
ANTHRO 102 Human Ways of Life: Cultural Anthropology	3
PSYCH 1 General Psychology	3
SOC 1 Introduction to Sociology	3
ENGL 102 College Reading and Composition II	3

TOTAL UNITS FOR MAJOR	18
TOTAL UNITS THAT MAY BE DOUBLE COUNTED	3-9
GENERAL EDUCATION (CSU GE BREADTH)/IGETC	37-39
ELECTIVE (CSU TRANSFERABLE UNITS)	6-12
TOTAL DEGREE UNITS	60

CHILD DEVELOPMENT EARLY CHILDHOOD EDUCATION

SOCIAL SCIENCES DIVISION

APPROPRIATENESS TO MISSION

The Associate in Science in Early Childhood Education for Transfer (AS-T) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Child Development, Human Development, Child and Adolescent Development or Education programs.

STATEMENT OF PROGRAM GOALS AND OBJECTIVES

The degree is designed to provide a clear pathway to a CSU and guaranteed admission to a CSU. Students are guaranteed admission somewhere in the CSU system and will only be required to complete an additional 60 units for the baccalaureate degree. Students are strongly advised to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework will satisfy the lower division Early Childhood Education requirements at some of the CSU campuses. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

PROGRAM LEARNING OUTCOMES (PLOS):

Students successfully completing this degree will have the ability to design and implement an early childhood education curriculum that is developmentally appropriate, culturally aware, and encourages parent involvement. Students also will:

- Demonstrate the use of developmentally appropriate practices for young children.
- Evaluate and demonstrate the roles of Early Childhood Education professionals in preparing children for school success.
- Plan and implement curriculum domain experiences/activities for preschool and/or school-age children.
- Advocate for children's rights to develop their potential for becoming productive, well-adjusted members of society.
- Implement a plan for professional success to include obtaining a California Child Development Permit to qualify for employment in programs receiving funding from Federal, State, private (profit and non-profit), and family child care sources.

- Develop practical ideas for implementing culturally relevant and anti-bias education in core curriculum areas.

Career options available to students following completion of a four-year Bachelor's degree in Early Childhood Education include Head Start Teacher, Program Director, Site Supervisor, and Educational Specialist.

DESCRIPTION

The AS-T in Early Childhood Education for transfer is intended for students who are planning to transfer to a California State University (CSU) into a Bachelor of Child Development, Child and Adolescent Development, Human Development, or Educational programs; guaranteeing admission to the CSU system but not to a specific campus or major. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). To earn this AS-T degree, students must meet the following requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
 - (B) A minimum of 25 semester units in the major or in a major area of emphasis as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students earn a C or better in all courses required for the major or area of emphasis.

Completion of this A.S.-T program will allow the student to be a Lead Teacher, Program Director, and Site Supervisor.

Students will not be required to complete additional local graduation requirements to obtain the A.S.-T degree.

ASSOCIATE OF SCIENCE DEGREE For Transfer (AS-T)

MAJOR CODE: 1305.00

REQUIRED COURSES (24 UNITS)	UNITS
CH. DEV. 1 Child Growth and Development	3
CH. DEV. 11 Child, Family and Community	3
CH. DEV. 2 Early Childhood: Principles and Practices	3
CH. DEV. 7 Intro. To Curriculum in Early Childhood Education	3
CH. DEV. 34 Observation & Recording Children's Behavior	3
CH. DEV. 22 Practicum in Child Development	4
CH. DEV. 10 Health, Safety and Nutrition	3
CH. DEV. 42 Teaching in a Diverse Society	3
TOTAL UNITS FOR MAJOR	25
TOTAL UNITS DOUBLE-COUNTED	3
TOTAL IGETC UNITS	37
TOTAL ELECTIVE UNITS (CSU TRANSFERABLE)	1
TOTAL DEGREE UNITS	60

ECONOMICS

SOCIAL SCIENCES DIVISION

APPROPRIATENESS TO MISSION

The Associates in Arts in Economics (AA-T) Degree prepares students for transfer to a Bachelor of Arts program in Economics at a California State University (CSU). This degree aligns with the college's mission to provide a transfer path for student success.

STATEMENT OF PROGRAM GOALS AND OBJECTIVES

The goals and objectives of the Associate in Arts in Economics for Transfer is (1) to enable students to develop a good understanding of the national economy, (2) to think critically about problems in the business world, and (3) to provide the courses necessary to prepare students for transfer to a CSU. Students who complete the program will be able to demonstrate the following Program Learning Outcomes:

PROGRAM LEARNING OUTCOMES (PLOS):

- Achieve a basic understanding of markets, economic institutions, and the global economy.
- Generate constructive analysis of real-world issues using the theories of economics, including macroeconomic and microeconomic theories, economic history or history of economic thought.
- Locate, utilize, and critically interpret economic information and data using statistical methods or economic theories.
- Identify complex social and economic problems and analyze those using the theoretical tools and quantitative methods of economics and seek effective solutions.
- Effectively communicate economic ideas, problems, and findings.

DESCRIPTION

The study of economics is essential for understanding our society. The study of Economics utilizes historical data, theoretical models, and empirical evidence to explain real-world behavior of individuals, firms, and nations making production and consumption decisions.

The Associate in Arts in Economics for Transfer (AA-T) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Economics. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students will be required to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework will satisfy the lower division Economics requirements at some of the CSU campuses. Information on which campuses accept this degree can be found at <http://www.sb1440.org/>

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). To earn this AA-T degree, students must meet the following requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
 - (B) A minimum of 21 semester units in the major or in a major area of emphasis as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students earn a C or better in all courses required for the major or area of emphasis.

Completion of this AA-T program will provide students the foundation to pursue careers in business, education, finance, urban planning, and federal, state and local government.

Students will not be required to complete additional local graduation requirements to obtain the AA-T degree.

ASSOCIATE OF ARTS DEGREE for TRANSFER (AA-T)

MAJOR CODE: 2204.00

REQUIRED COURSES		UNITS
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
MATH 227	Statistics	4
MATH 236	Calculus for Business and Social Science	5
OR		
MATH 261	Calculus I	5

LIST A: SELECT ONE COURSE		(3-4 UNITS)
ACCTG 1	Introductory Accounting I	5
ACCTG 2	Introductory Accounting II	5
MATH 262	Calculus II	5

LIST B: SELECT ONE COURSE		(3-4 UNITS)
MATH 263	Calculus III	5
MATH 271	Linear Algebra	3

TOTAL UNITS FOR MAJOR	21-25
TOTAL UNITS THAT MAY BE DOUBLE COUNTED	9
GENERAL EDUCATION	
(CSU GE OR IGETC) UNITS	37-39
ELECTIVE (CSU TRANSFERABLE) UNITS	5-11
TOTAL DEGREE UNITS	60

ENGLISH

LANGUAGE ARTS DIVISION

APPROPRIATE TO MISSION?

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.

STATEMENT OF PROGRAM GOALS & OBJECTIVES

The English major provides students with a comprehensive study of composition, literary theory and rhetorical strategies. Students will be able to argue a point and support it in writing, using extensive evidence from researching credible outside sources, will be able to critically evaluate works, both nonfiction and fiction, identifying their distinguishing characteristics. The intent of this A.A in English is to assist students in seamlessly transferring to a CSU in a similar major and complies with SB 1440.

PROGRAM LEARNING OUTCOMES (PLOS):

- Pursue continued literary interests resulting in increased levels of self-reliance and belief in one's ability (writing effectively). (Theme: Self-reliance, efficacy, writing)
- Listen and speak (actively, effectively) by questioning, clarifying and supporting one's ideas and ideas of others. (Theme: listening and speaking)
- Read effectively for gathering information, for meaning, cultural understanding and enjoyment. (Theme: reading)
- Write effectively, using the conventions of standard English, a clear focus, appropriate support/evidence and logical organization. (Theme: writing)
- Read and analyze a variety of literature to explore the "human condition." (Theme: literature)
- Collect and organize research data, using credible sources to write a convincing/persuasive document. (Theme: research)
- Analyze, synthesize and evaluate information to assess the validity and usefulness of an argument.

DESCRIPTION

Students who successfully complete the AA-T in English for Transfer degree meet the requirements for SB 1440 for Associate Degrees for Transfer. The degrees were developed to ease the transfer process for students to the CSUs. The English major provides students with a comprehensive study of composition, literary theory and rhetorical strategies. Students will be able to argue a point and support it in writing, using extensive evidence from researching credible outside sources, will be able to critically evaluate works, both nonfiction and fiction, and identify their distinguishing characteristics.

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.
- 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.

ASSOCIATE OF ARTS DEGREE for TRANSFER (AA-T)

MAJOR CODE: 1501.00

REQUIRED COURSES	UNITS
ENGLISH 102 College Reading and Composition II	3
ENGLISH 103 Composition and Critical Thinking	3
TOTAL REQUIRED UNITS	6
LIST A SELECT TWO COURSES (6 UNITS)	UNITS
ENGLISH 203 World Literature I	3
ENGLISH 204 World Literature II	3
ENGLISH 205 English Literature I	3
ENGLISH 206 English Literature II	3
LIST B SELECT ONE (3 UNITS)	UNITS
ENGLISH 205 English Literature I	3
ENGLISH 206 English Literature II	3

LIST C SELECT ONE (3 UNITS)	UNITS
ENGLISH 215 Shakespeare	3
ENGLISH 219 Literature of American Ethnic Groups	3
ENGLISH 234 African American Literature	3
ENGLISH 239 Woman n Literature	3
TOTAL UNITS FOR MAJOR	18
GENERAL EDUCATION (CSU OR IGETC) UNITS	39
ELECTIVE (CSU TRANSFERABLE) UNITS	3
TOTAL DEGREE UNITS	60

HISTORY

SOCIAL SCIENCES DIVISION

APPROPRIATENESS TO MISSION

The Associate in Arts in History for Transfer (AA-T) Degree prepares students for transfer to a Bachelor of Arts program in History at a California State University (CSU). This degree aligns with the college's mission to provide a transfer path for student success.

STATEMENT OF PROGRAM GOALS AND OBJECTIVES

The goals and objectives of the Associate in Arts in History for Transfer is (1) attain knowledge of cultural and historical literacy, (2) to enrich students with the knowledge and skills needed to earn an Associate in Arts degree, and (3) to provide the courses necessary to prepare students for transfer to a CSU. Students who complete the program will be able to demonstrate the following Program Learning Outcomes (PLOs):

PROGRAM LEARNING OUTCOMES (PLOs):

- Evaluate how the past relates to the present.
- Utilize evidence from the past and the present to formulate and support constructive arguments in both written and verbal form.
- Possess knowledge of the key patterns, themes, events, and figures of the past across the entire socio-cultural spectrum.
- Develop successful skills that will enable the student to interpret a history text, listen attentively to a lecture, take effective notes, turn in work and attend class punctually, and follow a syllabus.
- Become informed citizens who play active roles in the improvement of society at the local, state, and national levels.

DESCRIPTION

The study of History is essential for understanding our society. The study of History utilizes historical data, theoretical models, and empirical evidence to explain real-world behavior of individuals, firms, and nations making production and consumption decisions.

The Associate in Arts in History for Transfer (AA-T) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in History. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students will be required to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework will satisfy the lower division Economics requirements at some of the CSU campuses. Information on which campuses accept this degree can be found at <http://www.sb1440.org/>

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). To earn this AA-T degree, students must meet the following requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
 - (B) A minimum of 18 semester units in the major or in a major area of emphasis as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students earn a C or better in all courses required for the major or area of emphasis.

Completion of this AA-T program will provide students the foundation to pursue careers in education, legal profession, public service, research, administration, and federal, state and local government.

Students will not be required to complete additional local graduation requirements to obtain the AA-T degree.

ASSOCIATE OF ARTS DEGREE for TRANSFER (AA-T)

MAJOR CODE: 2205.00

REQUIRED COURSES	UNITS
HIST 11 Political and Social History of the U.S. I	3
HIST 12 Political and Social History of the U.S. II	3

LIST A: SELECT TWO COURSES	(6 UNITS)
HIST 86 Introduction to World Civilization I	3
OR	
HIST 1 Introduction to Western Civilization I	3
HIST 87 Introduction to World Civilization II	3
OR	
HIST 2 Introduction to Western Civilization II	3

LIST B: SELECT ONE COURSE FROM EACH AREA	(6 UNITS) AREA 1	(3 UNITS):
HIST 86 Introduction to World Civilization	3	
OR		
HIST 87 Introduction to Western Civilization	3	
HIST 43 The Mexican American in the History of the U.S. I	3	
HIST 44 The Mexican American in the History of the U.S. II	3	

AREA 2	(3 UNITS):
Psych 001 General Psychology	3
OR	
Sociology 001 Introduction to Sociology	3

TOTAL UNITS FOR MAJOR	18
TOTAL UNITS THAT MAY BE DOUBLE COUNTED	12-15
GENERAL EDUCATION	
(CSU GE OR IGETC) UNITS	37-39
ELECTIVES	15-20
TOTAL DEGREE UNITS	60

MATHEMATICS

MATHEMATICS DIVISION

APPROPRIATENESS TO MISSION?

STATEMENT OF PROGRAM GOALS AND OBJECTIVES

The West Los Angeles College Associate in Science in Mathematics for Transfer is designed to prepare students who wish to transfer to a California State University to pursue studies in Mathematics. The AS degree in Mathematics meets the requirements of SB1440 for Associate Degrees for Transfer to the CSU.

PROGRAM LEARNING OUTCOMES (PLOS):

To achieve this goal, each student will be able to:

- Apply quantitative thinking processes using basic mathematical operations (addition, subtraction, multiplication, division) to solve common academic, workplace, and family problems. (Theme: Quantitative thinking; mathematical operations)
- Analyze and interpret spatial and graphic data (schedules, maps, tables, graphs, and geometric figures). (Theme: spatial and graphic data).
- Use mathematical tools essential for analyzing quantitative problems and for producing solutions. (Theme: mathematical tools)
- Apply advanced mathematical concepts and tools (algebra, calculus) essential in upper division academic work and/or workplace tasks. (Theme: advanced mathematical operations—algebra, calculus)
- Select appropriate math strategies for solving and handling application problems involving (for example) finance, science, economics, and family issues. (Theme: mathematical problem-solving)

DESCRIPTION

The Associate in 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.

The following requirements must be met:

- Completion of required units for the major (21-23 units)
- Completion of CSU Breadth or IGETC (37-39 units)
- 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 college catalog 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.

ASSOCIATE OF SCIENCE DEGREE For Transfer (AS-T)

MAJOR CODE: 1701.00

REQUIRED CORE: (15 UNITS)		UNITS
*MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5

**LIST A: CHOOSE ONE COURSE FROM THE FOLLOWING:
(3 UNITS)**

		UNITS
MATH 270	Linear Algebra	3
MATH 275	Ordinary Differential Equations	3

**LIST B: CHOOSE ONE COURSE FROM THE FOLLOWING:
(3-5 UNITS)**

		UNITS
*MATH 227	Statistics	4
MATH 270	Linear Algebra	3
MATH 275	Ordinary Differential Equations	3
*PHYSICS 37	Physics for Engineers & Scientists I	5
*PHYSICS 38	Physics for Engineers & Scientists II	5
*PHYSICS 39	Physics for Engineers & Scientists III	5

TOTAL UNITS REQUIRED FOR THE MAJOR	21-23
PLUS COMPLETION OF CSU BREADTH OR IGETC	37-39
TOTAL UNITS REQUIRED FOR AS-T	60

*Units that may be double-counted (9-10 units)

MUSIC

HUMANITIES AND FINE ARTS DIVISION

APPROPRIATENESS TO MISSION

The Associates in Arts in Music for Transfer (AA-T) Degree prepares students for transfer to a Bachelor of Arts program in History at a California State University (CSU). This degree aligns with the college's mission to provide a transfer path for student success.

STATEMENT OF PROGRAM GOALS AND OBJECTIVES

The goals and objectives of the Associate in Arts in Music for Transfer is (1) to identify different types of music through performance and study, (2) to enrich students with the knowledge and skills needed to earn an Associate in Arts degree, and (3) to provide the courses necessary to prepare students for transfer to a CSU.

PROGRAM LEARNING OUTCOMES (PLOS):

Students who complete the program will be able to demonstrate the following Program Learning Outcomes (PLOS):

- Secure Technique.
- Cultivate a relationship to other disciplines.
- Practice and develop creative routine.
- Discover inspiration and how to use it.
- Learn self-assessment for personal fulfillment and growth.

DESCRIPTION

The Associate in Arts in Music for Transfer (AA-T) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Music. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students will be required to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework will satisfy the lower division Economics requirements at some of the CSU campuses. Information on which campuses accept this degree can be found at <http://www.sb1440.org/>

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). To earn this AA-T degree, students must meet the following requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both the following:
 - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
 - (B) A minimum of 22 semester units in the major or in a major area of emphasis as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0

Associate Degrees for Transfer also require that students earn a C or better in all courses required for the major or area of emphasis.

Completion of this AA-T program will provide students the foundation to pursue careers in teaching, therapy, conducting, producing, singing, and arranging.

Students will not be required to complete additional local graduation requirements to obtain the AA-T degree.

ASSOCIATE OF SCIENCE DEGREE For Transfer (AS-T)

MAJOR CODE: 1004.00

REQUIRED COURSES (30 UNITS)		UNITS
MUS 200	Introduction to Music Theory	4
MUS 201	Harmony I	3
MUS 202	Harmony II	3
MUS 203	Harmony III	3
MUS 211	Musicianship I	1
MUS 212	Musicianship II	1
MUS 213	Musicianship III	1
MUS 180	Applied Music Laboratory	1.5
MUS 181	Applied Music I	.5
MUS 755	Brass Ensemble*	1
MUS 775	Jazz Ensemble*	1
MUS 561	Chamber Chorale	1
MUS 781	Studio Jazz Band	1
TOTAL UNITS FOR MAJOR		22
TOTAL UNITS DOUBLE COUNTED		2 (CSU)

TOTAL UNITS GENERAL EDUCATION (IGETC)	37-39
TOTAL UNITS ELECTIVES	0
TOTAL UNITS FOR DEGREE	60

PHILOSOPHY

HUMANITIES AND FINE ARTS DIVISION

APPROPRIATENESS TO MISSION

The Associates in Arts in Philosophy (AA-T) Degree prepares students for transfer to a Bachelor of Arts program in Philosophy at a California State University (CSU). This degree aligns with the college's mission to provide a transfer path for student success.

STATEMENT OF PROGRAM GOALS AND OBJECTIVES

The goals and objectives of the Associate in Arts in Philosophy for Transfer is (1) to equip students with the ability to construct convincing and successful arguments (2) the ability to evaluate ethical theories movements and ideas, and (3) to provide the courses necessary to prepare students for transfer to a CSU.

PROGRAM LEARNING OUTCOMES (PLOS):

Students who complete the program will be able to demonstrate the following Program Learning Outcomes (PLOS):

- Discover and recognize philosophical themes in literature, novels, stories and plays.
- Through analysis of historical and current understanding of metaphysics, sciences, and religions.
- Develop a personal philosophy that expresses one's view of the meaning of life; the existence of God, good vs. evil, pleasure vs. pain, friends vs. enemies and the search for happiness.
- Articulate clearly and verbalize and argument based on a careful analysis of data and research surrounding a specific moral, political, and social issue.
- Articulate clearly to argue a position that is based on well-documented research, with emphasis on facts over opinion and bias.

DESCRIPTION

The Associate in Arts in Philosophy for Transfer (AA-T) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Philosophy. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed

admissions, it is not to any particular campus or program in the CSU system. Students will be required to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework will satisfy the lower division Sociology requirements at some of the CSU campuses. Information on which campuses accept this degree can be found at <http://www.sb1440.org/>

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). To earn this AA-T degree, students must meet the following requirements:

- (3) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both the following:
 - (C) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
 - (D) A minimum of 18 semester units in the major or in a major area of emphasis as determined by the community college district.
- (4) Obtainment of a minimum grade point average of 2.0

Associate Degrees for Transfer also require that students earn a C or better in all courses required for the major or area of emphasis.

Completion of this AA-T program will provide students the foundation to pursue careers in business, education, non-profit, urban planning, legal, and federal, state and local government.

Students will not be required to complete additional local graduation requirements to obtain the AA-T degree.

ASSOCIATE OF SCIENCE DEGREE For Transfer (AS-T)

MAJOR CODE: 1509.00

REQUIRED COURSES (30 UNITS)		UNITS
PHIL 8	Deductive Logic	3
PHIL 1	Introduction to Philosophy	3
OR		
PHIL 20	Ethics	3

LIST A: CHOOSE ANY COURSE FROM REQUIRED CORE NOT ALREADY USED (3 UNITS):

		UNITS
PHIL 12	History of Greek Philosophy	3
PHIL 6	Logic in Practice	3

LIST B: CHOOSE TWO COURSES FROM THE FOLLOWING:

(6 UNITS)		UNITS
HIST 1	Intro to Western Civilization I	3
HIST 2	Intro to Western Civilization II	3
PHIL 33	Comparative Survey of World Religions	3

LIST C:

PHIL 41	Intro to Philosophy and Literature	3
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TOTAL UNITS FOR MAJOR	18
TOTAL UNITS DOUBLE COUNTED	9
TOTAL UNITS GENERAL EDUCATION (CSU GE)	39
TOTAL UNITS GENERAL EDUCATION (IGETC)	37
TOTAL UNITS ELECTIVES	3-5
TOTAL UNITS FOR DEGREE	60

PHYSICS

SCIENCE DIVISION

APPROPRIATENESS TO MISSION

The Associate in Science in Physics (AS-T) Degree prepares students for transfer to a Bachelor of Science program in Physics at a California State University (CSU). This degree aligns with the college's mission to provide a transfer path for student success.

STATEMENT OF PROGRAM GOALS AND OBJECTIVES

The goals and objectives of the Associate in Science in Physics for Transfer is (1) to provide a foundation in Physics and apply scientific, critical thinking skills and basic Physics principles, (2) to enrich students with the knowledge and skills needed to earn an Associate in Science degree in Physics, and (3) to provide the courses necessary to prepare students for transfer to a CSU.

PROGRAM LEARNING OUTCOMES (PLOS):

Students who complete the program will be able to demonstrate the following Program Learning Outcomes (PLOs):

- Develop critical thinking skills and move toward autonomous learning.
- Comprehend, describe, and apply the procedures of physics and understand their limitations.
- Demonstrate competence in applying the methods of scientific inquiry.
- Apply the basic physics principles to a wide/diverse range of problems.

DESCRIPTION

Physics is the general analysis of nature, involving the study of matter and its motion through space and time. Advance in physics can dramatically transform modern-day society, through its application toward development of new technology.

The Associate in Science in Physics for Transfer (AS-T) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Physics. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students will be required to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework will satisfy the lower division Physics requirements at some of the CSU campuses. Information on which campuses accept this degree can be found at <http://www.sb1440.org/>

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

To earn this AS-T degree, students must meet the following requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
 - (B) A minimum of 30 semester units in the major or in a major area of emphasis as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students earn a C or better in all courses required for the major or area of emphasis.

Completion of this AS-T degree will provide students the foundation to pursue careers in Physical Science, Math, Engineering and Computer Science.

Students will not be required to complete additional local graduation requirements to obtain the AS-T degree.

ASSOCIATE OF SCIENCE DEGREE For Transfer (AS-T)

MAJOR CODE: 1902.00

REQUIRED COURSES (30 UNITS)	UNITS
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
MATH 261 Calculus I	5
MATH 262 Calculus II	5
MATH 263 Calculus III	5
TOTAL UNITS FOR MAJOR	30
TOTAL UNITS DOUBLE COUNTED	7
TOTAL UNITS GENERAL EDUCATION (IGETC)	37
TOTAL UNITS ELECTIVES	0
TOTAL UNITS FOR DEGREE	60

POLITICAL SCIENCE

SOCIAL SCIENCES DIVISION

APPROPRIATENESS TO MISSION

The Associates in Arts in Political Science (AA-T) Degree prepares students for transfer to a Bachelor of Arts program in Political Science at a California State University (CSU). This degree aligns with the college's mission to provide a transfer path for student success.

STATEMENT OF PROGRAM GOALS AND OBJECTIVES

The goals and objectives of the Associate in Arts in Political Science for Transfer is (1) equip students with the ability to comprehend how the nation has been shaped by historical events, (2) to enrich students with the knowledge and skills needed to earn an Associate in Arts degree, and (3) to provide the courses necessary to prepare students for transfer to a CSU. Students who complete the program will be able to demonstrate the following Program Learning Outcomes (PLOs):

PROGRAM LEARNING OUTCOMES (PLOS):

- Demonstrate knowledge of the basic structures of government and politics.
- Understand theories concerning ideal government and how power and resources are allocated in a society.
- Differentiate between facts, opinions, and biases related to government and politics and discernment of relevant and appropriate sources of information.

DESCRIPTION

The Associate in Arts in Political Science for Transfer (AA-T) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Political Science. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students will be required to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework will satisfy the lower division Sociology requirements at some of the CSU campuses. Information on which campuses accept this degree can be found at <http://www.sb1440.org/>

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). To earn this AA-T degree, students must meet the following requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
 - (B) A minimum of 19 semester units in the major or in a major area of emphasis as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students earn a C or better in all courses required for the major or area of emphasis.

Completion of this AA-T program will provide students the foundation to pursue careers in business, education, public service, urban planning, legal, and federal, state and local government.

Students will not be required to complete additional local graduation requirements to obtain the AA-T degree.

ASSOCIATE OF ARTS DEGREE for TRANSFER (AA-T)

MAJOR CODE: 2207.00

<u>REQUIRED COURSES</u>	<u>UNITS</u>
POLI SCI 1 The Government of the United States	3

<u>LIST A: SELECT THREE COURSES</u>	<u>(9 UNITS)</u>
POLI SCI 2 Modern world Governments	3
POLI SCI 7 Contemporary World Affairs	3
MATH 227 Statistics	4

<u>LIST B: SELECT TWO COURSES</u>	<u>(6 UNITS)</u>
<i>Any course from List A that has not already been used</i>	
ECONOMICS 1 Principles of Economics I	3
ECONOMICS 2 Principles of Economics II	3
HISTORY 11 Political and Social History of the U.S. I	3
HISTORY 12 Political and Social History of the U.S. II	3

TOTAL UNITS FOR MAJOR	19
TOTAL UNITS THAT MAY BE DOUBLE COUNTED	14-16
GENERAL EDUCATION	
(CSU GE OR IGETC) UNITS	37-39
TOTAL DEGREE UNITS	60

PSYCHOLOGY

SOCIAL SCIENCES DIVISION

STATEMENT OF PROGRAM GOALS AND OBJECTIVES

The West Los Angeles College Associate in Arts degree in Psychology for Transfer is designed to prepare students who wish to transfer to a California State University to pursue studies in Psychology. Students who successfully complete the Associate in 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.

PROGRAM LEARNING OUTCOMES (PLOS):

To achieve this goal, each student will be able to:

- Practice and demonstrate skills and knowledge regarding ethics and professionalism in treatment and research.
- Address social, behavioral, historical, and cultural issues in treating and dealing with individuals and their adjustment in the workplace, family, community, and the global world.
- Apply critical thinking to investigate and interpret influences of heredity and environment in assessment, counseling, therapy, and research.
- Demonstrate and apply knowledge of biological and social issues as a major factor in Psychology.
- Read, evaluate, and incorporate knowledge of research in assessment of new and old information in the field.
- Demonstrate and apply knowledge of the different types of research designs and methodologies.
- Apply critical thinking to analyze data, interpret, and report research findings.
- Demonstrate an understanding of the differences between experimental and correlational research.

DESCRIPTION

The Associate in 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 in 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.

The following requirements must be met:

- Completion of required units for the major (19 units)
- Completion of CSU Breadth or IGETC (41 units)
- Completion of a minimum of 60 CSU-transferable units.
- Maintain a minimum grade point average (GPA) of at least 2.0.
- 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.
- 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 college catalog 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.

ASSOCIATE OF ARTS DEGREE for TRANSFER (AA-T)

MAJOR CODE: 2001.00

REQUIRED COURSES (10 UNITS)		UNITS
*MATH 227	Statistics	4
*PSYCH 1	General Psychology I	3
PSYCH 74	Research Methods in Behavioral Sciences	3

LIST A: CHOOSE ONE COURSE

FROM THE FOLLOWING: (3 UNITS)

*PSYCH 2	Biological Psychology	3
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LIST B: CHOOSE ONE COURSE

FROM THE FOLLOWING: (3 UNITS)

*PSYCH 41	Life Span Psychology	3
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**LIST C: CHOOSE ONE COURSE
FROM THE FOLLOWING: (3 UNITS)**

PSYCH 14	Abnormal Psychology	3
PSYCH 52	Psychological Aspects of Human Sexuality	3

TOTAL UNITS REQUIRED FOR THE MAJOR	19
PLUS COMPLETION OF CSU BREADTH OR IGETC 41	
TOTAL UNITS REQUIRED FOR AA-T DEGREE	60

*Units that may be double-counted (9-10 units)

SOCIOLOGY

SOCIAL SCIENCES DIVISION

APPROPRIATENESS TO MISSION

The Associates in Arts in Sociology (AA-T) Degree prepares students for transfer to a Bachelor of Arts program in Sociology at a California State University (CSU). This degree aligns with the college's mission to provide a transfer path for student success.

STATEMENT OF PROGRAM GOALS AND OBJECTIVES

The goals and objectives of the Associate in Arts in Sociology for Transfer is (1) provide a foundation in sociological science and critical thinking skills, (2) to enrich students with the knowledge and skills needed to earn an Associate in Arts degree, and (3) to provide the courses necessary to prepare students for transfer to a CSU.

PROGRAM LEARNING OUTCOMES (PLOS):

Students who complete the program will be able to demonstrate the following Program Learning Outcomes (PLOS):

- Analyze and interpret social experience using a sociological perspective especially as it related to race/ethnicity, class, gender, sexual orientation, religion and nationality.
- Evaluate the merits of major sociological perspectives and theories in application to social phenomenon.
- Locate, analyze, assess, and communicate sociological scholarship in a manner that is academically sound and viable.
- Distinguish between macro and micro levels of analysis and their relationship to understanding self-identity.

- Develop ability to synthesize sociological knowledge with knowledge from other disciplines to arrive at a more holistic understanding of social life.
- Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorization.

DESCRIPTION

The Associate in Arts in Sociology for Transfer (AA-T) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Sociology. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students will be required to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework will satisfy the lower division Sociology requirements at some of the CSU campuses. Information on which campuses accept this degree can be found at <http://www.sb1440.org/>

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). To earn this AA-T degree, students must meet the following requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
 - (B) A minimum of 19 semester units in the major or in a major area of emphasis as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students earn a C or better in all courses required for the major or area of emphasis.

Completion of this AA-T program will provide students the foundation to pursue careers in business, education, public service, urban planning, and federal, state and local government.

Students will not be required to complete additional local graduation requirements to obtain the AA-T degree.

ASSOCIATE OF ARTS DEGREE for TRANSFER (AA-T)

MAJOR CODE: 2208.00

REQUIRED COURSES	UNITS
SOC 1 Introduction to Sociology	3
SOC 2 American Social Problems	3
MATH 227 Statistics	4
SOC 11 Ethnic and Racial Minorities in the U.S.	3
PSYCH 13 Social Psychology	3

LIST A: (6 UNITS)

Any Course from Required Core that has not already been used

LIST B: SELECT ONE COURSE (3 UNITS)

Any course from Required Core that has not already been used

AJ 1 Introduction to Administration of Justice	3
PSYCH 1 Introduction to Psychology	3

TOTAL UNITS FOR MAJOR	19
TOTAL UNITS THAT MAY BE DOUBLE COUNTED	9-12
GENERAL EDUCATION (CSU GE OR IGETC) UNITS	37-39
ELECTIVE UNITS	11-16
TOTAL DEGREE UNITS	60

SPANISH

LANGUAGE ARTS DIVISION

APPROPRIATENESS TO MISSION

The Associates in Arts in Spanish for Transfer (AA-T) Degree prepares students for transfer to a Bachelor of Arts program in Spanish at a California State University (CSU). This degree aligns with the college's mission to provide a transfer path for student success.

STATEMENT OF PROGRAM GOALS AND OBJECTIVES

The goals and objectives of the Associate in Arts in Spanish for Transfer is (1) to offer academic training and understanding of the cultural and sociological contexts of the Spanish language, (2) to enrich students with the knowledge and skills needed to earn an Associate in Arts degree, and (3) to provide the courses necessary to prepare students for transfer to a CSU. .

PROGRAM LEARNING OUTCOMES (PLOS):

Students who complete the program will be able to demonstrate the following Program Learning Outcomes (PLOS):

- Listen with understanding to Spanish conversations.
- Respond meaningfully in personal and community situations.
- Read confidently and competently for personal information, professional and academic needs.
- Write in target language to communicate with purpose, meaning, and grammatical correctness.
- Develop processes that lead to insight an understanding of the culture.
- Speak the target language effectively and articulately in personal, community and work settings.
- Interact sensitively and respectfully with the cultures morals, beliefs, and traditions in the target language.

DESCRIPTION

The Associate in Arts in Spanish for Transfer (AA-T) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Spanish. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students will be required to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework will satisfy the lower division Spanish requirements at some of the CSU campuses. Information on which campuses accept this degree can be found at <http://www.sb1440.org/>

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). To earn this AA-T degree, students must meet the following requirements:

- (5) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both the following:
- (E) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
 - (F) A minimum of 23 semester units in the major or in a major area of emphasis as determined by the community college district.
- (6) Obtainment of a minimum grade point average of 2.0

Associate Degrees for Transfer also require that students earn a C or better in all courses required for the major or area of emphasis.

Completion of this AA-T program will provide students the foundation to pursue careers in education, law, public service, interpretation, state and federal government.

Students will not be required to complete additional local graduation requirements to obtain the AA-T degree.

ASSOCIATE OF SCIENCE DEGREE For Transfer (AA-T)

MAJOR CODE: 1105.00

REQUIRED COURSES (30 UNITS)	UNITS
SPAN 1 Elementary Spanish I	5
SPAN 2 Elementary Spanish II	5
SPAN 3 Elementary Spanish III	5
SPAN 4 Elementary Spanish IV	5

LIST A: SELECT ONCE COURSE (3 UNITS)	UNITS
HIST 43 The Mexican American in the U.S. I	3
HIST 44 The Mexican American in the U.S. II	3
HIST 5 History of the Americas I	3
HIST 6 History of the Americas II	3
ENG 203 World Literature I	3
ENG 204 World Literature II	3

TOTAL UNITS FOR MAJOR	23
TOTAL UNITS DOUBLE COUNTED	6-9
TOTAL UNITS GENERAL EDUCATION (IGETC)	37-39
TOTAL UNITS ELECTIVES	4-9
TOTAL UNITS FOR DEGREE	60

STUDIO ARTS

HUMANITIES AND FINE ARTS DIVISION

APPROPRIATENESS TO MISSION

The Associate in Arts in Studio Arts for Transfer (AA-T) Degree prepares students for transfer into a Bachelor of Arts program in Studio Arts at a California State University (CSU). This degree aligns with the college's mission to provide a transfer pathway for student success.

STATEMENT OF PROGRAM GOALS AND OBJECTIVES

The Associate in Arts in Studio Arts for Transfer (AA-T) Degree prepares students for transfer into a Bachelor of Arts program in Studio Arts at a California State University (CSU). This program provides a strong foundation in critical, creative and independent thinking.

PROGRAM LEARNING OUTCOMES (PLOs):

Students who complete the program will be able to demonstrate the following Program Learning Outcomes (PLOs):

- Learn the fundamentals of craftsmanship and exemplify competence in the use of tools, materials and concepts.
- Evaluate works of art and design and possess knowledge and mastery of a variety of art making skills.
- Identify major movements in art and architecture and learn to appreciate the diversity of world art and its contribution to the human experience.
- Convey ideas and concepts about artwork through critical discussion and written assignments.
- Explore artistic expression through the analysis of aesthetic and cultural values in two and three dimensional media and convey ideas and concepts about artwork.

DESCRIPTION

The Associate in Arts in Studio Arts for Transfer (AA-T) Degree 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. Completion of this AA-T program will provide students the ability to demonstrate critical thinking and communication skills.

This degree is designed to provide a clear pathway and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students will be required to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework will satisfy the lower division Communication Studies requirements at some of the CSU campuses. Information on which campuses accept this degree can be found at <http://www.sb1440.org/>

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). To earn this degree, students must meet the following requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
 - (B) A minimum of 24 semester units in the major or in a major area of emphasis as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

Associate Degree of Transfer also require that students earn a C or better in all courses required for the major or area of emphasis.

Completion of this AA-T program will provide students the foundation to pursue careers in Therapy, library arts, education, graphic design, publishing, advertising, marketing, computer animation, and web design.

Students will not be required to complete additional local graduation requirements to obtain the AA-T degree.

ASSOCIATE of arts degree FOR TRANSFER (AA-T)

MAJOR CODE: 1002.00

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

LIST C SELECT ONE (3 UNITS)		UNITS
ART 101	Survey of Art History I	3

LIST B SELECT THREE (9 UNITS)		UNITS
ART 202	Drawing II	3
ART 204	Life Drawing	3
ART 708	Introduction to Ceramics	3
ART 709	Ceramics I	3

TOTAL UNITS FOR MAJOR	24
TOTAL UNITS THAT MAY BE DOUBLE COUNTED	6
GENERAL EDUCATION	
(CSU GE BREADTH)/IGETC	37-39
ELECTIVE UNITS	3-5
TOTAL DEGREE UNITS	60

The following section details the required curriculum for West's degree and certificate programs. 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 degree courses, the general education requirements (Plan A, Plan B, IGETC, or CSU Breadth GE), 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.

The Associate Degree for Transfer (AA-T or AS-T) is a special, new degree offered at California Community Colleges. To pursue this special degree rather than a traditional AA or AS degree, you should meet with a counselor to develop an education plan that puts you on the path toward the AA-T or AS-T degree.

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.

ACCOUNTING

CAREER STUDIES DIVISION

ASSOCIATE DEGREE

PROGRAM OVERVIEW

The Associate of Arts degree in Accounting is primarily designed for career and technical education and workforce training and 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 also offers an Associate Degree for Transfer in Business Administration and the Associate Degree for Transfer in Economics. Refer to the ADT section of this catalog for degree requirements.

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.

PROGRAM LEARNING OUTCOMES (PLOs):

Upon completion of this program, students will:

- Use formulas and mathematical tools to calculate and solve quantitative problems related to financial and accounting operations of a business workplace.
- Collect and compile financial data for management analysis of service, retail, and manufacturing status of a business.
- Review, refine, and make adjustments in calculations for completion of financial transactions, records, and forms.
- Communicate oral and written thought in a clear and organized manner to effectively inform, persuade, and convey ideas in the workplace.

AWARD	TYPE	GRAD PLAN	REQ MAJOR UNITS	TOTAL UNITS
Accounting	AA	Plan B	41	60
Accounting	Cert	N/A	34	34

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

ASSOCIATE OF ARTS DEGREE

Accounting

MAJOR CODE: 0502.00

(41 Units and 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 App	4
BUS 5 Business Law I	3
ECON 1 Principles of Economics I	3
ECON 2 Principles of Economics II	3
MKTG 1 Principles of Selling	3
TOTAL CORE REQUIRED UNITS	32

ELECTIVE COURSES

Choose 9 units from the following:

ACCTG 15 Tax Accounting I	3
BUS 1 Introduction to Business	3
LAW 2 Business Law II	3
MGMT 1 Principles of Management	3
MKTG 21 Principles of Marketing	3
TOTAL CORE 32 UNITS + 9 ELECTIVE UNITS	41

TOTAL DEGREE UNITS REQUIRED 60

RECOMMENDED COURSE SEQUENCE

Accounting

MAJOR CODE: 0502.00

SEMESTER 1	UNITS
BUS 5 Business Law I	5
BUS 32 Business Communications	3
GEN EDU Any General Education Course	3
GEN EDU Any General Education Course	3
TOTAL SEMESTER 1 UNITS	14

SEMESTER 2	UNITS
ACCTG 1 Introductory Accounting I	5
ACCTG 25 Automated Accounting	3
CO SCI 930* Microsoft Advanced Business Application	3
GEN EDU Any General Education Course	3
TOTAL SEMESTER 2 UNITS	14

SEMESTER 3	UNITS
ACCTG 2 Introductory Accounting II	5
Elective ACCTG 15 or ACCTG 20	3
Elective MGMT 1 or MKTG 21	3
GEN EDU Any General Education Course	3
GEN EDU Any General Education Course	3
TOTAL SEMESTER 3 UNITS	17

SEMESTER 4	UNITS
ECON 1 Principles of Economics I	3
MKTG 1 Principles of Selling	3
BUS 001 Introduction to Business	3
GEN EDU Any General Education Course	3
GEN EDU Any General Education Course	3
TOTAL SEMESTER 4 UNITS	15

TOTAL DEGREE UNITS REQUIRED 60

*Prerequisite CSIT 901 or equivalent experience.

CERTIFICATE OF ACHIEVEMENT

Accounting

MAJOR CODE: 0502.00

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.

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
BUS 5 Business Law I	3
CO SCI 901 Introduction to Computers and their Use	3
OR	
CAOT 84 Microcomputer Office Applications: Word Processing	3
TOTAL REQUIRED CORE UNITS	25

MAJOR REQUIREMENTS

ELECTIVE COURSES 9 UNITS

Choose 9 units from the following:

ACCTG 16	Tax Accounting II	3
LAW 2	Business Law II	3
MGMT 1	Principles of Management	3
ECON 1	Principles of Economics I	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
TOTAL CORE UNITS + 9 ELECTIVE UNITS		34

RECOMMENDED COURSE SEQUENCE

SEMESTER 1		UNITS
BUS 1	Introduction to Business	3
BUS 5	Business Law I	3
CO SCI 901	Intro to Computers and Their Use	3
ACCTG 1	Introductory Accounting	5
ELECTIVE	Choose 1 Elective Course Above	3
TOTAL SEMESTER 1 UNITS		17
SEMESTER 2		UNITS
ACCTG 2	Introductory Accounting II	5
ACCTG 15	Tax Accounting I	3
ACCTG 25	Automated Accounting	3
ELECTIVE	Choose 2 Elective Course(s) Above	6
TOTAL SEMESTER 2 UNITS		17
TOTAL CERTIFICATE UNITS		34

ADMINISTRATION OF JUSTICE

BEHAVIORAL & SOCIAL SCIENCES DIVISION

ASSOCIATE DEGREE

PROGRAM OVERVIEW

The Administration of Justice program is a study of the United States of America's criminal justice system used by local, state, and federal level government. Students will learn about the interaction and relationship of the criminal justice system's three major components: law enforcement, judiciary and corrections. If your goal is to work within the Criminal Justice field, this program will equip you to meet high academic standards and develop professional skills.

West Los Angeles College Administration of Justice program is a state recognized program offering both an academic series of courses leading to a transfer to a four-year university and a series of courses leading toward an Associates of Art Degree, Associates Transfer Degree, or Certificate to assist with job placement or career development. In addition to the Associate of Arts Degree in Administration of Justice, we offer other public safety options in both Corrections and Fire Technology. The curriculum is designed to provide students with the education necessary to gain entry into and for career promotion in the criminal justice field. The curriculum is offered on campus or online format.

PROGRAM LEARNING OUTCOMES (PLOs):

Upon completion of this program, students will:

- Practice and demonstrate behaviors, skills, and knowledge necessary to advance professionally in corrections and law enforcement. (Theme: Professional advancement)
- Identify social, behavioral, historical, and cultural issues to respond to the challenges of work, family, community, and the global world. (Theme: Challenging issues)
- Apply critical thinking to investigate and interpret the influences of hereditary and environmental factors in assessing and treating criminal behavior. (Theme: Critical thinking, heredity, and environment)

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

- Pursue continuous educational opportunities on issues related to the current and emerging fields related to criminal justice. (Theme: Research, updates)
 - Read, evaluate, and critically analyze current research methodologies; apply select research methodologies to the practice of criminal justice. (Theme: Research methodologies)
- +

AWARD	TYP E	GRAD PLAN	MAJOR UNITS	TOTAL UNITS
Administrati on of Justice	AS-T	CSU or IGETC	18	60
Administrati on of Justice	AA	Plan B	36	60



Associate Degree for Transfer

A Degree with a Guarantee.SM

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 ARTS DEGREE FOR TRANSFER (AS-T)

Administration of Justice

MAJOR CODE: 2105.00

(18 Units) + Completion of CSU Breadth or IGETC

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

LIST A: CHOOSE TWO COURSES (6 UNITS)

ADM JUS 3 Legal Aspects of Evidence	3
ADM JUS 4 Principles & Procedures 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)

MATH 227 Statistics	4
PSYCH 1 General Psychology I	3
SOC 1 Introduction to Sociology	3
TOTAL REQUIRED COURSE UNITS	18 to 19

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.
- 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.

MAJOR REQUIREMENTS

ASSOCIATE OF ARTS DEGREE

Administration of Justice

MAJOR CODE: 2105.00

(36 Units, Plan B) + All other West requirements for Associate Degree

REQUIRED COURSES	UNITS
ADM JUS 1 Introduction to Administrative Justice	3
ADM JUS 2 Concepts of Criminal Law	3
ADM JUS 3 Legal Aspects of Evidence	3
ADM JUS 4 Principles & Procedures Justice System	3
ADM JUS 5 Criminal Investigation	3
ADM JUS 8 Juvenile Procedures	3
ADM JUS 14 Report Writing for Peace Officers	3
ADM JUS 67 Community Relations I	3
ADM JUS 75 Introduction to Corrections	3
ADM JUS 160 Police Organization & Administration	3
TOTAL REQUIRED COURSE UNITS	30

ELECTIVE COURES	UNITS
<i>Choose 6 units from the following:</i>	
ADM JUS 6 Patrol Procedures	3
ADM JUS 60 Arrest, Search, and Seizure	3
ADM JUS 62 Fingerprint Classification	3
TOTAL REQUIRED UNITS + 6 ELECTIVE UNITS	36
TOTAL DEGREE UNITS REQUIRED	60

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
ADM JUS 1 Intro to Administration of Justice	3
ADM JUS 2 Concepts of Criminal Law	3
ADM JUS* ADM Justice Elective	3
ENGLISH 101** College Reading & Composition	3
POLI SCI 1** Government of the United States	3
TOTAL SEMESTER 1 UNITS	15

SEMESTER 2	UNITS
ADM JUS 3 Legal Aspects of Evidence	3
ADM JUS 4 Principles & Procedures Justice System	3
ADM JUS 67 Community Relations I	3
MATH 125** Intermediate Algebra	5
OR	
SOC 1** Intro to Sociology	3
OR	
PSYCH 1 ** General Psychology I	3
TOTAL SEMESTER 2 UNITS	12-14

SEMESTER 3	UNITS
ADM JUS 5 Criminal Investigation	3
ADM JUS 8 Juvenile Procedures	3
ADM JUS 75 Introduction to Corrections	3
HEALTH 11** Principles of Healthy Living	3
SPANISH 1** Elementary Spanish I	5
TOTAL SEMESTER 3 UNITS	17

SEMESTER 4	UNITS
ADM JUS 14 Report Writing for Peace Officers	3
ADM JUS 160 Police Organization & Administration	3
CO SCI 901** Intro to Computers and Their Use	3
PSYCH 2** General Psychology II	3
ADM JUS* Elective	3
KIN** Kinesiology	1
TOTAL SEMESTER 4 UNITS	16

TOTAL DEGREE UNITS REQUIRED 60

* 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.

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS



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.

**Departments offering Skills Certificates are responsible for their issuance*

Fingerprint Classification

MAJOR CODE: 2105.01

	UNITS
ADM JUS 62 Fingerprint Classification	3
SKILL CERTIFICATE* UNITS REQUIRED	3

Penal Code 832 Arrest Course

MAJOR CODE: 2105.11

	UNITS
ADM JUS 60 Arrest, Search, and Seizure	3
SKILL CERTIFICATE* UNITS REQUIRED	3

Police Orientation and Preparation I

MAJOR CODE: 2105.50

	UNITS
ADM JUS 1 Intro 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 U.S.	3
SOC 2 American Social Problems	3
SKILL CERTIFICATE* UNITS REQUIRED	15

Police Orientation and Preparation II

MAJOR CODE: 2105.51

	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	3
SKILL CERTIFICATE* UNITS REQUIRED	15

Police Orientation and Preparation III

MAJOR CODE: 2105.52

	UNITS
ADM JUS 2 Concepts of Criminal Law	3
ADM JUS 8 Juvenile Procedures	3
BIOLOGY 3A Intro to Biology-Lecture	3
CO SCI 901 Intro to Computers and Use	3
HEALTH 11 Principles of Healthy Living	3
SKILL CERTIFICATE* UNITS REQUIRED	15

Police Orientation and Preparation IV

MAJOR CODE: 2105.53

	UNITS
ADM JUS 4 Principles/Procedures of Justice	3
ADM JUS 60 Arrest, Search, and Seizure	3
ADM JUS 75 Introduction to Corrections	3
BIOLOGY 3B Introduction of Biology- Lab	1
HUMAN 60 People and Their World	3
KIN 229 Body Conditioning Skills I	1
SKILL CERTIFICATE* UNITS REQUIRED	14

ALCOHOL AND DRUG STUDIES

SOCIAL SCIENCES DIVISION

ASSOCIATE DEGREE

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

The coursework indicated below will prepare students with all necessary coursework to take the written licensing exam for either the California Association of Alcohol and Drug Educators (CAADE) or the California Association of Alcohol and Drug Abuse Counselors (CAADAC). Several classes may be used for continuing education credit for counseling 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

MAJOR REQUIREMENTS

PROGRAM LEARNING OUTCOMES (PLOs):

Upon completion of this program, students will:

- Practice Professional ethics and cultural acceptance in a work setting.
- Utilize various counseling techniques and theories to build rapport and create healthy relationships with each client, using skills of effective one-on-one and group counseling to promote self-responsibility and encourage positive change in client.
- Teach effective life, coping, and adjustment strategies.
- Utilize knowledge of the Diagnostic and Statistical Manual and data from intake procedures to identify mental illnesses.
- Assist with creation and implementation of a treatment plan that identifies needs, realistic expectations to be achieved, and necessary referrals.
- Continually self-assess one's psychological state and critically analyze, evaluate, and adopt a variety of solutions that support one's mental and emotional wellness, effectively manage stress, and avoid burnout.
- Draw on research and knowledge of psychoactive drugs and addiction to serve the needs of the counseling position, the client, and the community.
- Perform administrative tasks, continue to engage with licensing agencies, and maintain continuing education credits.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL REQ'D UNITS
Alcohol and Drug Studies	AA	Plan B	36	60
Alcohol and Drug Studies	Cert	36	36	36

ASSOCIATE OF ARTS DEGREE

Alcohol and Drug Studies

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
PSYCH 37 Psychology of Codependency & Family Systems	3
PSYCH 43 Principles of Group Dynamics	3
PSYCH 63 Alcohol/Drug Studies: Prevention & Edu	3
PSYCH 64 Intro Alcohol and Drug Abuse	3
PSYCH 65 Chemical Dependency: Intervention, Treatment and Recovery	3
PSYCH 67 Counseling Techniques for the Chemically Addicted	3
PSYCH 68 Biopsychology of Chemical Dependency: Drugs, Behavior and Health	3
PSYCH 84 Fieldwork I Alcohol/Drug Studies	3
PSYCH 85 Fieldwork II Alcohol/Drug Studies	3
SOC 1* Intro to Sociology (WLAC Requirement)	3

TOTAL REQUIRED COURSES UNITS 36

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

It is recommended that students consult with a WLAC counselor to develop a Student Educational Plan (SEP).

CERTIFICATE OF ACHIEVEMENT

Alcohol and Drug Studies

MAJOR CODE: 2104.40

Students may also earn a Certificate of Achievement in Alcohol and Drug Studies by completing the 36 unit course requirements listed below. The coursework indicated below will prepare students with all necessary coursework to take the written licensing exam for either the California Association of Alcohol and Drug Educators (CAADE) or the California

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

Association of Alcohol and Drug Abuse Counselors (CAADAC). Several classes may be used for continuing education credit for counseling licenses or public safety professions. Not all classes are offered every semester but do alternate each semester.

RECOMMENDED COURSE SEQUENCE

SEMESTER 1 UNITS

PSYCH 1 General Psychology 3

PSYCH 43 Principles of Group Dynamics 3

PSYCH 64 Intro Alcohol and Drug Abuse 3

TOTAL SEMESTER 1 UNITS 9

SEMESTER 2 UNITS

PSYCH 14 Abnormal Psychology 3

PSCYH 65 Chemical Dependency: Intervention,
Treatment and Recovery 3

PSYCH 67 Counseling Techniques for the
Chemically Addicted 3

TOTAL SEMESTER 2 UNITS 9

SEMESTER 3 UNITS

PSYSCH 37 Psychology of Codependency & Family 3

PSYSCH 63 Alcohol/Drug Studies: Prevention & 3

PSYCH 84 Fieldwork I Alcohol/Drug Studies 3

TOTAL SEMESTER 3 UNITS 9

SEMESTER 4 UNITS

PSYCH 68 Biopsychology of Chemical Dependency:
Drugs, Behavior & Health 3

PSCYCH 85 Fieldwork II Alcohol/Drug Studies 3

SOC1 I Intro to Sociology 3

TOTAL SEMESTER 4 UNITS 9

TOTAL CERTIFICATE UNITS 36

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

It is recommended that students consult with a WLAC counselor to develop a Student Educational Plan (SEP).

ALLIED HEALTH

See any of the following healthcare programs:

- CERTIFIED NURSING ASSISTANT (CNA)
- DENTAL ASSISTING
- DENTAL HYGIENE
- EMERGENCY MEDICAL TECHNICIAN
- HEALTH OCCUPATIONS
- MEDICAL ASSISTING
- NURSING, See CNA
- PARAMEDIC COURSES, See Allied Health
- PHARMACY TECHNICIAN

ANTHROPOLOGY

SOCIAL SCIENCES DIVISION

ASSOCIATE DEGREE

PROGRAM OVERVIEW

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). West Los Angeles College offers an Associate Degree for Transfer in Anthropology. Refer to the ADT section of this catalog for degree requirements.

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.

MAJOR REQUIREMENTS

PROGRAM LEARNING OUTCOMES (PLOs):

Upon completion of this program, students will:

- Critically analyze anthropological topics.
- Collect and synthesize research data using credible sources to write a cohesive document.
- Demonstrate knowledge necessary to advance academically and professionally in the discipline.
- Collect and synthesize research data using credible sources to write a cohesive document.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Anthropology	AA	Plan B	23	60

ASSOCIATE OF ARTS DEGREE

Anthropology

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
TOTAL REQUIRED UNITS	12

5 OR 6 UNITS FROM THE FOLLOWING: UNITS

ANTHRO 109 Gender, Sex, and Culture	3
ANTHRO 111 Human Biology Lab	2
ANTHRO 119 Introduction to Forensic Anthropology	2
ANTHRO 121 Anthro of Religion, Magic, 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	3
ENV SCI 2 The Human Environment: Biological	3

GEOG 1 Physical Geography	3
GEOLOGY 1 Physical Geology	3

TOTAL REQUIRED UNITS 23

OTHER 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

It is recommended that students consult with a WLAC counselor to develop a Student Educational Plan (SEP).

ART

HUMANITIES AND FINE ARTS DIVISION

ASSOCIATE DEGREE

PROGRAM OVERVIEW

- 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. West Los Angeles College also offers an Associate Degree for Transfer in Art History and an Associate Degree for Transfer in Studio Arts. Refer to the ADT section of this catalog for degree requirements.

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.

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

PROGRAM LEARNING OUTCOMES (PLOS):

Upon completion of this program, students will:

- Understand form, Apply elements of form, demonstrate accuracy, maintain harmony two and three dimensionally, vertically and horizontally. Become confident in fundamentals, placement, and Control. Converse with the language of the arts. Don't be dull. Be original-unique. Secure your technique to equalize and integrate practices.
- Explore new areas of expression. Expose yourself to other fields through art and music. Work in collaboration. Learn to accept criticism. Enhance work with understanding of other areas.
- Be creative. Prepare all aspects personal and professional. Willingness to take risks in work. Be ready for surprises. Risk it all now. Create a competitive portfolio/repertoire. Rearrange everything. Always look at new and old innovative expression.
- Be confident in your area. Self-confidence. Self-esteem. Practice all lesson to mastery. Keep looking. Be aware and learn program upgrades. Learn time-management. Develop discipline of working every day. Have fun with problem solving. Solve your problems with fresh combinations. Illustrate with color. Develop individual creative routine.
- Analyze everything you see in the real world. Always experiment with new visual/aural combinations. Overlap and combine elements. Refine your work. Use imagination. Trust inspiration-breathe.
- Assessment will be by a portfolio of student work evaluated by the instructor.

AWARD	TYPE	GRAD PLAN	MAJOR UNITS	TOTAL UNITS
Art (Ceramics)	AA	Plan A	30	60
Art (Drawing and Painting)	AA	Plan A	30	60

It is recommended that students consult with a WLAC counselor to develop a Student Educational Plan (SEP).

ASSOCIATE OF ARTS DEGREE

ART – 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
TOTAL REQUIRED UNITS	18

12 UNITS FROM THE FOLLOWING:	UNITS
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 ELECTIVE UNITS	12

TOTAL MAJOR UNITS 30

For RECOMMENDED COURSE SEQUENCE consult a WLAC counselor.

ASSOCIATE OF ARTS DEGREE

Art – 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
TOTAL REQUIRED UNITS	18

MAJOR REQUIREMENTS

12 UNITS FROM THE FOLLOWING:		UNITS
ART 204	Life Drawing I	3
ART 205	Life Drawing II	3
ART 300	Introduction to Painting	3
ART 301	Water Color Painting I	3
ART 302	Water Color Painting II	3
ART 307	Oil Painting I	3
TOTAL ELECTIVE UNITS		12
TOTAL MAJOR UNITS		30

It is recommended that students consult with a WLAC counselor to develop a Student Educational Plan (SEP).

SKILL CERTIFICATES*

**Note: Skill certificates are not state-approved and are not included on transcripts.*

**Departments offering Skills Certificates are responsible for their issuance.*

Computer Graphic Arts

MAJOR CODE: 1030.22

ART 201	Drawing I	3
	OR	
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	Advance Desktop Publishing	3
TOTAL CERTIFICATE UNITS REQUIRED		15

AVIATION MAINTENANCE TECHNICIAN

APPLIED TECHNOLOGY DIVISION

ASSOCIATE DEGREE

PROGRAM OVERVIEW

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 Power plant Technician Certificate. Upon qualifying by written, oral, and practical examinations, students are issued Federal Aviation Administration (FAA) certificates by the FAA.

NOTE: The Aircraft Maintenance program is a cohort sequenced program with classes starting every eight weeks, and full-time, evening schedules.

CREDIT FOR FAA CERTIFICATES

Please consult with the Chair of the Aviation Department regarding credit for FAA Airframe and/or Power plant 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.

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

PROGRAM LEARNING OUTCOMES (PLOs):

Upon completion of this program, students will:

- To effectively communicate both verbally and in writing with a variety of personnel using proper terminology, records, and forms.
- To be able to apply basic mathematics and graphic principles as used in aviation (aerospace).
- To apply aerodynamic principals in the assembly, repair and maintenance of power plant and aircraft structures.
- To apply basic electrical principals as it applies to electrical and mechanical components. The proper use of the multi-meter is now a FAA requirement.
- To properly inspect, check, service, repair and overhaul airframe and airframe components.
- The proper use of tools, equipment, safety apparel. The proper procedures for safety in and around aircraft and equipment.
- Proper work ethics for independent and collectively working with management, co-workers, and the Federal Aviation Administration in order to maximize efficiency in the work place.
- The student must review the information that will be required by the FAA to pass their required examinations for certification.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Aviation Maintenance Technician	AS	Plan B	72	90
Aircraft Power Plant Technician	Cert	N/A	54	54
Airframe Maintenance Technician	Cert	N/A	48	48

The Associate of Science degree and certificates in Aviation Maintenance Technician is primarily designed for career and technical education and workforce training/development.

NOTE: Students may receive transfer 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.

ASSOCIATE OF ARTS DEGREE

Aviation Maintenance Technician

MAJOR CODE: 0950.00

(72 Units, Plan B) + All other West general education 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 Power Plant Systems	4
AVIATEK 16 Propeller and Power Plant Systems Lab	2
AVIATEK 17 Ignition and Fuel Metering Systems	4
AVIATEK 18 Ignition and Fuel Metering Systems Lab	2
AVIATEK 19 Reciprocating Power Plant Overhaul	4
AVIATEK 20 Reciprocating Power Plant Overhaul Lab	2
AVIATEK 21 Power Plant Troubleshooting & Testing	4
AVIATEK 22 Power Plant Troubleshooting & Testing Lab	2
AVIATEK 23 Inspection and Evaluation	4
AVIATEK 24 Inspection and Evaluation Lab	2
TOTAL REQUIRED UNITS	72

MAJOR REQUIREMENTS

RECOMMENDED COURSE SEQUENCE

SEMESTER 1		UNITS
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
GEN ED	General Education Course	3
TOTAL SEMESTER 1 UNITS		15

SEMESTER 2		UNITS
AVIATEK 1	Maintenance Procedures	4
AVIATEK 2	Maintenance Procedures Lab	2
AVIATEK 7	Electrical and Instrument Systems	4
AVIATEK 8	Electrical and Instrument Systems Lab	2
GEN ED	General Education Course	3
TOTAL SEMESTER 2 UNITS		15

SEMESTER 3		UNITS
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
GEN ED	General Education Course	3
TOTAL SEMESTER 3 UNITS		15

SEMESTER 4		UNITS
AVIATEK 9	Assembly, Rigging, and Inspection	4
AVIATEK 10	Assembly, Rigging, and Inspection Lab	2
AVIATEK 15	Propeller and Power Plant Systems	4
AVIATEK 16	Propeller and Power Plant Systems Lab	2
GEN ED	General Education Course	3
TOTAL SEMESTER 4 UNITS		15

SEMESTER 5		UNITS
AVIATEK 19	Reciprocating Power Plant Overhaul	4
AVIATEK 20	Reciprocating Power Plant Overhaul Lab	2
AVIATEK 21	Power Plant Troubleshooting and Testing	4
AVIATEK 22	Power Plant Troubleshooting and Testing Lab	2
GEN ED	General Education Course	3
TOTAL SEMESTER 5 UNITS		15

SEMESTER 6		UNITS
AVIATEK 17	Ignition and Fuel Metering Systems	4
AVIATEK 18	Ignition and Fuel Metering Systems Lab	2
AVIATEK 23	Inspection and Evaluation	4
AVIATEK 24	Inspection and Evaluation Lab	2
GEN ED	General Education Course	3
TOTAL SEMESTER 6 UNITS		15
TOTAL DEGREE UNITS		90



CERTIFICATE OF ACHIEVEMENT

Aircraft Power Plant Technician

MAJOR CODE: 0950.20

PROGRAM OVERVIEW

The Power plant Maintenance Technician program is designed for workforce training and transfer. To meet the aerospace industry's demand for well-trained, certificated aircraft mechanics, the college offers a Power plant Maintenance Technician Certificate. Upon completion, students qualifying by written, knowledge (oral), and skill (practical) examinations, students are issued Federal Aviation Administration (FAA) certificate by the FAA.

This coursework is designed to improve the knowledge and job skills of Aircraft Maintenance Technicians who are working or wishing to work in the aircraft maintenance industry. Training is given in servicing and overhauls various power plant systems and its components. Aviation Maintenance students use a repair station and three well-equipped laboratories as they work through their hands-on, modularized sequences of courses. This program is certified by the Federal Aviation Association (FAA).

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

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

AVIATEK 7	Electrical and Instrument Systems	4
AVIATEK 8	Electrical and Instrument Systems Lab	2
AVIATEK 15	Propeller and Power Plant Systems	4
AVIATEK 16	Propeller and Power Plant Systems Lab	2
AVIATEK 17	Ignition and Fuel Metering Systems	4
AVIATEK 18	Ignition and Fuel Metering Systems Lab	2
AVIATEK 19	Reciprocating Power Plant Overhaul	4
AVIATEK 20	Reciprocating Power Plant Overhaul Lab	2
AVIATEK 21	Power Plant Troubleshooting & Testing	4
AVIATEK 22	Power Plant Troubleshooting & Testing Lab	2
AVIATEK 23	Inspection and Evaluation	4
AVIATEK 24	Inspection and Evaluation Lab	2
TOTAL REQUIRED UNITS		54

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS	
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
TOTAL SEMESTER 1 UNITS		12

SEMESTER 2	UNITS	
AVIATEK 1	Maintenance Procedures	4
AVIATEK 2	Maintenance Procedures Lab	2
AVIATEK 7	Electrical and Instrument Systems	4
AVIATEK 8	Electrical and Instrument Systems Lab	2
TOTAL SEMESTER 2 UNITS		12

SEMESTER 3	UNITS	
AVIATEK 15	Propeller and Power Plant Systems	4
AVIATEK 16	Propeller and Power Plant Systems Lab	2
AVIATEK 17	Ignition and Fuel Metering Systems	4
AVIATEK 18	Ignition and Fuel Metering Systems Lab	2
TOTAL SEMESTER 3 UNITS		12

SEMESTER 4	UNITS	
AVIATEK 19	Reciprocating Power Plant Overhaul	4
AVIATEK 20	Reciprocating Power Plant Overhaul Lab	2
AVIATEK 21	Power Plant Troubleshooting and Testing	4
AVIATEK 22	Power Plant Troubleshooting and Testing Lab	2
TOTAL SEMESTER 4 UNITS		12

SEMESTER 5	UNITS	
AVIATEK 23	Inspection and Evaluation	4
AVIATEK 24	Inspection and Evaluation Lab	2
TOTAL SEMESTER 5 UNITS		6



CERTIFICATE OF ACHIEVEMENT

Airframe Maintenance Technician

MAJOR CODE: 0950.10

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 REQUIRED UNITS		48

MAJOR REQUIREMENTS

BIOLOGY

SCIENCE DIVISION

ASSOCIATE DEGREE

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.

PROGRAM LEARNING OUTCOMES (PLOs):

Upon completion of this program, students will:

Biology (General) Program

- Explain how scientists investigate causes of natural biological phenomena.
- Explain how living things are organized, reproduce, acquire matter & energy, and inherit & express genetic instructions.
- Utilize biological information to make informed decisions about environmental issues.
- Utilize biological information to make informed decisions about personal issues.
- Perform basic biological lab procedures.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Biology	AA	Plan B	38	60

RECOMMENDED COURSE SEQUENCE

SEMESTER 1 UNITS

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
TOTAL SEMESTER 1 UNITS		12

SEMESTER 2 UNITS

AVIATEK 1	Maintenance Procedures	4
AVIATEK 2	Maintenance Procedures Lab	2
AVIATEK 7	Electrical and Instrument Systems	4
AVIATEK 8	Electrical and Instrument Systems Lab	2
TOTAL SEMESTER 2 UNITS		12

SEMESTER 3 UNITS

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
TOTAL SEMESTER 3 UNITS		12

SEMESTER 4 UNITS

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 SEMESTER 4		12

TOTAL REQUIRED UNITS 48

It is recommended that students consult with a WLAC counselor to develop a Student Educational Plan (SEP).

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

Biology (Health Science Option) Program

- Use appropriate biological terminology to communicate with purpose and clarity, to consult others, and to question others emphatically for the purpose of making informed decisions regarding the health status of a patient or a family member.
- Recommend strategies to family members and/or patients that will help the human body recover from injury and/or defend itself against disease-causing microbes.
- Recommend strategies to family members and/or patients that will protect the human body from the invasion of disease-causing microbes.
- Explain how living things are organized, reproduction, acquire • matter & energy, and inherit & express genetic instructions.

Natural Sciences/Biological Science General Education Requirement (non-biology majors)

- Explain how scientists investigate causes of natural biological phenomena.
- Utilize biological information to make informed decisions about environmental issues.
- Utilize biological information to make informed decisions about personal issues.
-



ASSOCIATE OF ARTS DEGREE

Biology

MAJOR CODE: 0401.00

(38 Units, Plan B) + All other West general education requirements for Associate Degree.

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

AND THE COURSES IN EACH OF THE FOLLOWING 3 GROUPS

GROUP 1	UNITS
CHEM 101 General Chemistry AND	5
CHEM 102 General Chemistry II	5
OR	
PHYSICS 6 General Physics I AND	4
PHYSICS 7 General Physics II	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 REQUIRED COURSE UNITS		38-40

For **RECOMMENDED COURSE SEQUENCE** consult a *WLAC counselor*.

BUSINESS

CAREER STUDIES DIVISION

ASSOCIATE DEGREE

PROGRAM OVERVIEW

The Associate of Arts degree in Business is primarily designed for career and technical education and workforce training/development. The Associate of Arts degree in Business provides a broad background of business knowledge which can be applied in most businesses. West Los Angeles College also offers an Associate Degree for Transfer in Business Administration (AA-T). Please refer to the ADT section of this catalog for degree requirements.

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.

PROGRAM LEARNING OUTCOMES (PLOs):

Upon completion of this program, students will:

- Use business formulas to calculate and solve quantitative problems. Analyze financial operations of a typical business. (Corporate Math)
- Adopt a variety of practices that adhere to a company's culture of moral business principals. Maintain trust, confidentiality and business integrity in the workplace. (Corporate Human Resources-HR)
- Maneuver in the operational workflow of an organization through effective use of time management and utilization of appropriate resources. (Corporate Workflow)

MAJOR REQUIREMENTS

AWARD	TYPE	GRAD PLAN	REQ MAJOR UNITS	TOTAL UNITS
Business	AA	Plan B	38	60
Business	Cert	N/A	29	29

ASSOCIATE OF ARTS DEGREE

Business

MAJOR CODE: 0501.00

(38 Units, Plan B) + All other West requirements for Associate Degree

REQUIRED COURSES	UNITS
ACCTG 1 Introductory Accounting I	5
CO SCI 901 Intro 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
BUS 5 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
FINANCE 2 Investments	3
LAW 2 Business Law II	3
TOTAL COURSE UNITS	38-39

The Business Associate of Arts degree is a survey of the fundamental aspects of all phases of business including entrepreneurship, management/leadership, marketing, financial management and institutions, investing through the securities market, and challenges facing global markets.

It is recommended that students consult with a WLAC counselor to develop a Student Educational Plan (SEP).

CERTIFICATE OF ACHIEVEMENT

Business

MAJOR CODE: 0501.00

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.

REQUIRED COURSES	UNITS
ACCTG 1 Introductory Accounting I	5
CO SCI 901 Intro to Computers and Their Use	3
BUS1 Introduction to Business	3
BUS 31 Business English or English 101	3
BUS 32 Business Communications	3
BUS 38 Business Computations or Math 125	3
BUS 5 Business Law I	3
MGMT 1 Principles of Management	3
OR	
MKTG 1 Principles of Selling	3
MKTG 21 Principles of Marketing	3
TOTAL COURSE UNITS	29

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
ACCTG 1 Introductory Accounting I	5
MGMT 1 Principles of Management	3
OR	
MKTG 1 Principles of Selling	3
BUS 1 Introduction to Business	3
BUS 38 Business Computations	3
FIN 2 Investments	3
TOTAL SEMESTER 1 UNITS	17

SEMESTER 2	UNITS
BUS 5 Business Law I	3
MKTG 21 Principles of Marketing	3
BUS 32 Business Communications	3
CO SCI 901 Intro to Computers and Their Use	3
TOTAL COURSE UNITS	12
TOTAL SEMESTER 2 UNITS	29

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

BUSINESS ADMINISTRATION

CAREER STUDIES DIVISION

ASSOCIATE DEGREE

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.

PROGRAM LEARNING OUTCOMES (PLOs):

Students who complete the program will be able to demonstrate the following Program Learning Outcomes (PLOs):

- Demonstrate understanding of the basic functions of a business enterprise.
- Knowledge of the three major forms of business ownership and advantages.
- Apply and analyze the elements of a contract.

West Los Angeles College also offers an Associate Degree for Transfer in Business Administration (AS-T). Please refer to the ADT section of this catalog for degree requirements.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Business Administration	AA	Plan A	26	60

ASSOCIATE OF ARTS DEGREE

Business Administration

MAJOR CODE: 0505.00

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

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
ACCTG 1 Introductory Accounting I	5
CO SCI 901 Introduction to Computer and Their Use	3
MATH 125 Intermediate Algebra	5
GEN ED 1- GEN ED COURSE	3
TOTAL SEMESTER 1 UNITS	16

SEMESTER 2	UNITS
ACCTG 2 Introductory Accounting II	5
BUS 5 Business Law I	3
GEN ED 2- GEN ED COURSES	6
TOTAL SEMESTER 2 UNITS	14

SEMESTER 3	UNITS
ECON 1 Principles of Economics I	3
MATH 227** Statistics	4
GEN ED 3 GEN ED COURSES	9
TOTAL SEMESTER 3 UNITS	16

SEMESTER 4	UNITS
ECON 2 Principles of Economics II	3
GEN ED 4 GEN ED COURSES	12
TOTAL SEMESTER 4 UNITS	15
TOTAL DEGREE UNITS REQUIRED	60^

^Students taking Math 125 as prerequisite to Math 227 will complete degree with 64 units.

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

MAJOR REQUIREMENTS

CERTIFIED NURSING ASSISTANT AND HOME HEALTH AIDE

ALLIED HEALTH DIVISION

The Certified Nursing Assistant and Home Health Aide curriculum prepares students for an exciting career in the health care setting. Students will learn to become health care workers in the long term care facilities, acute care settings, and home care settings. Emphasis is given to safety principles, infection control, methods for providing physical care and emotional and social support. As well as, understand the regulatory guidelines pertaining to Home Health Aide scope of practice; the basic knowledge of disease and how to recognize signs and symptoms of the disease; the concepts of provision of care in a home setting and to provide a sound knowledge base from which the HHA can be an important partner of other healthcare providers.

The Department of Health Services and Red Cross certify program. Upon successful completion of curriculum requirements, the student is eligible to take the State of California Certification Examination. Requirements for acceptance can be obtained through the Allied Health office. For more information, Please call (310) 287-7226 or visit the Allied Health website at www.wlac.edu/Allied-Health/index.aspx or visit the office located in SC 104.

PROGRAM LEARNING OUTCOMES (PLOs):

Upon completion of this program, students will:

- Adhere to the code of ethical conduct and apply this code to establish state and federal regulations and promote, safe, quality care in home-care settings.
- Understand the importance of collaboration with the interdisciplinary team during provision of care.
- Demonstrate ability to communicate any unusual occurrences noted in the home care setting during provision of care to immediate supervisor/case manager.
- Assist patients and provide professional care with activities of daily living.
- Demonstrate confidence in observation and reporting data to the IDT team during case conference.

Certified Nurse Assistant Courses (CNA)

MAJOR CODE: 1230.30

	UNITS
Nursing 056 Essential Practice Skills for Assistants	1
Nursing 399A Certified Nurse Assistant	5
Allied Health 21 Basic Cardiac Life Support	.5
TOTAL UNITS REQUIRED	6.5

Home Health Aide

MAJOR CODE: 1230.80

	UNITS
Nursing 399B* Certified Home Health Aide	2
TOTAL UNITS REQUIRED	2

Note: Nursing 399A or an active Certified Nurse Assistance License is a pre-requisite to Nursing 399B.



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.

**Departments offering Skills Certificates are responsible for their issuance*

Certified Nurse Assistant (CNA)

MAJOR CODE: 1230.30

	UNITS
Nursing 056 Essential Practice Skills for Assistants	1
Nursing 399A Certified Nurse Assistant	5
Nursing 399B Certified Home Health Aide	2
Allied Health 21 Basic Cardiac Life Support	.5
TOTAL UNITS REQUIRED	8.5

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

CHEMISTRY

SCIENCE DIVISION

ASSOCIATE DEGREE

PROGRAM OVERVIEW

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.

PROGRAM LEARNING OUTCOMES (PLOs):

Upon completion of this program, students will:

- Utilize an appropriate and effective scientific methodology to analyze physical and chemical processes in the workplace and in everyday living.
- Explain and analyze the chemical world –as chemistry is a basic science with connections to many careers
- Research and interpret scientific literature.

AWARD	TYPE	GRAD PLAN	REQ MAJOR UNITS	TOTAL UNITS
Chemistry	AA	Plan B	45	60

ASSOCIATE OF ARTS DEGREE

Chemistry

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 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
TOTAL UNITS		45

RECOMMENDED COURSE SEQUENCE

MAJOR CODE: 1905.00

PRE-MAJOR PREPARATION SEMESTER A	UNITS
CHEM 101 General Chemistry I	5
MATH 241 Trigonometry with Vectors	4
TOTAL SEMESTER A UNITS	9

PRE-MAJOR PREPARATION SEMESTER B	UNITS
CHEM 102 General Chemistry II	5
MATH 260 Pre-Calculus	5
TOTAL SEMESTER B UNITS	10

SEMESTER 1	UNITS
CHEM 211 Organic Chemistry for Science Majors I	5
MATH 261 Calculus I	5
TOTAL SEMESTER 1 UNITS	10

SEMESTER 2	UNITS
CHEM 212 Organic Chemistry for Science Majors II	5
MATH 262 Calculus II	5
PHYSICS 37 Physics for Engineers & Scientists I	5
TOTAL SEMESTER 2 UNITS	15

SEMESTER 3	UNITS
MATH 263 Organic Chemistry for Science Majors II	5
PHYSICS 38 Physics for Engineers & Scientists II	5
GEN ED 1- GEN ED COURSE	3
TOTAL SEMESTER 3 UNITS	13

TOTAL DEGREE UNITS 60[^]

[^] Minimum 60 units required for degree per Plan B requirement.

The recommend course sequence for the Chemistry major includes pre-requisite Math requirements for the major beginning with Math 241. NOTE: Math 125 is a pre-requisite for Math 241.

CHILD DEVELOPMENT

SOCIAL SCIENCES DIVISION

ASSOCIATE DEGREE

PROGRAM OVERVIEW

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, Certificates 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 College District must be evaluated by the Department Chairperson.

West Los Angeles College offers an Associate Degree for Transfer in Early Childhood Education. Refer to the ADT Section of this catalog for degree requirements.

PROGRAM LEARNING OUTCOMES (PLOs):

Upon completion of this program, students will:

- **Understanding Young Children:** Practice and demonstrate an understanding of child development and their relationships with children and families to understand children as individuals and to plan responses to their unique needs and potentials.
- **Equity Fairness, and Diversity:** Practice, model, and teach behaviors appropriate in a diverse society by creating a safe, secure learning environment for all children; by showing appreciation of and respect for the individual differences and unique needs of each member of the learning community; and by empowering children to give and expect equity, fairness, and dignity.
- **Assessment:** Critically investigate, interpret and analyze results of the strengths and weaknesses of multiple assessment methodologies and know how to use them effectively. Utilize a variety of methods, they systematically observe, monitor, and document children's activities and behavior, analyzing, communicating, and using the information they decide would improve their work with children, parents, and others.
- **Promoting Child Development and Learning:** Practice and demonstrate an understanding of how to promote children's cognitive, social, emotional, physical, and linguistic development by organizing and orchestrating the environment in ways that best facilitate the development and learning of young children.
- **Knowledge of Integrated Curriculum:** Apply critical thinking to design and implement academic subjects, and assessment tools so that the program design is developmentally appropriate learning experience that integrate within and across the disciplines.

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

- Multiple Teaching Strategies for Meaningful Learning: Utilize a variety of practices and resources to promote individual development, meaningful learning and social cooperation.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Child Development	AA	Plan B	40	60
Child Development	Cert	N/A	31	31

ASSOCIATE OF ARTS DEGREE

Child Development

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 Introduction to Curriculum ECE	3
CD 8 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 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 65 Adult Supervision and Early Childhood Mentoring	2
TOTAL UNITS	34

PLUS REQUIRED 6 UNITS OF SPECIALIZATION

Child Health, Safety, and Nutrition:	UNITS
CD 10 Health, Safety, and Nutrition	3
FCS 21 Nutrition	3

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

Administration and Supervision: UNITS

CD 38 Admin & Supervision Early Childhood Programs I	3
CD 39 Admin & Supervision Early Childhood Programs II	3

Special Needs: UNITS

CD 44 Early Intervention Children w/ Special Needs	3
CD 45 Programs for Children w/Special Needs	3

School Age Programs: UNITS

CD 46 School Age Programs I	3
CD 47 School Age Programs II	3

Note: Students must complete 10 out of 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.

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
CD 1 Child Growth and Development	3
CD 2 Early Childhood: Principles and Practices	3
CD 10 Health, Safety, & Nutrition	3
CD 11 Child, Family, and Community	3
TOTAL SEMESTER 1 UNITS	12

SEMESTER 2	UNITS
CD 7 Introduction to Curriculum ECE	3
CD 8 Curriculum in ECE	3
CD Elective Child Development Elective	3
TOTAL SEMESTER 2 UNITS	9

SEMESTER 3	UNITS
CD 34 Observing and Recording Children's Behavior	3
CD 22 Practicum in Child Development I	4
CD 42 Teaching in a Diverse Society	3
TOTAL SEMESTER 3 UNITS	10

MAJOR REQUIREMENTS

SEMESTER 4		UNITS
CD 23	Practicum in Child Development II	4
CD 65	Adult Supervision and Early Childhood Mentoring	2
CD Elective	Child Development Elective	3
TOTAL SEMESTER 4 UNITS		9
TOTAL MAJOR UNITS		40



CERTIFICATE OF ACHIEVEMENT

Child Development

MAJOR CODE: 1305.00

REQUIRED COURSES		UNITS
CD 1	Child Growth and Development	3
CD 2	Early Childhood: Principles and Practices	3
CD 7	Introduction to Curriculum ECE	3
CD 8	Curriculum in ECE	3
CD 10	Health, Safety, & Nutrition	3
CD 11	Child, Family, and Community	3
CD 22	Practicum in Child Development I	4
CD 42	Teaching in a Diverse Society	3
FCS 21	Nutrition	3
CD Elective	Child Development Elective	3
TOTAL CERTIFICATE UNITS		31

RECOMMENDED COURSE SEQUENCE

SEMESTER 1		UNITS
CD 1	Child Growth and Development	3
CD 2	Early Childhood: Principles and Practices	3
CD 7	Introduction to Curriculum ECE	3
CD 10	Health, Safety, & Nutrition	3
CD 11	Child, Family, and Community	3
TOTAL COURSE UNITS		15

SEMESTER 2		UNITS
CD 8	Curriculum in ECE	3
CD 22	Practicum in Child Development I	4
CD 42	Teaching in a Diverse Society	3
FCS 21	Nutrition	3
CD Elective*	Child Development Elective	3
TOTAL COURSE UNITS		16

TOTAL CERTIFICATE UNITS 31

*Choose any CD course not identified as a requirement.



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.

Departments offering Skills Certificates are responsible for their issuance.

Skill Certificate*:

Teacher Private Pre-School

MAJOR CODE: 1305.01

		UNITS
CD 1	Child Growth and Development	3
CD 2	Early Childhood: Principles and Practices	3
CD 7	Introduction to Curriculum ECE	3
OR		
CD 8	Curriculum in ECE	3
CD 11	Child, Family, and Community	3
SKILL CERTIFICATE* UNITS REQUIRED**		12

Note: Students must complete 4 out of 5 required courses within the Los Angeles Community College District.

Skill Certificate*:

Infant and Toddler Studies

MAJOR CODE: 1305.13

		UNITS
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 Studies II	3
SKILL CERTIFICATE* UNITS REQUIRED		15

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

Skill Certificate*:

Special Needs Children

MAJOR CODE: 1305.20

	UNITS
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 Children w/Special Needs	3
CD 45 Programs for Children w/Special Needs	3
SKILL CERTIFICATE* UNITS REQUIRED	15

**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.*

Departments offering Skills Certificates are responsible for their issuance.

Skill Certificate*:

School Age Programs

MAJOR CODE: 1305.01

	UNITS
CD 7 Introduction to Curriculum ECE	3
CD 8 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
SKILL CERTIFICATE* UNITS REQUIRED**	15

Skill Certificate*:

Administration and Supervision of Early Childhood Programs

MAJOR CODE: 1305.13

	UNITS
CD 7 Introduction to Curriculum ECE	3
OR	
CD 8 Curriculum in ECE	3
CD 10 Health, Safety, & Nutrition	3
CD 38 Admin & Supervision Early Childhood Programs I	3
CD 39 Admin & Supervision Early Childhood Programs II	3
CD 65	3
SKILL CERTIFICATE* UNITS REQUIRED	15

Skill Certificate*:

Health, Nutrition, and Food Sanitation in Early Childhood Programs

MAJOR CODE: 1305.20

	UNITS
CD 1 Child Growth and Development	3
CD 10 Health, Safety, & Nutrition	3
FCD 21 Nutrition	3
HEALTH 11 Principles of Healthy Living	3
OR	
HEALTH 12 Safety Education and First Aid	3
SKILL CERTIFICATE* UNITS REQUIRED	12

CINEMA

CINEMA, ENTERTAINMENT & MEDIA ARTS DIVISION



SKILL CERTIFICATE*

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 short digital film.

**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.*

Departments offering Skills Certificates are responsible for their issuance.

Skill Certificate*: Cinema

MAJOR CODE: 0612.00

REQUIRED	UNITS
CINEMA 1 Introduction to Motion Picture Production	3
CINEMA 3 History of Motion Pictures	3
CINEMA 5 Introduction	3
SKILL CERTIFICATE* UNITS REQUIRED**	9

MAJOR REQUIREMENTS

CHOOSE 6 UNITS OF ELECTIVES:

ELECTIVE UNITS	UNITS
ART 639 Introduction to Digital Imaging	3
BRDCST 1 Fundamentals of Radio And TV Broadcasting	3
BRDCST 7 Radio Announcement I	3
BRDCST 12 Broadcast Station Operation I	3
BRDCST 17 Industrial & 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 Intro to Multimedia Computer Applications	3
MULTIMD 210 Digital Editing	3
MULTIMD 320 Web Design	3
TOTAL UNITS	6
TOTAL SKILL CERTIFICATE* UNITS	15

**Departments offering Skills Certificates are responsible for their issuance.*

COMMUNICATION STUDIES

LANGUAGE ARTS DIVISION

The Associate of Arts degree in Communication Studies 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.



**Associate Degree
for Transfer**
A Degree with a Guarantee.SM

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.

The Associate in Arts in Communication Studies for Transfer (AA-T) Degree prepares students for transfer into a Bachelor of Arts program in Communication Studies at a California State University (CSU). This degree aligns with the college's mission to provide a transfer pathway for student success.

PROGRAM LEARNING OUTCOMES (PLOs):

- Research and collect data on the demographics, needs and expectations of the audience.
- Analyze the audience and adjust to its needs when delivering a speech.
- Plan speeches that have clear purposes: to inform, to debate, to persuade or to resolve conflict.
- Employ effective interpersonal communication skills and strategies that foster improved relationships with other individuals in dyads or small groups.
- Apply critical thinking to formulating speeches and in assisting audiences in understanding, investigating or questioning the contents and purpose of a speech.
- Deliver speeches that incorporate a combination of verbal and non-verbal, written and/or visual and auditory expressions and media.
- Employ voice projection, enunciation, pacing, eye contact and other effective delivery strategies.
- Employ small group communication strategies.
- Employ relaxation techniques to prepare for delivery.
- Script a speech.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Communications Studies	AA-T	CSU/IGETC	18	60
Communication Studies (formally Speech)	AA	Plan A	21	60

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS



ASSOCIATE OF ARTS DEGREE FOR TRANSFER (AA-T)

Communications Studies

MAJOR CODE: 1506.00

The AA-T in Communication Studies requires a total of 18 units in the major plus the IGETC or CSU General Education Plan for a total of 60 units.

REQUIRED COURSES:		UNITS
COMM 101	Oral Communication	3

LIST A: SELECT TWO (6 UNITS)

COMM 104	Argumentation	3
COMM 121	Process of Interpersonal Communication	3
COMM 151	Small Group Communication	3

LIST B: SELECT TWO (6 UNITS)

Any course from List A that has not already been used		
CINEMA 100	Intro to Motion Picture Production	3
ART 635	Desktop Publishing Design	3

LIST C: SELECT ONE (3 UNITS)

Any course from List A that has not already been used		
ANTHRO 102	Human Ways of Life: Cultural Anthro	3
PSYCH 1	General Psychology	3
SOC 1	Introduction to Sociology	3
ENGL 102	College Reading and Composition II	3
TOTAL MAJOR UNITS		18



ASSOCIATE OF ARTS DEGREE

MAJOR CODE: 1506.00

(formally Speech)

The Associate of Arts degree in Communication Studies 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.

PROGRAM LEARNING OUTCOMES (PLOs):

- Research and collect data on the demographics, needs and expectations of the audience.
- Analyze the audience and adjust to its needs when delivering a speech.
- Plan speeches that have clear purposes: to inform, to debate, to persuade or to resolve conflict.
- Employ effective interpersonal communication skills and strategies that foster improved relationships with other individuals in dyads or small groups.
- Apply critical thinking to formulating speeches and in assisting audiences in understanding, investigating or questioning the contents and purpose of a speech.
- Deliver speeches that incorporate a combination of verbal and non-verbal, written and/or visual and auditory expressions and media.
- Employ voice projection, enunciation, pacing, eye contact and other effective delivery strategies.
- Employ small group communication strategies.
- Employ relaxation techniques to prepare for delivery.
- Script a speech.

(21 Units, Plan A) + All West requirements for Associate Degree.

REQUIRED COURSES:		UNITS
COMM 101	Oral Communication	3
COMM 104	Argumentation	3
COMM 121	Process of Interpersonal Communication	3
COMM 151	Small Group Communication	3

AND 9 UNITS FROM THE FOLLOWING COURSES

ENGLISH 102	College Reading and Comprehension II	3
COMM 111	Voice and Articulation or Theater 240	3
THEATER 200	Introduction to Acting	3
TOTAL MAJOR UNITS REQUIRED		21

MAJOR REQUIREMENTS

COMPUTER APPLICATION AND OFFICE TECHNOLOGY - GENERAL OFFICE

COMPUTER SCIENCE & APPLICATION DIVISION

ASSOCIATE DEGREE

PROGRAM OVERVIEW

The Associate of Arts degree in Computer Application and Office technologies is primarily designed for career and technical education and workforce training & development. This curriculum prepares students for office administration occupation with emphasis on computer business application such as advanced word processing, electronic spreads sheet, business and computerized accounting

PROGRAM LEARNING OUTCOMES (PLOs):

Upon completion of this program, students will:

- Use current and emerging computing technology to enhance business and individual productivities.
- Create documents, presentations, spreadsheet and database for course work, professional purpose and personal use.
- Use a current accounting software package to complete an income statement and balance sheet.

AWARD	TYPE	GRAD PLAN	REQ MAJOR UNITS	TOTAL UNITS
Computer Application & Office Technology General Office	AA	Plan A	32	60
Computer Application & Office Technology General Office	Cert	N/A	32	32

ASSOCIATE OF ARTS DEGREE

CAOT – General Office

MAJOR CODE: 0514.00

(32 Units, Plan A) + All other West requirements for Associate Degree

REQUIRED COURSES	UNITS
ACCT 1 Introductory Accounting I	5
ACCTG 25 Automated Accounting	3
BUS 1 Introduction to Business	3
BUS 31 Business English	3
BUS 32 Business Communications	3
CAOT 79 Word Processing Applications	3
CO SCI 901 Intro to Computers and Their Use	3
CO SCI 930 Microsoft Advance Business App	4
CAOT Elective CAOT Elective*	5
TOTAL REQUIRED PROGRAM UNITS	32

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
CO SCI 901 Intro to Computers and Their Use	3
BUS 1 Introduction to Business	3
BUS 31 Business English	3
GE Electives GE Electives-Plan A	6
TOTAL SEMESTER 1 UNITS	15

SEMESTER 2	UNITS
ACCT 1 Introductory Accounting I	5
CAOT Elective CAOT Elective*	3
BUS 32 Business Communications	3
CO SCI 930 Microsoft Advance Business App	4
TOTAL SEMESTER 2 UNITS	15

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

SEMESTER 3		UNITS
ACCT 25	Automated Accounting Methods & Procedures	3
CAOT Elective	CAOT Elective*	4
CAOT 79	Word Processing Applications	3
GE Electives	GE Electives-Plan A	6
TOTAL SEMESTER 3 UNITS		16

SEMESTER 4		UNITS
GE Electives	GE Electives-Plan A	14
TOTAL SEMESTER 4 UNITS		14

*CAOT Major Electives: Choose an additional 7 units from any CAOT or CSIT course.



CERTIFICATES OF ACHIEVEMENT

CAOT – General Office

MAJOR CODE: 0514.00

RECOMMENDED COURSE SEQUENCE

SEMESTER 1		UNITS
CO SCI 901	Intro to Computers and Their Use	3
BUS 1	Introduction to Business	3
BUS 31	Business English	3
TOTAL COURSE UNITS		9

SEMESTER 2		UNITS
ACCT 1	Introductory Accounting I	5
BUS 32	Business Communications	3
CO SCI 930	Microsoft Advance Business App	4
CAOT Elective	CAOT Elective*	3
TOTAL COURSE UNITS		15

SEMESTER 3		UNITS
ACCT 25	Automated Accounting Methods & Procedures	3
CAOT Elective	CAOT Elective*	2
CAOT 79	Word Processing Applications	3
TOTAL COURSE UNITS		8
TOTAL CERTIFICATE UNITS		32

*CAOT Major Electives: Choose an additional 7 units from any CAOT or CSIT course.

It is recommended that students consult with a WLAC counselor to develop a Student Educational Plan (SEP).

Legal Secretary

MAJOR CODE: 0514.10

PROGRAM DESCRIPTION

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

PROGRAM LEARNING OUTCOMES (PLOs)

1. Use current and emerging computing technology to enhance business and individual productivities.
2. Be proficient in the use of general and specialized computer software and used in law offices and the courts.
3. Attend to details accurately in the preparation, perfection and assembly of appropriate forms, document, exhibits, and records.
4. Be knowledgeable of legal terms and definitions, and applicable federal and state laws, as they may pertain to the specialty practiced.

RECOMMENDED COURSE SEQUENCE

SEMESTER 1		UNITS
CAOT 23ABC	Legal Secretarial Procedures	3
PARALEGAL 10	Intro to Law and Legal Profession	3
CAOT 39	Word Processing, Keyboarding, Ops	3
TOTAL SEMESTER UNITS		9

SEMESTER 2		UNITS
CAOT 79	Word Processing Applications	3
CAOT 84	Microcomputer Office Applications	3
CAOT 93	Legal Document Production	2
TOTAL SEMESTER UNITS		8

TOTAL CERTIFICATE UNITS		17
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MAJOR REQUIREMENTS

COMPUTER APPLICATION OFFICE TECHNOLOGY - WORD PROCESSING

COMPUTER SCIENCE & APPLICATION DIVISION

ASSOCIATE DEGREE

PROGRAM OVERVIEW

The Associate of Arts degree in Computer Application and Office technologies is primarily designed for career and technical education and workforce training & development. This curriculum prepares students for office administration occupation with emphasis on computer business application such as advanced word processing, electronic spreadsheet, business and computerized accounting

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.

PROGRAM LEARNING OUTCOMES (PLOs):

Upon completion of this program, students will:

- Use current and emerging computing technology to enhance business and individual productivities.
- Create documents, presentations, spreadsheet and database for course work, professional purpose and personal use.
- Use a current accounting software package to complete an income statement and balance sheet

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Computer Application & Office Technology – Word Processing	AA	Plan B	39	60
Computer Application & Office Technology Word Processing	Cert	N/A	30	30
+ At least 60 degree applicable units (39 total major units and Plan A units) are required to earn an Associate Degree.				

ASSOCIATE OF ARTS DEGREE

CAOT – Word Processing

MAJOR CODE: 0514.01

(39 Units, Plan B) + All other West requirements for Associate Degree

REQUIRED COURSES	UNITS
ACCT 1 Introductory Accounting I	5
ACCTG 25 Automated Accounting Methods and Procedures	3
BUS 1 Introduction to Business	3
BUS 32 Business Communications	3
BUS 38 Business Computations	3
CAOT 79 Word Processing Applications	3
CO SCI 901 Introduction to Computers and Their Use	3
CO SCI 930 Microsoft Advance Business Application	4
Electives Any CAOT or CO SCI courses	12
TOTAL REQUIRED UNITS	39

CERTIFICATE OF ACHIEVEMENT

CAOT – Word Processing

MAJOR CODE: 0514.01

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 79 Word Processing Applications	3
CO SCI 901 Introduction to Computers and Their Use	3
CO SCI 930 Microsoft Advance Business Application	4
Electives Any CAOT or CO SCI courses	8
TOTAL REQUIRED UNITS	30

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

COMPUTER NETWORK AND SECURITY MANAGEMENT

COMPUTER SCIENCE & APPLICATION DIVISION

ASSOCIATE DEGREE

PROGRAM OVERVIEW

The Computer Science Information Technology programs provide instruction to students interested in careers in computing, systems administration, computer network & security, business application, web design & development and database administration.

A Computer Science Information Technology option, Computer Network & Security Management option and Web Support & Database Administration option are offered.

Degree and certificate program in Computer network and Security Management combines CompTIA, Microsoft system administration, CISCO networking, VMware virtualization technology and other in-demand IT certification training to help students develop skills to manage and maintain industry leading computer operating and network system with security emphasis.

PROGRAM LEARNING OUTCOMES (PLOs):

Upon completion of this program, students will:

- Install, configure and manage industry standard computer operating system with security emphasis- Install, configure, manage and troubleshoot industry leading network systems
- Install and configure routers and switches internetwork operating systems
- Administer server network operating systems and infrastructure
- Understand a full range of security concepts & techniques and apply them to the network, application and information system
- Learn cloud technology and manage virtualized environments.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Computer Network & Security Management	AA	Plan A	30	60
Computer Network & Security Management	AS	Plan B	42	60
Computer Network & Security Management	Cert	N/A	30	30

ASSOCIATE OF ARTS DEGREE

Computer Network and Security Management

MAJOR CODE: 0708.10

(30 Units, Plan A) + All other West requirements for Associate Degree. Plan A= 30 major units + 30 G.E. units.

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
CO SCI 934 Operating System	3
CO SCI 965 Intro to Computer Networks	3
GE Electives 3- GE Electives	9
TOTAL SEMESTER UNITS	15

SEMESTER 2	UNITS
CO SCI 972 Intro to Cisco Network Fundamentals	3
CO SCI 980 Intro to Computer Information Security I	3
CO SCI 982 Intro to Microsoft Server OS	3
GE Electives 2- GE Electives	6
TOTAL SEMESTER UNITS	15

SEMESTER 3	UNITS
CO SCI 974 Intro to Cisco Routers	3
CO SCI 985 Network & Info Security System	3
CO SCI Elective* 1-- CO SCI Elective	3
GE Elective 2- GE Electives	6
TOTAL SEMESTER UNITS	15

SEMESTER 4	UNITS
CO SCI Elective* 1 -- CO SCI Elective	3
CO SCI Elective* 1-- CO SCI Elective	3
GE Electives 3- GE Electives	9
TOTAL SEMESTER UNITS	15
TOTAL DEGREE UNITS	60

**Major Electives: Choose 9 CO SCI elective units from the following CO SCI courses: 185, 913, 916, 935, 951, 967,973, 975, 976, 977, 983, 984, 987, 988, 989, 991, or 992.*

MAJOR REQUIREMENTS

ASSOCIATE OF SCIENCE DEGREE

Computer Network and Security Management

MAJOR CODE: 0708.10

(30 Units, Plan B) + All other West requirements for Associate Degree. Plan B= 30 major units + 18 G.E. units + 12 CS units

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
CO SCI 934 Operating System	3
CO SCI 965 Intro to Computer Networks	3
GE Electives 3- GE Electives	9
TOTAL SEMESTER UNITS	15

SEMESTER 2	UNITS
CO SCI 972 Intro to Cisco Network Fundamentals	3
CO SCI 980 Intro to Computer Information Security I	3
CO SCI 982 Intro to Microsoft Server OS	3
GE Electives 2- GE Electives	6
TOTAL SEMESTER UNITS	15

SEMESTER 3	UNITS
CO SCI 974 Intro to Cisco Routers	3
CO SCI 985 Network & Info Security System	3
CO SCI Elective* 2- CO SCI Electives	6
GE Elective 1- GE Elective	3
TOTAL SEMESTER UNITS	15

SEMESTER 4	UNITS
CO SCI Elective* 1- CO SCI Elective	3
CO SCI Elective* 1- CO SCI Elective	3
CO SCI Elective* 1- CO SCI Elective	3
CO SCI Elective* 1- CO SCI Elective	3
CO SCI Elective* 1- CO SCI Elective	3
TOTAL SEMESTER UNITS	15

*Major Electives: Choose 9 CO SCI elective units from the following CO SCI courses: 185, 913, 916, 935, 951, 967, 983, 984, 987, 988, 989, 991, or 992.

CERTIFICATE OF ACHIEVEMENT

Computer Network and Security Management

MAJOR CODE: 0708.10

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
CO SCI 934 Operating System	3
CO SCI 965 Intro to Computer Networks	3
CO SCI Elective* 1- CO SCI Elective	3
TOTAL SEMESTER UNITS	9

SEMESTER 2	UNITS
CO SCI 972 Intro to Cisco Network Fundamentals	3
CO SCI 980 Intro to Computer Information Security I	3
CO SCI 982 Intro to Microsoft Server OS	3
CO SCI Elective* 1- CO SCI Elective	3
TOTAL SEMESTER UNITS	12

SEMESTER 3	UNITS
CO SCI 974 Intro to Cisco Routers	3
CO SCI 985 Network & Info Security System	3
CO SCI Elective* 1- CO SCI Elective	3
TOTAL SEMESTER UNITS	9
TOTAL CERTIFICATE UNITS	30

*Major Electives: Choose 9 CO SCI elective units from the following CO SCI courses: 185, 913, 916, 935, 951, 967, 973, 975, 976, 977, 983, 984, 987, 988, 989, 991, or 992.

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

COMPUTER SCIENCE INFORMATION TECHNOLOGY

COMPUTER SCIENCE & APPLICATION DIVISION

ASSOCIATE OF ARTS DEGREE

Computer Science Information Technology

MAJOR CODE: 0702.00

(30 Units, Plan A) + All other West requirements for Associate Degree

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
CO SCI 902 Introduction to Computer Science	3
CO SCI 934 Operating System	
OR	
CO SCI 935 Introduction to Linux+	3
GE Electives 3- GE Electives	9
TOTAL SEMESTER UNITS	15
SEMESTER 2	UNITS
CO SCI 939 Programming in C	3
CO SCI 980 Intro to Computer Information Security I	3
GE Electives 3- GE Electives	9
TOTAL SEMESTER UNITS	15
SEMESTER 3	UNITS
CO SCI 990 Object-Oriented Programming in Java	4
CO SCI 917 Beginning Micro-Assembly Language	3
GE Electives 3- GE Electives	9
TOTAL SEMESTER UNITS	16
SEMESTER 4	UNITS
CO SCI 936 Introduction to Data Structures	3
CO SCI Electives* 3- CO SCI Electives	8
GE Elective 1- GE Elective	3
TOTAL SEMESTER UNITS	14
TOTAL DEGREE UNITS	60

*Major Electives: Choose 8 CO SCI elective units from the following CO SCI courses: 185, 912, 933, 934, 935, 938, 942, 953, 955, 957, 958, 959, 962, 963, 965, 967, 980, or 988.

CERTIFICATE OF ACHIEVEMENT

Computer Science Information Technology

MAJOR CODE: 0702.00

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
CO SCI 902 Introduction to Computer Science	3
CO SCI 934 Operating System	3
OR	
CO SCI 935 Introduction to Linux+	3
CO SCI Elective* 1- CO SCI Elective	3
CO SCI Elective* 1- CO SCI Elective	3
TOTAL SEMESTER UNITS	12
SEMESTER 2	UNITS
CO SCI 939 Programming in C	3
CO SCI 980 Intro to Computer Information Security I	3
CO SCI Electives* 2- CO SCI Electives	5
TOTAL SEMESTER UNITS	11
SEMESTER 3	UNITS
CO SCI 990 Object-Oriented Programming in Java	4
CO SCI 917 Beginning Micro-Assembly Language	3
TOTAL SEMESTER UNITS	7
SEMESTER 4	UNITS
CO SCI 936 Introduction to Data Structures	3
TOTAL COURSE UNITS	3
TOTAL CERTIFICATE UNITS	30

*Major Electives: Choose CO SCI elective units from the following CO SCI courses: 185, 912, 933, 934, 935, 938, 942, 953, 955, 957, 958, 959, 962, 965, 967, 980, or 988.

MAJOR REQUIREMENTS

COMPUTER WEB SUPPORT & DATABASE ADMINISTRATION

COMPUTER SCIENCE & APPLICATION DIVISION

ASSOCIATE DEGREE

PROGRAM LEARNING OUTCOMES (PLOSs):

Upon completion of this program, students will:

- Understand how the Internet uses HTML, Client side and Server side scripting to build modern web sites.
- Design and maintain websites using HTML, CSS, and Javascript.
- Design and develop web applications using ASP.Net, Javascript and HTML5 technologies.
- Design and maintain databases that are used to server dynamic data to websites.
- Design and develop dynamic database applications using enterprise databases such as Oracle, Microsoft SQL Server and MySQL.
- Understand the core concepts in building an E-Commerce site that is published on the Internet.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Computer Web Support & Database Admin	AA	Plan A	31	61
Computer Web Support & Database Admin	AS	Plan B	31	61
* Required course units and completion of CSU Breadth or IGETC Requirements.				

ASSOCIATE OF ARTS DEGREE

Computer Web Support and Database Administration

MAJOR CODE: 0709.00

(31 Units, Plan A) + All other West requirements for Associate Degree. Plan A= 31 major units + 30 G.E. units.

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
CO SCI 933 Database Design & Programming	3
CO SCI 957 Introduction to Web Development	3
CO SCI 938* Web Application Programming VB.net	3
GE Electives 2- GE Electives	6
TOTAL SEMESTER UNITS	15

SEMESTER 2	UNITS
CO SCI 953 Database Management Using Oracle	3
CO SCI 962 Web Development with JAVA Script	4
CO SCI 937* E-Commerce Essentials	3
GE Electives 2- GE Electives	6
TOTAL SEMESTER UNITS	16

SEMESTER 3	UNITS
CO SCI 958 Web Page Development	4
CO SCI 988 Microsoft SQL Server	3
CO SCI Elective CO SCI Elective	2
GE Electives 2- GE Electives	6
TOTAL SEMESTER UNITS	15

SEMESTER 4	UNITS
CO SCI 963* Web Application Using ASP.net	3
GE Electives 4- GE Electives	12
TOTAL SEMESTER UNITS	15
TOTAL DEGREE UNITS	61

*Major Electives: Choose CO SCI elective units from the following CO SCI courses: 185, 912, 937, 938, 952, 955, 959, 963, 967, 980, and 990.

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

ASSOCIATE OF SCIENCE DEGREE

Computer Web Support and Database Administration

MAJOR CODE: 0709.00

(42 Units, Plan B) + All other West requirements for Associate Degree. Plan B= 31 major units + 18 G.E. units + 11 CS units

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
CO SCI 933 Database Design & Programming	3
CO SCI 957 Introduction to Web Development	3
CO SCI 938* Web Application Programming VB.net	3
GE Electives 2- GE Electives	6
TOTAL SEMESTER UNITS	15
SEMESTER 2	UNITS
CO SCI 953 Database Management Using Oracle	3
CO SCI 962 Web Development with JAVA Script	4
CO SCI 937* E-Commerce Essentials	3
GE Electives 2- GE Electives	6
TOTAL SEMESTER UNITS	16
SEMESTER 3	UNITS
CO SCI 958 Web Page Development	4
CO SCI 988 Microsoft SQL Server	3
CO SCI Elective CO SCI Elective*	2
GE Electives 2- GE Electives	6
TOTAL SEMESTER UNITS	15
SEMESTER 4	UNITS
CO SCI 963* Web Application Using ASP.net	3
CO SCI Elective Any CO SCI Electives*	12
TOTAL SEMESTER UNITS	15
TOTAL DEGREE UNITS	61

*Major Electives: Choose CO SCI elective units from the following CO SCI courses: 185, 912, 937, 938, 952, 955, 959, 963, 967, 980, and 990.

CERTIFICATES OF ACHIEVEMENT

MAJOR CODE: 0709.00

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
CO SCI 933 Database Design & Programming	3
CO SCI 957 Introduction to Web Page Design	3
CO SCI 938* Web Application Programming VB.net	3
TOTAL SEMESTER UNITS	9
SEMESTER 2	UNITS
CO SCI 953 Database Management Using Oracle	3
CO SCI 962 Web Development with JAVA Script	4
CO SCI 937* E-Commerce Essentials	3
CO SCI 963* Web Application Using ASP.net	3
TOTAL SEMESTER UNITS	13
SEMESTER 3	UNITS
CO SCI 958 Web Page Development HTML	4
CO SCI 988 Microsoft SQL Server	3
CO SCI Elective CO SCI Elective*	2
TOTAL SEMESTER UNITS	9
TOTAL CERTIFICATE UNITS	31

*Major Electives: Choose CO SCI elective units from the following CO SCI courses: 185, 912, 937, 938, 952, 955, 959, 963, 967, 980, and 990.

MAJOR REQUIREMENTS

Business Application & Database Management

MAJOR CODE: 0701.00

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
CO SCI 933 Database Design & Programming	3
CO SCI 937 E-Commerce Essentials	3
CO SCI 953 Database Management Using Oracle	3
TOTAL SEMESTER UNITS	9

SEMESTER 2	UNITS
CO SCI 988 Microsoft SQL Server	3
CO SCI Elective 2- CO SCI Electives*	4
TOTAL SEMESTER UNITS	7
TOTAL CERTIFICATE UNITS	16

*Major Electives: Choose CO SCI elective units from the following CO SCI courses: 185, 912, 930, 938, 955, 958, 959, 967, and 980.

Computer Network Management

MAJOR CODE: 0708.10

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
CO SCI 972 Intro to Cisco Network Fundamentals	3
CO SCI 982 Intro to Microsoft Server OS	3
TOTAL SEMESTER UNITS	6

SEMESTER 2	UNITS
CO SCI 974 Intro to Cisco Routers	3
CO SCI Electives CO SCI Electives*	8
TOTAL SEMESTER UNITS	11

TOTAL CERTIFICATE UNITS 17

*Major Electives: Choose CO SCI elective units from the following CO SCI courses: 185, 913, 916, 951, 967, 973, 975, 976, 977, 980, 983, 984, 985, 987, 989, 991, and 992.

Network & Information System Security

MAJOR CODE: 0708.10

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
CO SCI 965 Introduction to Computer Networks	3
CO SCI 980 Intro to Computer & Info Security I	3
TOTAL SEMESTER UNITS	6

SEMESTER 2	UNITS
CO SCI 985 Network & Info System Security	3
CO SCI Electives CO SCI Electives*	7
TOTAL SEMESTER UNITS	10

TOTAL CERTIFICATE UNITS 16

*Major Electives: Choose CO SCI elective units from the following CO SCI courses: 185, 913, 916, 951, 967, 973, 975, 976, 977, 980, 983, 984, 985, 987, 989, 991, and 992.

Web Support & Administration

MAJOR CODE: 0709.00

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
CO SCI 938 Web Application Programming VB.net	3
CO SCI 957 Intro to Web Page Development	3
TOTAL SEMESTER UNITS	6

SEMESTER 2	UNITS
CO SCI 958 Web Development Using HTML	4
CO SCI 962 Web Programming Using JavaScript	4
CO SCI Elective CO SCI Electives*	3
TOTAL SEMESTER UNITS	11
TOTAL CERTIFICATE UNITS	17

*Major Electives: Choose CO SCI elective units from the following CO SCI courses: 185, 912, 937, 952, 955, 963, 967, 980, and 990.

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

CORRECTIONS

CAREER STUDIES DIVISION

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.

**Departments offering Skills Certificates are responsible for their issuance.*

Corrections

MAJOR CODE: 2105.10

	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 & Counseling	3
CORR 2 Correctional Institutions	3
SKILL CERTIFICATE UNITS REQUIRED	15

Juvenile Corrections Officer

MAJOR CODE: 2105.09

	UNITS
ADM JUS 260 Juvenile Institution Counselor Core	8
SKILL CERTIFICATE UNITS REQUIRED	8

DENTAL HYGIENE

ALLIED HEALTH DIVISION

ASSOCIATE OF SCIENCE

PROGRAM OVERVIEW

The Associate of Science degree in Dental Hygiene is primarily designed for career and technical 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 purpose of medical and dental science is to enhance the health of individuals as well as populations. Dental hygienists use scientific evidence in the oral healthcare decision making process impacting their patient care. The dental hygienist is expected to respect the diverse values, beliefs and cultures present in individuals and groups or communities served. In working with patients, dental hygienists must support the right of the individual to have access to the necessary information and provide opportunities for dialogue to allow the individual patient to make informed care decisions without coercion. Facilitating effective communication may require an interpreter and/or translator based on the patient and practitioner's need to communicate. Dental hygienists must realize and establish their professional privileges in accordance with the rights of individuals and groups. In addition, when participating in activities where decisions are made that have an impact on health, dental hygienists are obligated to assure that ethical and legal issues are addressed as part of the decision-making process.

The Commission on Dental Accreditation accredits the Dental Hygiene program. 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 the UCLA School of Dentistry, Veterans Hospital, MEND Dental Clinic, Kid's Dental Clinic, and UCLA Venice Dental Clinic. Students also observe and participate in various special 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/Allied-Health/index.aspx or come to the Dental Hygiene Office located in building MSB room 100.

The curriculum below is planned sequentially. 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 course 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 Commission on Dental Accreditation and the Dental Hygiene Committee of California's Guidelines for curriculum.

Upon completion of the program, students are eligible to take the Dental Hygiene National Board Examination, and upon satisfactory program completion, students are able to take the licensing board examination, and earn an Associate of Science Degree in Dental Hygiene.

MAJOR REQUIREMENTS

CORRECTIONS

CAREER STUDIES DIVISION

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.

**Departments offering Skills Certificates are responsible for their issuance.*

Corrections

MAJOR CODE: 2105.10

	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 & Counseling	3
CORR 2 Correctional Institutions	3
SKILL CERTIFICATE UNITS REQUIRED	15

Juvenile Corrections Officer

MAJOR CODE: 2105.09

	UNITS
ADM JUS 260 Juvenile Institution Counselor Core	8
SKILL CERTIFICATE UNITS REQUIRED	8

THIS NOTE ADDED AFTER THIS DOCUMENT WENT TO PRINT: As of Fall 2016, WLAC will offer a Bachelor's degree in Dental Hygiene. The program is described in the "Majors Requirements Addendum" after page 130. As a result, the Associate of Science (A.S.) degree described below will either be archived or not offered after Spring 2017 (that is when the last graduating class will complete the program).

DENTAL HYGIENE

ALLIED HEALTH DIVISION

ASSOCIATE OF SCIENCE

PROGRAM OVERVIEW

The Associate of Science degree in Dental Hygiene is primarily designed for career and technical 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 purpose of medical and dental science is to enhance the health of individuals as well as populations. Dental hygienists use scientific evidence in the oral healthcare decision making process impacting their patient care. The dental hygienist is expected to respect the diverse values, beliefs and cultures present in individuals and groups or communities served. In working with patients, dental hygienists must support the right of the individual to have access to the necessary information and provide opportunities for dialogue to allow the individual patient to make informed care decisions without coercion. Facilitating effective communication may require an interpreter and/or translator based on the patient and practitioner's need to communicate. Dental hygienists must realize and establish their professional privileges in accordance with the rights of individuals and groups. In addition, when participating in activities where decisions are made that have an impact on health, dental hygienists are obligated to assure that ethical and legal issues are addressed as part of the decision-making process.

The Commission on Dental Accreditation accredits the Dental Hygiene program. 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.

Dental Hygiene classroom and laboratory facilities are located on campus at West Los Angeles College. The students provide dental hygiene services to patients at the UCLA School of Dentistry, Veterans Hospital, MEND Dental Clinic, Kid's Dental Clinic, and UCLA Venice Dental Clinic. Students also observe and participate in various special 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/Allied-Health/index.aspx or come to the Dental Hygiene Office located in building MSB room 100.

The curriculum below is planned sequentially. 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 course 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 Commission on Dental Accreditation and the Dental Hygiene Committee of California's Guidelines for curriculum.

Upon completion of the program, students are eligible to take the Dental Hygiene National Board Examination, and upon satisfactory program completion, students are able to take the licensing board examination, and earn an Associate of Science Degree in Dental Hygiene.

MAJOR REQUIREMENTS

Note: Courses are open only to student accepted into the Dental Hygiene Program, who have completed all Plan B General Education Requirement for an Associate degree. The Health requirement is waived for the students accepted into the Dental Hygiene program. See a counselor for your Plan B general education requirements.

WLAC DENTAL HYGIENE PROGRAM LEARNING OUTCOMES (PLOS)

The dental hygiene program will provide opportunities for the student to become competent through an active learning process of organizing, interpreting and synthesizing information. Educational activities will be provided that enable the learner to develop expertise by integrating fundamental knowledge, scientific principles and applied psychomotor skills. Upon graduation, the dental hygienist working under the supervision of a licensed dentist will be able to demonstrate the ability to:

PLO I. Professionalism

The dental hygiene students must appreciate their role as health professionals at the local, state, and national levels. Students will demonstrate the necessary knowledge and values in legal regulations and ethical issues for the practice of dental hygiene.

Examples of Outcome Assessment:

1. National Board Exam Sores: Professional Responsibility and Liability section
2. State of California Law and Ethics for the RDH exam scores
3. E-Portfolio
4. Leadership and participation at Professional Organizations such as ADHA and CDHA

PLO II. Health Promotion and Disease Prevention

The dental hygiene students will demonstrate competency in the performance and delivery of oral health promotion and disease prevention service in public health, private practice and alternative settings. The dental hygiene students will be able to apply principles in assessment, diagnosis, planning, implementation and evaluation of treatment. The graduate must also be prepared to influence others to facilitate access to care and services.

Examples of Outcome Assessment:

1. Research Projects (e.g. RAP, Perio, Table Clinic, ADPIE)
2. National Board Exam Scores: Community Health and Clinical Dental Hygiene section

PLO-III. Patient Care

The students will demonstrate a through foundation in the biomedical, clinical, and behavioral sciences to achieve successful patient treatment outcomes. Student will utilize critical thinking and sound clinical judgment and cultural sensitivity with patients.

Examples of Outcome Assessment:

1. Research presentations and projects
2. Clinical Performance Summary – Product and Process Evaluations
3. Clinic Service Summary
4. E-portfolio – capstone project
5. Clinical Licensing Examination (State Board Exams, WREB exam)

Approved by Dental Hygiene Faculty and Advisory Board 2015

(Approved by the board on 4/15/15 & Approved by Faculty on 5/13/15)

Prerequisite Courses for Program Admission		UNITS
CHEM 60	Introduction to General Chemistry	5
	OR	
CHEM 51	Fundamentals of Chemistry	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 REQUIRED UNITS*		29

*Additional requirements for Bachelor degree in Dental Hygiene: Statistics, Critical Thinking, and Cultural Diversity courses in coordination with IGETC, CSU, and or GE completion requirements with upper division courses.

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

Effective Fall 2016, the Associate of Science degree program will become a Bachelor of Health Science in Dental Hygiene degree program. Additional requirements for entrance will be required.

AWARD	TYPE	GRAD PLAN	REQ MAJOR UNITS	TOTAL UNITS
Dental Hygiene	AS	Plan B	61	61+
+ At least 60 degree applicable units (61 total major units and Plan B units) are required to earn an Associate Degree.				

ASSOCIATE OF SCIENCE DEGREE

Dental Hygiene

MAJOR CODE: 1240.20

(61 Units, Plan B) + All other West requirements for Associate Degree.

REQUIRED COURSES SEMESTER 1		UNITS
DEN HY 100	Principles of Clinical Dental Hygiene	2
DEN HY 101	Clinical Dental Hygiene	2
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
DEN HY 212	Radiology I-Intro to Radiology	2
TOTAL SEMESTER UNITS		15
REQUIRED COURSES SEMESTER 2		UNITS
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 189	DH Developmental Clinic Seminar I	2
DEN HY 207	Pain Control	1
DEN HY 209	Pain Control Lab	1
DEN HY 256	Biochemical Nutrition	3
TOTAL SEMESTER UNITS		18
REQUIRED COURSES SEMESTER 3		UNITS
DEN HY 190	DH Developmental Clinic Seminar II	1
DEN HY 200	Cariology and Occlusion	1
DEN HY 201	Clinical Dental Hygiene III	4
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 215	Dental Material & Expanded Functions	3
TOTAL SEMESTER UNITS		15

REQUIRED COURSES SEMESTER 3		UNITS
DEN HY 191	DH Developmental Clinic Seminar III	1
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 305	Community Dental Health	1
DEN HY 254	Community Dental Health –Practicum	1
DEN HY 260	Research Design and Methodology	1
TOTAL SEMESTER UNITS		13
TOTAL PROGRAM UNITS		61

ECONOMICS

BEHAVIORAL & SOCIAL SCIENCES DIVISION

ASSOCIATE OF ARTS DEGREE

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. West Los Angeles College also offers an Associate Degree for Transfer in Economics and an Associate Degree for Transfer in Business Administration. Refer to the ADT section of this catalog for degree requirements.

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.

PROGRAM LEARNING OUTCOMES (PLOs):

- Achieve a basic understanding of markets, economic institutions, and the global economy.
- Generate constructive analysis of real-world issues using the theories of economics, including

WLAC CATALOG 2014-2016 (Rev. **Fall 2016**): **Major Requirements Addendum**

As of Fall 2016, West Los Angeles College will offer a Bachelor's degree in Dental Hygiene. The program is described below. As a result, the Associate of Science (A.S.) degree described on pages 128 - 130 will either be archived or not offered after Spring 2017 (that is when the last graduating class will complete the program).

DENTAL HYGIENE

HEALTH SCIENCES DIVISION

BACHELOR OF SCIENCE

PROGRAM OVERVIEW

The Bachelor of Science in Dental Hygiene provides the opportunity to enter into a variety of dental health positions in teaching, research, administration, public health, private industry and other areas of hygiene practice, as well as application for entry into degree programs such as Master's in Dental Hygiene, Public Health, Oral Biology or Registered Dental Hygienist in Alternative Practice.

The purpose of medical and dental science is to enhance the health of individuals as well as populations. The dental hygienist, as an integral 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. Dental hygienists use scientific evidence in the decision-making process impacting the oral health of individuals. The dental hygienist is expected to respect the diverse values, beliefs and cultures present with individuals and groups or communities served. Dental hygienists must support the right of the individual to have access to the necessary information and provide opportunities for dialogue to allow the individual patient to make informed decisions and to assure that ethical and legal standards are applied. Dental hygienists must abide by the American Dental Hygienist's Professional Standards of Care and Code of Ethics.

The Bachelor of Science in Dental Hygiene program is accredited by the Accrediting Commission for Community and Junior Colleges and the Commission on Dental Accreditation, and approved by the California Community Colleges Chancellor's Office, Los Angeles Community College District Board of Trustees, and The Dental Hygiene Committee of California. The Commissions are specialized accrediting bodies recognized by the Commission on Recognition of Post-Secondary Accreditation and by the United States Department of Education.

The Bachelor of Science in Dental Hygiene admission requirements are available from the Counseling Office or the Dental Hygiene Department. Admission is by special selection criteria.

Dental Hygiene classroom, laboratory and clinical facilities are located at the West Los Angeles College campus. The students provide dental hygiene services at WLAC, UCLA School of Dentistry, Veteran Affairs Hospitals and other clinical

facilities, MEND Community Clinic, Kids' Dental Clinic, Children's Dental Center and UCLA/Venice Dental Clinic. Students also observe and participate in various specialty clinics at UCLA that include radiology, pedodontics, and periodontics.

The curriculum is planned sequentially. 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. In addition, to remain in good standing, students must maintain a 2.5 overall GPA in all upper division courses. 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 Commission on Dental Accreditation and the Dental Hygiene Committee of California's Guidelines for curriculum.

Upper division dental hygiene courses are open only to students accepted into the Dental Hygiene Program, who have completed all CSU or IGETC General Education Breadth Requirement for certification and all dental hygiene pre-requisite courses. The program may require an application fee upon submission of the application. Applicants are required to attend an information and application workshop. An essay or entrance exam will be required as part of the admission process. All program pre-requisite courses must be passed with a 'C' or better. A minimum science GPA of 3.0, an overall GPA of 2.5, and a minimum of 60 units of degree applicable lower division coursework is required. Dental assisting license and certifications and relevant work experience will also be considered for admittance. Students are encouraged to see a counselor for a Student Education Plan (SEP) for general education and pre-requisite requirements.

PROGRAM PRE-REQUISITES		UNITS
CHEM 60	Introduction to General Chemistry	5
	OR	
CHEM 51	Fundamentals of Chemistry	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
COMM 101	Speech (Public Speaking)	3
ANTHRO 102	Cultural Diversity	3
ENGLISH 103	Composition and Critical Thinking	3
Math 227	Statistics	4
IGETC OR CSU GE BREADTH REQUIREMENTS		37-39
TOTAL MINIMUM UNITS		60

AWARD	TYPE	GRAD PLAN	REQ MAJOR UNITS	TOTAL UNITS
Dental Hygiene	BS	CSU or IGETC pattern	65	125
At least 125-degree applicable units (65 total major units and 60 CSU or IGETC GE and pre-requisites are required to earn a Bachelor of Science Degree). Certain courses may be double counted to meet pre-requisites and IGETC or CSU GE requirements.				

BACHELOR OF SCIENCE DEGREE

Dental Hygiene

MAJOR CODE: 1240.20

(56 Major Units + 9 Units Upper division GE and All other West requirements for CSU or IGETC Certification and Pre-requisites)

REQUIRED COURSES SEMESTER 1 UNITS

DEN HY 300 Principles of Clinical Dental Hygiene	3
DEN HY 311 Dental Hygiene Clinical I	2
DEN HY 314 Dental Morphology	2
DEN HY 354 Pathology-General and Oral	3
DEN HY 306 Anatomy of the Head and Neck	2
DEN HY 303 Infection Control in Dentistry	1
DEN HY 350 Preventive Dentistry	2
DEN HY 312 Radiology I	2
TOTAL SEMESTER UNITS	17

REQUIRED COURSES SEMESTER 2 UNITS

DEN HY 308 Periodontics I	2
DEN HY 351 Clinical Dental Hygiene II	3
DEN HY 352 Care for Patients with Special Needs	1
DEN HY 356 Histology & Embryology of Oral Tissues	2
DEN HY 388 Introductory Seminar in Dental Hygiene	1
DEN HY 327 Local Anesthesia and Sedation Techniques	2
DEN HY 357 Biochemical Nutrition	3
*BIO 408 Pharmacology	3
TOTAL SEMESTER UNITS	17

REQUIRED COURSES SEMESTER 3 UNITS

DEN HY 389 Intermediate Seminar in Dental Hygiene	1
DEN HY 400 Cariology and Occlusion	1
DEN HY 401 Clinical Dental Hygiene III	4
DEN HY 304 Dental Health Education and Practicum	2
DEN HY 406 Periodontics II	1
DEN HY 415 Dental Material & Expanded Functions	3
*ANTHRO 322 Cultural Perspectives in Health & Healing	3
TOTAL SEMESTER UNITS	15

REQUIRED COURSES SEMESTER 4 UNITS

DEN HY 489 Advanced Seminar in Dental Hygiene	1
DEN HY 410 Emergencies in Dental Practice	1
DEN HY 450 Advanced Periodontal Seminar	1
DEN HY 451 Clinical Dental Hygiene IV	5
DEN HY 452 Law and Ethics of Dental Hygiene	2
DEN HY 305 Community Dental Health and Practicum	3
*ENGLISH 420 Research Design and Methodology	3
TOTAL SEMESTER UNITS	16

TOTAL PROGRAM UNITS **65**

(*upper division general education courses)

All upper- division major and general education courses must be completed at West Los Angeles College.

Students are eligible to take the Dental Hygiene National Board Examination and the licensing board practicum examination while in the last semester of senior year. Upon satisfactory program completion, students will be eligible to take the state jurisprudence exam to obtain a license and earn a Bachelor of Science Degree in Dental Hygiene.

WLAC DENTAL HYGIENE PROGRAM COMPETENCIES

Professionalism:

Legal & Ethical Principles- Dental Hygiene graduates must be competent in the ethical & legal principles underlying the practice of dental hygiene.

Health Promotion and Disease Prevention:

Infection & Hazardous Waste Management: Dental Hygiene graduates must be competent in infection & hazard control procedures to prevent the transmission of infectious diseases.

Health Education Strategies: Dental Hygiene graduates must be competent in health education strategies for the prevention of disease & the promotion of health for patients and the community.

Patient Care:

Dental Hygiene Process of Care: Dental Hygiene graduates must be competent in assessing the oral health needs of diverse populations and providing comprehensive dental hygiene care for persons of all ages/stages of life.

WLAC DENTAL HYGIENE PROGRAM LEARNING OUTCOMES (PLOS)

The dental hygiene program will provide opportunities for the student to become competent through an active learning process of organizing, interpreting and synthesizing information. Educational activities will be provided that enable the learner to develop expertise by integrating fundamental knowledge, scientific principles and applied psychomotor skills. Upon graduation, the dental hygienist will be able to demonstrate:

PLO I. Professionalism

The dental hygiene students must appreciate their role as health professionals at the local, state, and national levels. Students will demonstrate the necessary knowledge and values in legal regulations and ethical issues for the practice of dental hygiene.

PLO II. Health Promotion and Disease Prevention

The dental hygiene students will demonstrate competency in the performance and delivery of oral health promotion and disease prevention service in public health, private practice and alternative settings. The dental hygiene students will be able to apply principles in assessment, diagnosis, planning, implementation and evaluation of treatment. The graduate must also be prepared to influence others to facilitate access to care and services.

PLO-III. Patient Care

The students will demonstrate a thorough foundation in the biomedical, clinical, and behavioral sciences to achieve successful patient treatment outcomes. Students will utilize critical thinking, sound clinical judgment and cultural sensitivity with patients.

Approved by Dental Hygiene Faculty and Advisory Board 2015

Approved by the board on 4/15/15 & Approved by Faculty on 5/13/15

For more information, call (310) 287-4464 or visit the Allied Health website at www.wlac.edu/Allied-Health/index.aspx or come to the Dental Hygiene Office located in building MSB room 100.

BACHELOR OF SCIENCE IN DENTAL HYGIENE

NOTE: Upper division courses are open to admitted Dental Hygiene students only.

300 Principles of Dental Hygiene (3)

Open to enrolled students in Dental Hygiene (First Semester)
This course builds on the knowledge from program prerequisite courses and applies scientific evidence to the field of dental hygiene. Students will apply the concepts of professionalism, scope of practice, standards of care, and clinical practice parameters to enable the student develop strategies for comprehensive care

303 Infection Control in Dentistry (1)

Open to enrolled students in Dental Hygiene (First Semester) This course is designed to provide in-depth exploration of infection control concepts for the dental health care provider. Emphasis will be on principles and practical application 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.

304 Dental Health Education and Practicum (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 is designed to prepare the dental hygienist to apply statistical, evidence based research, and epidemiological methods in providing oral health education in community based programs.

305 Community Dental Health and Practicum (3)

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 provides in-depth 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, health policy, and community program development. This course includes a practicum component and is designed to provide experiences in program planning and implementation at various governmental and community settings. Smoking cessation and the recognition and reporting of abuse as mandated reporters are integrated.

306 Anatomy of the Head and Neck (2)

Open to enrolled students in Dental Hygiene (First Semester)
This course is designed to expand student knowledge of the anatomical structures of the head and neck, with focus on vasculature, nervous system innervation, and musculature. Emphasis will be on physiological, and biochemical aspects of the skull. Students will examine clinical correlations relevant for dental professionals in the clinical setting. Anatomical anomalies and pathology aspects will also be integrated.

308 Periodontics I (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 knowledge in periodontal disease etiology, histology, diagnosis and classification of periodontal diseases according to the Academy of Periodontology. Emphasis will be on -principles of periodontal disease preventive therapy, treatment planning, reassessment, implantology, periodontal surgical procedures, supportive

periodontal therapy and referral to periodontal specialty practice.

311 Dental Hygiene Clinical I (2)

Open to enrolled students in Dental Hygiene (First Semester)
This course provides students the experience to discern and apply the knowledge gained in didactic courses into the clinical setting, including; infection control parameters, medical and dental assessments, interpretation of vital signs, oral cancer examination, periodontal instrumentation and other clinical techniques using clinical simulators and student partners.

312 Radiology I (2)

Open to enrolled students in Dental Hygiene (First Semester)
This course is designed to examine the principles of dental radiographic techniques, including digital and conventional imaging. Topics include history of radiography, principles of processing, legal considerations, and radiation safety. Clinical applications include exposure technique, film processing, mounting and uploading of radiographs into the electronic medical record, charting and preparing and interpreting dental radiographs. Emphasis is placed on radiation safety and protection.

314 Dental Morphology (2)

Open to enrolled students in Dental Hygiene (First Semester) This course is designed to provide the knowledge in anatomical concepts of the deciduous and permanent dentition. Emphasis is on comparative coronal and root anatomy, dental terminology, tooth morphology, the relationship of occlusion and function of the maxilla and mandible, and the role of occlusion to supporting facial musculature and other oral structures.

327 Local Anesthesia and Sedation Techniques (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 will cover the theory and clinical methodology for pain control and anxiety management through the use of local anesthesia techniques in dentistry; anesthetic compounds, conscious sedation (inhalation-nitrous oxide and oxygen), safety measures, and management of medical complications.

350 Preventive Dentistry (2)

Open to enrolled students in Dental Hygiene (First Semester)
This course is designed to provide knowledge on the preservation of oral health, tooth structures and gingival tissues, and the prevention of oral disease. Emphasis will be on etiologic factors, risk assessment and integration of preventative strategies and skills necessary for the management of periodontal disease and dental caries through effective patient education and behavior modification techniques and motivation.

351 Clinical Dental Hygiene II (3)

Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)
Students will build on knowledge and skills learned in prior semester didactic and lab classes and integrate into the clinical setting. Emphasis of learning will be on Periodontal therapy for re-care and maintenance patients with mild to moderate active disease. In a variety of clinics; students will provide dental hygiene services to geriatric, adults, children and medically compromised patients.

352 Care for Patients with Special Needs (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)

This course is designed to provide the dental hygienist with concepts pertaining to individuals with special needs, the issues they face, referral to supportive services, and dental treatment modalities to meet their needs; Emphasis will be on medical, behavioral, physical and psychological considerations for the special population. Students will integrate the parameters of the American Disabilities Practice Act to classroom and co-requisite clinical setting.

354 Pathology-General and Oral (3)

Open to enrolled students in Dental Hygiene (First Semester)

This course is designed to provide concepts in etiology, pathogenesis of major human diseases, and the effects of these conditions to clinical and histo-genic features of oral diseases. Students learn to recognize and interpret tissue responses to antigens, allergic reactions, and assess lesions that occur in the oral cavity, jaws, and neck and formulate a differential diagnosis of lesions seen in the practice of dentistry to make appropriate referrals.

356 Histology and Embryology of Oral Tissues (2)

Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)

This course provides theory of the embryological human development of the oral cavity and identification and classification of normal and abnormal conditions of the oral cavity and supporting structures.

357 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)

This course integrates the concepts of organic chemistry and bio-chemistry. The student will apply the nutritional principles of the human body to execute the dental hygienist's role as a nutritional educator. Topics include molecular structure, carbohydrates, proteins, nutrition and digestion, bio-energetic, nutritional aspects, nutritional disorders and dietary assessment.

388 Introductory Seminar in Dental Hygiene (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)

This course is designed for group discussion on best practices for dental hygiene clinical care. Discussions will center on accumulated theoretical knowledge, clinical experience and case studies for level I Clinical Dental Hygiene practice. Techniques in advanced instrumentation, and e-portfolio concepts will be presented

389 Intermediate Seminar in Dental Hygiene (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 is designed to build on the knowledge from the junior year Introductory Seminar Course. The students will collaborate with peers and faculty on best practices for dental hygiene clinical care and the senior level capstone project. Discussions and exercises will center on accumulated theoretical knowledge, clinical experience and case studies for level II Clinical Dental Hygiene practices.

400 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 concepts related to normal and abnormal occlusal function, assessment of Temporal Mandibular Joint Disorder and treatment options for dental tissue pathology as it relates to cariology and occlusion. Emphasis will be on aspects of occlusal dysfunction, dental caries, dental hypersensitivity and dental trauma. The student will gain the knowledge to identify, document, and make a differential diagnosis for patient referrals.

401 Clinical Dental Hygiene III (4)

Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester)

This course is designed to evaluate the integration of the medical and dental assessments, provide periodontal instrumentation and integrate the skills necessary for the prevention and treatment of oral disease. Emphasis will be on the assessment, treatment and re-evaluation of the dental patient with active moderate to advanced periodontal disease and the medically compromised patient: Level III periodontal case.

406 Periodontics II (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 is designed to analyze the anatomy, histology and pathogenesis of the periodontium, and how they are correlated with the surgical and non-surgical therapy strategies currently in use. Emphasis will be on disease prevention, assessment, treatment planning and referral to specialty referrals.

410 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 knowledge in the methods of medical and dental emergency prevention and management in the dental office. Emphasis is on recognizing signs, symptoms, and treatment of the more common medical emergencies which may occur in the dental setting. Drugs and equipment that are utilized in the management of medical emergencies are applied through case scenarios and in the clinical setting.

415 Dental Materials and Expanded Functions (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 is designed to provide students with the knowledge of the material properties, composition and manipulation of materials used in dentistry. The study of dental materials enables the dental hygienist to understand and assess the conduction of various materials, and provides a scientific rationale for selecting, using and understanding the varied relationships of dental biocompatible-materials.

450 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 enable students to enhance and develop knowledge applicable in the treatment of patients with advanced periodontal disease. Concepts of implantology, grafts, surgical, and non-surgical periodontal therapy modalities are emphasized.

451 Clinical Dental Hygiene IV (5)

Prerequisite: Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester)

This course is designed to provide advanced clinical experience in performing treatment for a variety of clinical patient cases. Students use local anesthesia, nitrous oxide sedation, oral antimicrobials, and dietary analysis. Licensing Board Examination requirements and protocol, are reviewed and simulated through practical exercises. Identification of an appropriate patient for licensure examination is made.

452 Law and Ethics of Dental Hygiene (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)

Students study ethical theories and issues related to the practice of dental hygiene and professionalism. A personal philosophy of professional conduct, continuous quality assurance and self-assessment is explored. Fundamental factors necessary to practice within existing regulatory frameworks are stressed.

489 Advanced Seminar in Dental Hygiene (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 will center on case reasoning for Clinical Dental Hygiene care. Accumulated theoretical knowledge will be related to practical clinical applications.

BIOLOGY 408 Pharmacology (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)

This course is designed to classify and study therapeutic agents commonly encountered when treating medically compromised patients. Students learn chemical and physical properties, therapeutic effects, and methods of administration, dosage, contraindications and side effects of these agents. Emphasis will be placed on those drug groups including analgesics, sedatives, local anesthetics, nitrous oxide, anti-infective, antibiotics, and anti-viral drugs. In addition, the most common classes of drugs the patient is taking in the management of common diseases and disorders will be covered, including autonomic drugs, cardiovascular drugs, antihistamines, anti-inflammatory drugs, and anti-neoplastic drugs.

ANTHRO 322 Cultural Perspectives in Health and Healing

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 an introduction to the field of medical anthropology – the study of human health, disease and curing from a cross-cultural, historical, archeological, and evolutionary perspective. Societies throughout the world recognize certain bodily, emotional, and mental conditions as undesirable and in need of change. Individual and societal definitions of disease and responses to illness are shaped by biological characteristics, social dynamics, cultural values, and collective expectations. In this course we will examine various theories, methods, and frameworks in order to explore how health, illness, and healing are conceptualized and experienced in different cultures. Topics will include: medical ecology, cultural and political ecologies of disease, gender and health, medical systems as cultural systems, international health issues and programs, mental illness, and social definitions of health and illness.

ENGLISH 420 Research Design and Methodology (3)

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 introduce students to quantitative and qualitative methods for conducting meaningful inquiry and research. They will gain an overview of research intent and design, methodology and technique, format and presentation, and data management and analysis informed by commonly used statistical methods. Emphasis will be on review of professional journals.

MAJOR REQUIREMENTS

Effective Fall 2016, the Associate of Science degree program will become a Bachelor of Health Science in Dental Hygiene degree program. Additional requirements for entrance will be required.

AWARD	TYPE	GRAD PLAN	REQ MAJOR UNITS	TOTAL UNITS
Dental Hygiene	AS	Plan B	61	61+
+ At least 60 degree applicable units (61 total major units and Plan B units) are required to earn an Associate Degree.				

ASSOCIATE OF SCIENCE DEGREE

Dental Hygiene

MAJOR CODE: 1240.20

(61 Units, Plan B) + All other West requirements for Associate Degree.

REQUIRED COURSES SEMESTER 1		UNITS
DEN HY 100	Principles of Clinical Dental Hygiene	2
DEN HY 101	Clinical Dental Hygiene	2
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
DEN HY 212	Radiology I-Intro to Radiology	2
TOTAL SEMESTER UNITS		15
REQUIRED COURSES SEMESTER 2		UNITS
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 189	DH Developmental Clinic Seminar I	2
DEN HY 207	Pain Control	1
DEN HY 209	Pain Control Lab	1
DEN HY 256	Biochemical Nutrition	3
TOTAL SEMESTER UNITS		18
REQUIRED COURSES SEMESTER 3		UNITS
DEN HY 190	DH Developmental Clinic Seminar II	1
DEN HY 200	Cariology and Occlusion	1
DEN HY 201	Clinical Dental Hygiene III	4
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 215	Dental Material & Expanded Functions	3
TOTAL SEMESTER UNITS		15

REQUIRED COURSES SEMESTER 3		UNITS
DEN HY 191	DH Developmental Clinic Seminar III	1
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 260	Research Design and Methodology	1
TOTAL SEMESTER UNITS		13
TOTAL PROGRAM UNITS		61

ECONOMICS

BEHAVIORAL & SOCIAL SCIENCES DIVISION

ASSOCIATE OF ARTS DEGREE

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. West Los Angeles College also offers an Associate Degree for Transfer in Economics and an Associate Degree for Transfer in Business Administration. Refer to the ADT section of this catalog for degree requirements.

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.

PROGRAM LEARNING OUTCOMES (PLOs):

- Achieve a basic understanding of markets, economic institutions, and the global economy.
- Generate constructive analysis of real-world issues using the theories of economics, including

MAJOR REQUIREMENTS

macroeconomic and microeconomic theories, economic history or history of economic thought.

- Locate, utilize, and critically interpret economic information and data using statistical methods or economic theories.
- Identify complex social and economic problems and analyze those using the theoretical tools and quantitative methods of economics and seek effective solutions.
- Effectively communicate economic ideas, problems, and findings.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Economics	AA	Plan A	20	60+
+ At least 60 degree applicable units (36 total major units and Plan B units) are required to earn an Associate Degree.				

ASSOCIATE OF ARTS DEGREE

Economics

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 Math	5
TOTAL REQUIRED UNITS		20

EMERGENCY MEDICAL TECHNICIAN

ALLIED HEALTH DIVISION

MAJOR CODE: 2204.00

West Los Angeles College has partnered with the UCLA Center for Pre-hospital 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 inter-facility 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-along 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 Pre-hospital Care. For more information and application requirements visit www.cpc.mednet.ucla.edu or call (310) 267-5959.

PROGRAM LEARNING OUTCOMES (PLOs)

1. Understand the major body systems.
2. Acquire the knowledge and skills to successfully pass the EMT-B certifying examination by the State of California.

REQUIRED COURSES	UNITS
ALD HTH 52* Emergency Medical Training –Basic	7
TOTAL REQUIRED UNITS	7

*Allied Health 52 or a California State EMT Certification is a prerequisite to the Paramedic Program.

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

ENGLISH

LANGUAGE ARTS DIVISION

ASSOCIATE OF ARTS DEGREE

MAJOR CODE: 1501.00

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.

PROGRAM LEARNING OUTCOMES (PLOs):

- Pursue continued literary interests resulting in increased levels of self-reliance and belief in one's ability (writing effectively). (Theme: Self-reliance, efficacy, writing)
- Listen and speak (actively, effectively) by questioning, clarifying and supporting one's ideas and ideas of others. (Theme: listening and speaking)
- Read effectively for gathering information, for meaning, cultural understanding and enjoyment. (Theme: reading)
- Write effectively, using the conventions of standard English, a clear focus, appropriate support/evidence and logical organization. (Theme: writing)
- Read and analyze a variety of literature to explore the "human condition." (Theme: literature)
- Collect and organize research data, using credible sources to write a convincing/persuasive document. (Theme: research)
- Analyze, synthesize and evaluate information to assess the validity and usefulness of an argument.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
English	AA-T	N/A	18	60
English	AA	Plan A	18	60



Associate Degree for Transfer

A Degree with a Guarantee.SM

Students who successfully complete the AA-T in English for Transfer degree meet the requirements for SB 1440 for Associate Degrees for Transfer. The degrees were developed to ease the transfer process for students to the CSUs. The English major provides students with a comprehensive study of composition, literary theory and rhetorical strategies. Students will be able to argue a point and support it in writing, using extensive evidence from researching credible outside sources, will be able to critically evaluate works, both nonfiction and fiction, and identify their distinguishing characteristics.



ASSOCIATE OF ARTS DEGREE FOR TRANSFER (AA-T)

REQUIRED COURSES	UNITS
ENGLISH 102 College Reading and Composition II	3
ENGLISH 103 Composition and Critical Thinking	3
TOTAL REQUIRED UNITS	6

LIST A SELECT TWO COURSES (6 UNITS)	UNITS
ENGLISH 203 World Literature I	3
ENGLISH 204 World Literature II	3
ENGLISH 205 English Literature I	3
ENGLISH 206 English Literature II	3

LIST B SELECT ONE (3 UNITS)	UNITS
ENGLISH 205 English Literature I	3
ENGLISH 206 English Literature II	3

LIST C SELECT ONE (3 UNITS)	UNITS
ENGLISH 215 Shakespeare	3
ENGLISH 219 Literature of American Ethnic Groups	3
ENGLISH 234 African American Literature	3
ENGLISH 239 Woman in Literature	3
TOTAL UNITS FOR MAJOR	18
GENERAL EDUCATION (CSU OR IGETC) UNITS	39
ELECTIVE (CSU TRANSFERABLE) UNITS	3
TOTAL DEGREE UNITS	60

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.
- 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.



ASSOCIATE OF ARTS DEGREE

English

MAJOR CODE: 2204.00

(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
TOTAL REQUIRED UNITS	9

9 UNITS FROM THE FOLLOWING	UNITS
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 219 Literature of American Gothic Groups	3
ENGLISH 234 African-American Literature I	3
ENGLISH 239 Women in Literature	3
TOTAL REQUIRED UNITS	18

RECOMMENDED COURSES	UNITS
THEATER 100 Introduction to Theater	3
THEATER 110 History of World Theater	3
THEATER 130 Playwriting	3
THEATER 505 History of Motion Pictures	3

FILM/TV PRODUCTION CRAFTS

CINEMA, ENTERTAINMENT & MEDIA ARTS DIVISION

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.

AWARD	TYPE	GRAD PLAN	REQ MAJOR UNITS	TOTAL UNITS
Film/TV Production Crafts	Cert	N/A	27	27



CERTIFICATE OF ACHIEVEMENT

Film/TV Production Crafts

MAJOR CODE: 0612.20

REQUIRED CORE COURSES	UNITS
FILM PROD 100 Intro to Film, TV, and Video Production Crafts	3
TOTAL REQUIRED UNITS	3

24 UNITS FROM THE FOLLOWING:	UNITS
FILM PROD 105 Stagecraft in Film, TV and Video	6
FILM PROD 110 Set Dressing Crafts in Film, TV, Video	6
FILM PROD 115 Grip Crafts in Film, TV, and Video	6
FILM PROD 120 Camera/Digital Utility Crafts in Film, TV, and Video	6
FILM PROD 125 Editing Crafts in Film, TV, and Video	6
FILM PROD 130 Costume Manufacturing Crafts in Film, TV and Video	6

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

FILM PROD 140 Set Lighting Crafts in Film, TV, and Video	6
FILM PROD 145 Set Painting Crafts in Film, TV, and Video	6
FILM PROD 150 Scenic Artists Crafts in Film, TV, and Video	6
FILM PROD 185 Directed Study	1
FILM PROD 285 Directed Study	2
FILM PROD 385 Directed Study	3
TOTAL REQUIRED CERTIFICATE UNITS	27

FIRE TECHNOLOGY

CAREER STUDIES DIVISION

The Associate of Science degree in Fire Technology is primarily designed for career and technical 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.

PROGRAM LEARNING OUTCOMES (PLOs):

- Describe the NFPA Standards for all various types of fire sprinkler systems.
- Describe the components of a fire sprinkler system. Include the required earthquake provisions.
- Compare and contrast the difference between the five types of fires.
- Demonstrate the ability to recall the various types of detection devices used for buildings. Explain the basic operating principle of each of the various types.
- Demonstrate an awareness of cultural diversity.

AWARD	TYPE	GRAD PLAN	REQ MAJOR UNITS	TOTAL UNITS
Fire Technology	AS	Plan A	24	60
Fire Technology	Cert	N/A	18	18

ASSOCIATE OF SCIENCE DEGREE

Fire Technology

MAJOR CODE: 2133.00

(24 Units, Plan A) + All other West requirements for Associate Degree.

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 Fire Service	3
FIRETEK 205 Fire Behavior and Combustion	3
FIRETEK 216 Fundamentals of Personal Fire Safety & Emergency Action	3
TOTAL REQUIRED COURSE UNITS	18

ELECTIVE COURSES	UNITS
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

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
FIRETEK 201 Introduction to Fire Protection	3
FIRETEK 202 Fire Prevention	3
GEN ED 1- GE Elective	3
GEN ED 1- GE Elective	3
TOTAL SEMESTER UNITS	12

SEMESTER 2	UNITS
FIRETEK 203 Fire Equipment and Systems	3
FIRETEK 204 Building Construction Related to Fire Service	3

MAJOR REQUIREMENTS

CO SCI 901	Introduction to Computers and Their Use	3
GEN ED	1- GE Elective	3
GEN ED	2- GE Electives	5
TOTAL SEMESTER UNITS		17

SEMESTER 3		UNITS
FIRETEK 205	Fire Behavior and Combustion	3
FIRETEK ELEC	FIRETEK ELECTIVE COURSE	3
GEN ED	1- GE Elective	3
GEN ED	1- GE Elective	3
GEN ED	2- GE Electives	5
TOTAL SEMESTER UNITS		17

SEMESTER 4		UNITS
FIRETEK ELEC	FIRETEK ELECTIVE COURSE	3
FIRETEK ELEC	FIRETEK ELECTIVE COURSE	3
CHEM 101**	General Chemistry I	5
GEN ED	2- GE Electives	3
TOTAL SEMESTER UNITS		14
TOTAL REQUIRED DEGREE UNITS		60



CERTIFICATE OF ACHIEVEMENT

Fire Technology

MAJOR CODE: 2133.00

RECOMMENDED COURSE SEQUENCE

SEMESTER 1		UNITS
FIRETEK 201	Introduction to Fire Protection	3
FIRETEK 202	Fire Prevention	3
FIRETEK 204	Building Construction & Fire Service	3
TOTAL SEMESTER UNITS		9

SEMESTER 2		UNITS
FIRETEK 203	Fire Equipment	3
FIRETEK 205	Fire Behavior and Combustion	3
FIRETEK ELEC	FIRETEK ELECTIVE COURSE	3
TOTAL SEMESTER UNITS		9
TOTAL CERTIFICATE UNITS		18

FRENCH

LANGUAGE ARTS DIVISION

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.

PROGRAM LEARNING OUTCOMES (PLOs):

- Listen with understanding to French conversations.
- Respond meaningfully in personal and community situations.
- Speak the target language effectively and articulately in personal, community, and work settings.
- Read confidently and competently for personal information, professional and academic needs.
- Write in target language to communicate with purpose, meaning, and grammatical correctness.
- Develop processes that lead to insight an understanding of the culture.
- Interact sensitively and respectfully with the cultures mores, beliefs, and traditions in the target language.

AWARD	TYPE	GRAD PLAN	REQ MAJOR UNITS	TOTAL UNITS
French	AA	Plan A	21	60

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS



ASSOCIATE OF ARTS DEGREE

French

MAJOR CODE: 1102.00

(21 Units, Plan A) + All other West requirements for AA 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 REQUIRED UNITS	21

RECOMMENDED COURSES	UNITS
ENGLISH 203 World Literature I	3
FRENCH 10 French Civilization	3
HUMAN 31 People in Contemporary Society	3

Please consult with a WLAC counselor for a Comprehensive Student Educational Plan (SEP).

HISTORY

SOCIAL SCIENCE DIVISION

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. West Los Angeles College also offers an Associate Degree for Transfer in History (AA-T). Please refer to the ADT section of this catalog for degree requirements.

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.

PROGRAM LEARNING OUTCOMES (PLOs):

- Evaluate how the past relates to the present.
- Utilize evidence from the past and the present to formulate and support constructive arguments in both written and verbal form.

- Attain cultural/historic literacy: student will possess knowledge of the key patterns, themes, events, and figures of the past, across the entire socio-cultural spectrum.
- Develop successful skills that will enable the student to interpret a history text, listen attentively to a lecture, take effective notes, turn in work and attend class punctually, and follow a syllabus.
- Be informed citizens who play active roles in the improvement of society at the local, state, and national levels.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
History	AA	Plan A	18	60



ASSOCIATE OF ARTS DEGREE

History

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 African American in the History of U.S. I	3
HISTORY 12 Political & Social History of the U.S. II	3
OR	
HISTORY 42 African American in the History of U.S. II	3
TOTAL REQUIRED UNITS	12

AT LEAST 6 UNITS FROM THE FOLLOWING:	UNITS
ANTHRO 101 Human Biological Evolution	3
OR	
ANTHRO 102 Human Ways of Life: Cultural Anthropology	3
ECON 1 Principles of Economics I	3
GEOG 1 Physical Geography	3
POLI 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 ELECTIVE	3
TOTAL ELECTIVE UNITS	6
TOTAL REQUIRED UNITS	18

For RECOMMENDED COURSE SEQUENCE consult a WLAC counselor.

MAJOR REQUIREMENTS

HOSPITALITY

CAREER STUDIES DIVISION

The Associate of Arts degree in Hospitality is primarily designed for career and technical 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.

PROGRAM LEARNING OUTCOMES (PLOs):

The effective travel/hospitality student will:

- Learn Travel Industry areas of general interest. A/D/F (Critical Thinking, Self-Awareness, Technical Competence)
- Learn places of greatest geographical interest for travelers, in various world areas. F (Technical Competence)
- Utilize sales and marketing techniques to attract travelers. B (Communication)
- Learn how to properly research travel and hospitality subjects for client assistance and counsel. B-D-F (Communication-Self Awareness-Technical Competence)
- Learn and apply quantitative aspects of airline ticketing and fares for client benefits. C (Quantitative Reasoning)
- Learn skills to enable them to operate a home-based travel agency successfully. B/F (Communication, Technical Competence).

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Hospitality	AA	Plan B	36	60
Hospitality	Cert	N/A	36	36
Hotel Operations	Cert	N/A	18	18
Hotel Sales & Marketing	Cert	N/A	18	18
Event & Convention Planning	Cert	N/A	18	18

+ At least 60 degree applicable units (36 total major units) are required to earn an Associate Degree.

ASSOCIATE OF ARTS DEGREE

Hospitality

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
HOSPT 100 Introduction to Hospitality	3
HOSPT 135 Meeting, Convention Planning	3
HOSPT 302 Introduction to Hotel/Motel Operations	3
HOSPT 303 Hotel Front Office Operations	3
HOSPT 310 Hospitality Sales or Marketing 1	3
HOSPT 311 Hospitality Marketing or Marketing 21	3
HOSPT 320 Hospitality Law or Business 5	3
HOSPT 325 Guest Relations Management	3
HOSPT 330 Managing Technology & E-Commerce	3
HOSPT 340 Introduction to Professional Food Serv.	3
BUS 1 Introduction to Business	3
TOTAL DEGREE UNITS	36

For RECOMMENDED COURSE SEQUENCE consult a WLAC counselor.

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS



CERTIFICATE OF ACHIEVEMENT

Hospitality Certificate of Achievement

MAJOR CODE: 1307.05

Same major requirements as for Associate Degree. No general education requirements.

Hotel Front Desk & Back Office Operations Certificate of Achievement

MAJOR CODE: 1307.06

REQUIRED COURSES	UNITS
HOSPT 100 Introduction to 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:	UNITS
TRAVEL 100 Introduction to the Travel Industry	3
HOSPT 310 Hospitality Sales or Marketing 1	3
TOTAL REQUIRED UNITS	18

For RECOMMENDED COURSE SEQUENCE consult a WLAC counselor.

Hotel Sales & Marketing Certificate of Achievement

MAJOR CODE: 1307.07

REQUIRED COURSES	UNITS
TRAVEL 100 Introduction to the Travel Industry	3
HOSPT 100 Introduction to Hospitality Industry	3
HOSPT 310 Hospitality Sales or Marketing 1	3
HOSPT 311 Hospitality Marketing	3
OR	
MARKET 21 Principles of Marketing	3
HOSPT 340 Introduction to Professional Food Serv.	3

AND 3 UNITS FROM THE FOLLOWING:	UNITS
BUS 1 Introduction to Business	3
MGMT 1 Principles of Management	3
MGMT 6 Public Relations	3
TOTAL REQUIRED UNITS	18

For RECOMMENDED COURSE SEQUENCE consult a WLAC counselor.

Event & Convention Planning Certificate of Achievement

MAJOR CODE: 1307.08

REQUIRED COURSES	UNITS
HOSPT 100 Introduction to Hospitality Industry	3
HOSPT 135 Meeting, Convention Planning	3
HOSPT 302 Introduction to Hotel/Motel Operations	3
HOSPT 320 Hospitality Law	
OR	
BUS 5 Business Law 1	3
HOSP 340 Intro to Professional Food Service	3

AND 3 UNITS FROM THE FOLLOWING:	UNITS
BUS 1 Introduction to Business	3
MGMT 1 Principles of Management	3
MGMT 6 Public Relations	3
MGMT 13 Small Business Entrepreneurship	3
TOTAL REQUIRED UNITS	18

KINESIOLOGY (Degree in Physical Education)

HEALTH & KINESIOLOGY DIVISION

The curriculum for the Associate of Arts degree in Physical Education with a Kinesiology emphasis 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 are encouraged to visit the Counseling Office for individualized educational planning.

PROGRAM LEARNING OUTCOMES (PLOs):

1. Understand the five components of fitness: cardiovascular endurance, muscle strength, muscle endurance, flexibility and body composition.
2. Assess the risk factors of a specific training activity and practice safety precautions.
3. Distinguish how different types of activities (ex. Yoga vs. Weight Training) relate to the five components of fitness.
4. List activities that are beneficial for modifying body composition.

MAJOR REQUIREMENTS

5. List activities that benefit the cardiovascular system.
6. Apply and practice the concepts of teamwork, cooperation, communication and respect for each other.
7. Demonstrate increased movement vocabulary.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Physical Education (Kinesiology)	AA	Plan A	20	60
Physical Education – Dance Emphasis (Kinesiology)	AA	Plan A	20	60
(20 units, Plan A) + All West requirements for Associate Degree.				

ASSOCIATE OF ARTS DEGREE

Physical Education (Kinesiology)

MAJOR CODE: 0835.00

(20 Units, Plan A) + All other West requirements for Associate Degree.

RECOMMENDED COURSE SEQUENCE

SEMESTER 1		UNITS
KIN MAJ 100**	Introduction to Kinesiology	3
HEALTH 11	Principles of Health Living	3
KIN ATH	Intercollegiate Athletics	3
KIN ATH	Intercollegiate Athletics Fitness & Skills	1
KIN*	SEE KINESIOLOGY COURSE LIST	1
GEN ED	General Education Course(s)	4
TOTAL COURSE UNITS		15
SEMESTER 2		UNITS
HEALTH 12**	Safety Education & First Aid	3
KIN*	SEE KINESIOLOGY COURSE LIST	1
ANATOMY 1	Introduction to Human Anatomy	4
GEN ED	General Education Courses	7
TOTAL COURSE UNITS		15
SEMESTER 3		UNITS
KIN MAJ 126	Fundamentals of Athletic Training	3
PHYSIOL 1	Introduction to Human Physiology	4
KIN*	SEE KINESIOLOGY COURSE LIST	1
GEN ED	General Education Courses	7
TOTAL COURSE UNITS		15

SEMESTER 4		UNITS
KIN MAJ 126	Fundamentals of Athletic Training	3
KIN ATH	SEE KINESIOLOGY COURSE LIST	1
KIN ATH	SEE KINESIOLOGY COURSE LIST	1
GEN ED	General Education Courses	10
TOTAL COURSE UNITS		15
TOTAL DEGREE UNITS		60

KINESIOLOGY COURSE LIST

* 4 UNITS FROM THE FOLLOWING:		UNITS
KIN 185	Directed Studies	1
KIN 229	Body Conditioning Skills	1
KIN 232	Step Aerobics Activity	1
KIN 245	Body Dynamics Skills	1
KIN 250: 1, 2, 3	Weight Training Skills	1
KIN 251: 1, 2, 3	Yoga Skills	1
KIN 272	Track and Field Skills	1
KIN 286	Baseball Skills	1
KIN 287	Basketball Skills	1
KIN 289	Soccer Skills	1
KIN 291	Volleyball Skills	1
KIN 303: 1, 2, 3	Aqua Aerobics	1
KIN 326	Aerobic Super Circuit Lab	1
KIN 327	Lifelong Fitness Lab	1
KIN 329: 1, 2, 3	Body Conditioning	1
KIN 334: 1, 2	Walking for Fitness	1
KIN 345	Body Dynamics	1
KIN 350: 1, 2, 3	Weight Training	1
KIN 351: 1, 2, 3	Yoga Skills	1
KIN 387	Basketball	1
KIN 389	Soccer	1
KIN 391	Volleyball	1
KIN ATH 552 ICA	ICA Conditioning & Skills	1
KIN ATH 553 ICA	ICA Football Fitness & Skills	1
KIN ATH 554 ICA	ICA Track/Field Fitness & Skills	1
KIN ATH 555 ICA	ICA Cross Country Fitness & Skills	1
KIN ATH 556 ICA	ICA Basketball Fitness & Skills	1
KIN ATH 557 ICA	ICA Baseball Fitness & Skills	1
KIN ATH 558 ICA	ICA Soccer Fitness & Skills	1
KIN ATH 558 ICA	ICA Volleyball Fitness & Skills	1

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

**AND MAXIMUM 8 UNITS FROM THE FOLLOWING:UNITS

HEALTH 12	Safety Education & First Aid	3
KIN MAJ 100	Introduction to Kinesiology	3
KIN MAJ 126	Fundamental of Athletic Training	3
KIN ATH 503 ICA	ICA Baseball	3
KIN ATH 504 ICA	ICA Basketball	3
KIN ATH 506 ICA	ICA Cross Country	3
KIN ATH 508 ICA	ICA Football	3
KIN ATH 511 ICA	ICA Soccer	3
KIN ATH 515 ICA	ICA Track & Field	3
KIN ATH 516 ICA	ICA Volleyball	3

ASSOCIATE OF ARTS DEGREE

Physical Education-Dance (Kinesiology - Dance Emphasis)

MAJOR CODE: 0835.00

The curriculum for the Associate of Arts degree in Physical Education with a Dance emphasis 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 are encouraged to visit the Counseling Office for individualized educational planning.

RECOMMENDED COURSE SEQUENCE

SEMESTER 1		UNITS
KIN MAJ 100**	Introduction to Kinesiology	3
DANCETO 111	Ballet Techniques I	1
DANCETO 121	Jazz Dance Techniques I	1
DANCEST 805	History and Appreciation of Dance	3
GEN ED	General Education Courses	7
TOTAL COURSE UNITS		15

SEMESTER 2		UNITS
HEALTH 12	Safety Education & First Aid	3
DANCETO 112	Ballet Techniques II	1
DANCETO 122	Jazz Dance Techniques II	1
DANCEST 301	Choreography	1
DANCEST 822	Dance Rehearsals & Performances	1
GEN ED	General Education Courses	8
TOTAL COURSE UNITS		15

SEMESTER 3		UNITS
ANATOMY 1	Introduction to Human Anatomy	4
DANCETO 141	Modern Dance Techniques I	1
DANCEST 301	Choreography I	1

DANCEST 814	Dance Production	2
GEN ED	General Education Courses	7
TOTAL COURSE UNITS		15

SEMESTER 4		UNITS
PHYSIOL 1	Introduction to Human Physiology	4
DANCETO 142	Modern Dance Techniques II	1
DANCEST 815	Dance Production II	2
DANCEST 151	Dance for Film & Stage	1
DANCEST 826	Dance Performance Company	1
GEN ED	General Educations	6
TOTAL COURSE UNITS		15
TOTAL DEGREE UNITS		60

* 4 UNITS FROM THE FOLLOWING:		UNITS
DANCETO 111, 112	Ballet	1
DANCETO 121, 122, 123, 124	Jazz Dance	1
DANCETO 141, 142	Modern Dance	1
DANCETO 151, 152	Dance for Film & Stage	1
DANCETO 437	Jazz Dance	1
DANCETO 463	Modern Dance	1

**AND MAXIMUM 8 UNITS FROM THE FOLLOWING:UNITS

DANCEST 301	Choreography 1	1
DANCEST 805	History & Appreciation of Dance	3
DANCEST 814/815/816	Dance Production	2
DANCEST 822	Dance Rehearsals & Performance	1
DANCEST 826	Dance Performance Company	1

LIBERAL ARTS & SCIENCES

ARTS & HUMANITIES EMPHASIS BEHAVIORAL & SOCIAL SCIENCES EMPHASIS HEALTH PROFESSIONS EMPHASIS MATH, SCIENCE, AND COMPUTER SCIENCE EMPHASIS

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.

MAJOR REQUIREMENTS

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:

1. General Education (GE) Core Courses
(Choose one of the following):

West Los Angeles College GE (Plan A) Minimum GE Units required	UNITS 30
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CSU General Education Certification Minimum GE units required for CSU/GE	UNITS 39-41
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Must complete Political Science 1 or U.S. History course under Section D in order to fulfill the American Institutions requirement or associate degree.

Intersegmental General Education Transfer Curriculum (IGETC). Minimum GE Units required 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) Kinesiology/Physical 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. Elective 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.

AWARD	TYPE	GRAD PLAN	REQ MAJOR UNITS	TOTAL UNITS
Liberal Arts & Science	AA	Plan A	30	60
Liberal Arts & Science	AA	CSU	39 - 41	60
Liberal Arts & Science	AA	IGETC	34 - 41	60

ASSOCIATE OF ARTS DEGREES

Liberal Arts & Sciences: Art & Humanities

MAJOR CODE: 4903.10

Emphasis Core Units: 18 + General Education Units: 52

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, 1021, 103, 201, 202, 300, 301, 302, 304, 305, 307, 501, 502, 503,
 AMERICAN SIGN LANGUAGE: 1
 CHINESE: 1
 CINEMA: 3, 107
 ENGLISH: 101, 102, 103, 203, 204, 205, 206, 209, 213, 215, 219, 233, 234, 254, 275
 FRENCH: 1, 2, 3, 4
 HISTORY: 1, 2
 HUMANITIES: 1, 30, 31, 60, 61, 77
 JAPANESE: 1, 2, 21, 22
 MULTIMEDIA 100, 210, 320, 350, 400
 MUSIC: 101, 111, 141, 180 (1-4), 321, 322, 324, 411, 412, 413, 414, 501, 725, 755, 775
 PHILOSOPHY: 1, 20, 33, 41
 THEATER ARTS: 100, 110, 505
 SPANISH: 1, 2
 COMMUNICATION STUDIES: 101, 104, 121

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

Liberal Arts & Sciences: Behavioral & Social Sciences

MAJOR CODE: 4901.00

Emphasis Core Units: 18 + General Education Units: 52

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
COMMUNICATION STUDIES: 101, 121
ECONOMICS: 1, 2
ENGLISH: 101
ENVIRONMENTAL SCIENCE: 1, 2
GEOGRAPHY: 2
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, 7
PSYCHOLOGY: 1, 2, 13, 14, 64, 65
SOCIOLOGY: 1, 2, 11

Liberal Arts & Sciences: Health Professions

MAJOR CODE: 4901.00

Emphasis Core Units: 18 + General Education Units: 52

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, 45, 46, 47, 48, 49, 52
ANATOMY: 1
BIOLOGY: 3 (3A & 3B)
CHEMISTRY: 51, 60, 101
CHILD DEVELOPMENT: 1
COMMUNICATION STUDIES: 101
COMPUTER SCIENCE: 901
ENGLISH: 101
FAMILY AND CONSUMER STUDIES: 21
HEALTH OCCUPATIONS: 62, 64, 65
MICROBIOLOGY: 20
PHYSIOLOGY: 1
PSYCHOLOGY: 1, 41
SOCIOLOGY: 1, 2

Liberal Arts & Sciences: Math, Science, & Computer Science

MAJOR CODE: 4902.00

Emphasis Core Units: 18 + General Education Units: 52

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 the courses listed below: No more than 6 units may be selected from any single discipline.

ANATOMY: 1
ANTHROPOLOGY: 101, 111(L)
BIOLOGY: 3 (3A & 3B), 6, 7
CHEMISTRY: 51, 60, 101
COMPUTER SCIENCE: 902, 917, 933, 935, 936, 939, 990
GEOGRAPHY: 1, 6 (L)
GEOLOGY: 1, 6 (L)
OCEANOGRAPHY: 1
MICROBIOLOGY: 20

MAJOR REQUIREMENTS

PHYSIOLOGY: 1
PHYSICS: 6, 7, 37

AND at least 3 units (but not more than 6 units) from the 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

CAREER STUDIES DIVISION

The Associate of Arts degree in Management - Small Business is primarily designed for career and technical 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 also offers an Associate Degree for Transfer in Business Administration (AA-T). Please refer to the ADT section of this catalog for degree requirements.

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.

PROGRAM LEARNING OUTCOMES (PLOs):

- Use A Variety Of Resources, Market Analyses, Accounting And Financial Data, To Create Short And Long Term Business And Marketing Plans. (Business Planning)
- Use Current And Emerging Technologies To Create, Document, Analyze And Manipulate Data That Supports Management Of Business Operations (Technical Skills)
- Promote A Collaborative Environment For Co-Workers With Clear Articulation To Produce Teamwork And Flexibility In A Diverse Workplace. (Leadership)
- Manage And Direct Daily Work Activities That Support Business Productivity. (Managing Operations)

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Management - Small Business	AA	Plan A	35	60
Management - Small Business	Cert	N / A	35	35

ASSOCIATE OF ARTS DEGREE

Management - Small Business

MAJOR CODE: 0506.40

REQUIRED COURSES	UNITS
ACCTG 1 Introductory Accounting 1	5
BUS 1 Introduction to Business	3
BUS 38 Business Computers	3
BUS 5 Business Law	3
MGMT 1 Principles of Management	3
MGMT 13 Small Business Entrepreneurship	3
MGMT 2 Organization & Management Theory	3
MKTG 1 Principles of Selling	3
MKTG 21 Principles of Marketing	3
COMM 101 Public Speaking	3

ELECTIVES (3 UNITS FROM THE FOLLOWING):	UNITS
CO SCI 901 Introduction to Computers & Use	3
BUS 32 Business Communications	3
MGMT 6 Public Relations	3
TOTAL REQUIRED DEGREE UNITS	35

For RECOMMENDED COURSE SEQUENCE consult a WLAC counselor.

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS



CERTIFICATE OF ACHIEVEMENT

Management - Small Business

MAJOR CODE: 0506.40

REQUIRED COURSES	UNITS
ACCTG 1 Introductory Accounting 1	5
BUS 5 Business Law	3
BUS 31 Business English	3
BUS 38 Business Computers	3
BUS 1 Introduction to Business	3
MGMT 1 Principles of Management	3
MGMT 2 Organization & Management Theory	3
MGMT 13 Small Business Entrepreneurship	3
MKTG 1 Principles of Selling	3
MKTG 21 Principles of Marketing	3
ELECTIVE Use List Below	3
TOTAL UNITS	35

ELECTIVE COURSES	UNITS
CO SCI 901 Introduction to Computers & Use	3
BUS 32 Business Communications	3
MGMT 6 Public Relations	3

MARKETING

CAREER STUDIES DIVISION

The Associate of Arts degree in Marketing is primarily designed for career and technical 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 also offers an Associate Degree for Transfer in Business Administration (AA-T). Please refer to the ADT section of this catalog for degree requirements.

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.

PROGRAM LEARNING OUTCOMES (PLOs):

- Use a variety of visual and electronic media to create aesthetic appeal and customer desire to purchase product and/or service. (Theme: Marketing Communications)
- Use a variety of

visual and electronic media to create aesthetic appeal and customer desire to purchase product and/or service. (Theme: Marketing Communications)

- Develop sales and marketing plans, using buyer trends, patterns, and demographics to target current and emerging (new) markets. (Themes: market trends, demographics)
- Plan and organize daily work activities including the allocation of budget constraints that promote the development of a realistic and effective marketing and sales strategy. Theme: (Marketing Implementation; Budget Constraints)
- Investigate and assess the overall business model and industry position of an organization, including articulation of its' marketing strategy and marketing implementation approach. (Theme: Business Strategy, Marketing Strategy)

AWARD	TYPE	GRAD PLAN	REQ MAJOR UNITS	TOTAL UNITS
Marketing	AA	Plan A	35	60



ASSOCIATE OF ARTS DEGREE

Marketing

MAJOR CODE: 0509.00

(35 Units, Plan A) + All West requirements for Associate Degree.

REQUIRED COURSES	UNITS
ACCTG 1 Introductory Accounting 1	5
BUS 1 Introduction to Business	3
BUS 31 Business English	3
BUS 32 Business Communications	3
BUS 38 Business Computers	3
BUS 5 Business Law	3
MGMT 1 Principles of Management	3
MGMT 6 Public Relations or Finance 8	3
MGMT 13 Small Business Entrepreneurship	3
OR	
FIN 2 Investments	3
MKTG 1 Principles of Selling	3
MKTG 21 Principles of Marketing	3
TOTAL UNITS	35

It is recommended that students meet with a counselor to develop a Student Educational Plan (SEP).

MATHEMATICS

MATHEMATICS DIVISION

The Associate of Science for Transfer Degree in Mathematics will provide students interested in Mathematics, or any of the related fields such as Engineering, Physics or Statistics, with a strong academic background in mathematics. The courses taken by students in the pursuit of this degree will help develop students' ability to approach and solve problems in pure or applied mathematics where this is required. By successfully completing the Associate in Science in Mathematics for Transfer degree requirements at West Los Angeles College, students are prepared to transfer to a four-year Mathematics program. Completion of coursework in single and multivariable Calculus, Linear Algebra, Differential Equations and Statistics will meet the lower division mathematics requirements of the California State University.

CSU is required to "guarantee admission with junior status to any community college student who meets all of the requirements". This degree is intended for students who are interested in transferring to a four-year university and majoring in Mathematics, Engineering, Physics and Statistics.

PROGRAM LEARNING OUTCOMES (PLOs):

- Apply quantitative thinking processes using basic mathematical operations (addition, subtraction, multiplication, division) to solve common academic, workplace, and family problems. (Theme: Quantitative thinking; mathematical operations)
- Analyze and interpret spatial and graphic data (schedules, maps, tables, graphs, and geometric figures). (Theme: spatial and graphic data).
- Use mathematical tools essential for analyzing quantitative problems and for producing solutions. (Theme: mathematical tools)
- Apply advanced mathematical concepts and tools (algebra, calculus) essential in upper division academic work and/or workplace tasks. (Theme: advanced mathematical operations—algebra, calculus)
- Select appropriate math strategies for solving and handling application problems involving (for example) finance, science, economics, and family issues. (Theme: mathematical problem-solving)

AWARD	TYPE	GRAD PLAN	REQ MAJOR UNITS	TOTAL UNITS
Mathematics	AS-T	CSU / ICETC	23	60
Mathematics	AA	Plan A	18-19	60



Associate Degree for Transfer

A Degree with a Guarantee.SM



ASSOCIATE OF ARTS DEGREE FOR TRANSFER (AA-T)

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

LIST A: CHOOSE ONE COURSE	UNITS
MATH 270 Linear Algebra	3
MATH 275 Ordinary Differential Equation	3

LIST B: CHOOSE ONE COURSE (3-5 units)	UNITS
MATH 227 Statistics	4
MATH 270 Linear Algebra	3
MATH 275 Ordinary Differential Equations	3
PHYSICS 37 Physics for Engineers & Scientists I	5
PHYSICS 38 Physics for Engineers & Scientists II	5
PHYSICS 39 Physics for Engineers & Scientists III	5

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 23 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).

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

- 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.



ASSOCIATE OF ARTS DEGREE

Mathematics

MAJOR CODE: 1701.00

(18-19 Units, Plan A) + All West requirements for Associate Degree.

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.

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
TOTAL REQUIRED UNITS	15

CHOOSE ONE FROM THE FOLLOWING:	UNITS
MATH 227 Statistics	4
MATH 270 Linear Algebra	3
MATH 275 Ordinary Differential Equation	3
TOTAL REQUIRED + 1 COURSE ABOVE	20-21

RECOMMENDED COURSES	UNITS
MATH 241 Trigonometry	4
MATH 245 College Algebra	3
MATH 260 Pre-Calculus	5
PHILOS 8 Deductive Logic	3
PHILOS 9 Symbolic Logic	3
PHYSICS 37 Physics for Engineers & Scientists I	5

PHYSICS 38 Physics for Engineers & Scientists II	5
PHYSICS 39 Physics for Engineers & Scientists III	5
CO SCI 901 Intro to Computers and Their Use	3
CO SCI 902 Intro to Computer Science	3
TOTAL REQUIRED UNITS	21-23

For RECOMMENDED COURSE SEQUENCE consult a WLAC counselor.

MEDICAL ASSISTING

ALLIED HEALTH DIVISION

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.

PROGRAM LEARNING OUTCOMES (PLOs):

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/allied-health/index.aspx>

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Medical Assisting	AS	Plan B	38.5	60
Administrative & Clinical	Cert	N / A	38.5	38.5
Administrative	Cert	N / A	22	22
Clinical	Cert	N / A	31.5	31.5

MAJOR REQUIREMENTS

ASSOCIATE OF SCIENCE DEGREE

Medical Assisting

MAJOR CODE: 1208.00

(38.5 Units, Plan B) + All West requirements for Associate Degree.

REQUIRED COURSES	UNITS
ALD HTH 57 Intro Computers in Health Occupations	1
ALD HTH 33 Medical Terminology	3
HLTHOCC 51 Medical Office Microcomputer Mgmt App	1
HLTHOCC 52 Medical Office Procedures I	4
HLTHOCC 53 Medical Office Procedures II	4
HLTHOCC 54 Human Disease	4
HLTHOCC 55 Clinical Assisting Techniques I	4
HLTHOCC 56 Clinical Assisting Techniques II	4
HLTHOCC 57 Medical Office Laboratory Procedures	3.5
HLTHOCC 58 Pharmacology for Medical Assistants	2
HLTHOCC 59 Medical Assisting Practicum	2
HLTHOCC 60 Medical Assisting Internship	3
HLTHOCC 61 Medical Insurance	3
TOTAL UNITS	38.5

The Medical Assisting Administrative and Clinical program consists of Health Occupation and Allied Health courses. The programs lead to a certificate of achievement and an AS in Medical Assisting.

I. Winter Session	UNITS
Allied Health 33	3
HLTHOCC 60	3
TOTAL UNITS:	6

II. Spring Semester	UNITS
Allied Health 21	.5
Allied Health 57	1
HLTHOCC 51	1
HLTHOCC 52	4
HLTHOCC 55	4
HLTHOCC 61	3
TOTAL UNITS:	13.5

III. Summer Session	UNITS
HLTHOCC 59	2
HLTHOCC 53	4
TOTAL UNITS:	6

IV. Fall Semester	UNITS
Allied Health 57	1
HLTHOCC 54	4
HLTHOCC 56	4
HLTHOCC 57	3.5
HLTHOCC 58	2
TOTAL UNITS:	14.5



CERTIFICATE OF ACHIEVEMENT

Administrative & Clinical

MAJOR CODE: 1208.00

REQUIRED COURSES	UNITS
ALD HTH 57 Intro Computers in Health Occupations	1
ALD HTH 33 Medical Terminology	3
HLTHOCC 51 Medical Office Microcomputer Mgmt App	1
HLTHOCC 52 Medical Office Procedures I	4
HLTHOCC 53 Medical Office Procedures II	4
HLTHOCC 54 Human Disease	4
HLTHOCC 55 Clinical Assisting Techniques I	4
HLTHOCC 56 Clinical Assisting Techniques II	4
HLTHOCC 57 Medical Office Laboratory Procedures	3.5
HLTHOCC 58 Pharmacology for Medical Assistants	2
HLTHOCC 59 Medical Assisting Practicum	2
HLTHOCC 60 Medical Assisting Internship	3
HLTHOCC 61 Medical Insurance	3
TOTAL UNITS	38.5

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

MUSIC

HUMANITIES AND FINE ARTS DIVISION

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. West Los Angeles College also offers an Associate Degree for Transfer in Music (AA-T). Please refer to the ADT section of this catalog for degree requirements.

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.

PROGRAM LEARNING OUTCOMES (PLOs):

- Secure Technique
- Cultivate a relationship to other disciplines
- Develop individual creative process
- Practice and Develop Creative Routine
- Discover inspiration and how to use it
- Learn self-assessment for personal fulfillment and growth.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Music	AA	Plan A	33	60
+ At least 60 degree applicable units (33 total major units) are required to earn and Associate Degree.				

ASSOCIATE OF ARTS DEGREE

Music

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	3
OR	
MUSIC 122 Music History and Literature II	3
MUSIC 201 Harmony I	3
MUSIC 202 Harmony II	3
MUSIC 203 Harmony III	3
MUSIC 211 Musicianship I	1
MUSIC 212 Musicianship II	1
MUSIC 213 Musicianship III	1

PLUS 4 TOTAL UNITS 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 2 UNITS FROM THE FOLLOWING:

MUSIC 501 College Choir	1
MUSIC 561 Chamber Chorale	1
MUSIC 775 Jazz Ensemble	1

TOTAL REQUIRED MAJOR 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.

Is recommended that students meet with a West Los Angeles College Counselor to develop a Student Educational Plan (SEP).

MAJOR REQUIREMENTS

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.

**Departments offering Skills Certificates are responsible for their issuance.*

Songwriter's Workshop

MAJOR CODE: 2203.00

		UNITS
MUSIC 271	Songwriters' Workshop I	3
MUSIC 272	Songwriters' Workshop II	3
MUSIC 273	Songwriters' Workshop III	3
MUSIC 274	Songwriters' Workshop IV	3
SKILL CERTIFICATE UNITS REQUIRED		12

PARALEGAL

CAREER STUDIES DIVISION

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.

ABA PARALEGAL PROGRAM OBJECTIVES

- 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.
- To insure quality paralegal education at the community college level
- 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.

- To train students to be prepared to use and apply the most current paralegal skills.
- To educate students to intelligently and ethically serve the legal community.
- To train students in critical paralegal skills such as investigation, legal research, interviewing, written and oral communications.
- To educate, train and provide students with the theoretical background to perform the paralegal's tasks in substantive areas of law and legal specialties.
- To educate and train students in areas of procedural law emphasizing the paralegal's role in litigation, mediation and arbitration.
- 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 §6450.
- To encourage students to contribute to the advancement of the legal profession.
- To provide counseling during the program and to assist students in preparing for and obtaining meaningful careers in the paralegal field.

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@wlaac.edu. Please meet with the Program Director regarding Degree or Certificate.

Employment of paralegals and legal assistants is projected to grow 17 percent from 2012 to 2022, faster than the average for all occupations. This occupation attracts many applicants, and competition for jobs will be strong. Experienced, formally trained paralegals with strong computer and database management skills should have the best job prospects. <http://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm>

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.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Paralegal	AA	Plan B	41	60
Paralegal	Cert	N / A	41	41

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

ASSOCIATE OF ARTS DEGREE

Paralegal

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 career and technical 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	UNITS
PALEGAL 10 Intro to Law and Legal Profession	3
ENGLISH 101 College Reading and Composition I	3
PALEGAL 11 Introduction to Civil Litigation	3
BUS 5 Business Law I	3
PALEGAL 14 Law Office Management and Procedures	3
PALEGAL 51 Legal Research for Paralegals	3
LAW 2 Business Law II or approved alternative	3
PALEGAL 17 Legal Writing	3
CAOT 93 Legal Document Production	3
PALEGAL 4 Legal Internship	3
ELECTIVES* 4 -Paralegal Electives	11
TOTAL UNITS	41

PARALEGAL ELECTIVES	UNITS
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
PALEGAL 41 Contract Law for Paralegals	3

*LAW 3 is not an elective for Paralegal Studies

For RECOMMENDED COURSE SEQUENCE consult a WLAC counselor.

CERTIFICATE OF ACHIEVEMENT

Paralegal

MAJOR CODE: 1402.00

RECOMMENDED COURSE SEQUENCE

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.

SEMESTER 1	UNITS
PALEGAL 10 Intro to Law and Legal Profession	3
ENGLISH 101 College Reading and Composition I	3
CAOT 39 or 84 Word Processing Applications	3
BUS 5 Business Law I or approved alternative	3
LAW 2 Business Law II or approved alternative	3
TOTAL COURSE UNITS	15

SEMESTER 2	UNITS
PALEGAL 11 Introduction to Civil Litigation	3
PALEGAL 51 Legal Research for Paralegals	3
PALEGAL 17 Legal Writing	3
CAOT 93 Legal Document Production	2
ELECTIVE 1—Paralegal Elective	3
TOTAL COURSE UNITS	14

SEMESTER 3	UNITS
PALEGAL 4 Legal Internship	3
ELECTIVE 1—Paralegal Elective	3
ELECTIVE 1—Paralegal Elective	3
ELECTIVE 1—Paralegal Elective	3
TOTAL COURSE UNITS	12
TOTAL CERTIFICATE UNITS REQUIRED	41

*LAW 3 is not an elective for Paralegal Studies

PARAMEDIC Courses

(SEE EMERGENCY MEDICAL TECHNICIAN /
ALLIED HEALTH)
ALLIED HEALTH DIVISION

West Los Angeles College has partnered with the UCLA Center for Pre-Hospital 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 or call (310) 267-5959.

The Paramedic Program consists of 8 courses in Allied Health (43-50) and is managed through a formal contract education relationship with the UCLA Center for Prehospital Care who provides the facilities, instructors, equipment and coordinates acceptance into the program. The Paramedic Program is offered three to four times each year with cohorts beginning in Fall, Winter, and Spring semesters. The accelerated format is requested by both employers and students. The course has an 88% completion rate, 94% licensing rate, and 99% of the students have full time employment within 6 months of graduation. **Prerequisites:** ALD HTH 52 and a criminal background check.

REQUIRED COURSES

SEMESTER 1	UNITS
ALD HTH 43CO Anatomy & Physiology for Emergency Healthcare Personnel	4
ALD HTH 44CO Intro to Emergency Medical Services	2
ALD HTH 45CO Patient Assessment & Airway Management	2
ALD HTH 46CO Cardiology Assessment & Medical Emergencies	6
ALD HTH 47CO Emergency Response to Crisis	4
ALD HTH 48CO Medical Emergencies & Pharmacological Interventions	5
SEMESTER 2	UNITS
ALD HTH 49CO Clinical Internship	4
SEMESTER 3	UNITS
ALD HTH 50CO Field Internship	9
TOTAL UNITS	36

PHARMACY TECHNICIAN

ALLIED HEALTH DIVISION

The Associate of Science degree in Pharmacy Technician is primarily designed for career and technical 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.

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

PROGRAM LEARNING OUTCOMES (PLOs):

- **Critical Thinking:** Upon graduation the Pharmacy Technician student should be able to analyze situations and respond to the given situations using the evidence presented in a manner which adheres to the laws and ethics of the profession.
- **Communication:** Upon graduation from the program the Pharmacy Technician student should be capable of completely communicating thoughts in both an oral and written format that is clear, concise, cohesive, and courteous.
- **Technical:** Upon graduation the Pharmacy Tech students should be able to follow the workflow of pharmacy practice in various pharmacy settings.
- **Ethics:** Upon graduation Pharmacy Technician students should exhibit professionalism, competence, growth, and development when practicing the profession.
- **Civic Responsibility:** Upon graduation the Pharmacy Technician students should be able to effectively work as a member of a team.
- **Cultural Diversity:** Upon graduation the Pharmacy Technician student should know how to advance the profession through leadership service activities and affiliation with professional organizations that promote the field as well as encourage members of different cultures to understand the field.

AWARD	TYPE	GRAD PLAN	REQ MAJOR UNITS	TOTAL UNITS
Pharmacy Tech	AS	Plan B	43.25	60
Pharmacy Tech (Basic)	Cert	N/A	19	19
Pharmacy Tech (Advanced)	Cert	N/A	30.25	30.25

ASSOCIATE OF SCIENCE DEGREE

Pharmacy Technician

MAJOR CODE: 1221.00

(43.25 Units, Plan B) + All West requirements for Associate Degree.

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 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	1
ALD HTH 57 Computers in Health Occupations	1

ELECTIVES (6 UNITS FROM THE FOLLOWING): UNITS

FAM & CS 21 Nutrition	3
PSYCH 1 General Psychology	3
SOC 1 Introduction to Sociology	3
COMM 101 Public Speaking	3

ELECTIVES (4 UNITS FROM THE FOLLOWING): UNITS

BIOLOGY 3A Intro to Biology Lecture AND	3
BIOLOGY 3B Intro to Biology Laboratory	1
CHEM 51 Fundamentals of Chemistry I	5
MICRO 20 General Microbiology	4
PHYSIOL 1 Intro to Human Physiology	4
HLTHOCC 62 Skill Set for Health Care Prof	2
HLTHOCC 63 Basic Medical Terminology	2
HLTHOCC 64 Cultural & Legal Topics for Prof	1
HLTHOCC 65 Fundamentals for Health Care Prof	2.5
TOTAL	43.25

CERTIFICATES OF ACHIEVEMENT

Pharmacy Technician (BASIC)

MAJOR CODE: 1221.00

RECOMMENDED COURSE SEQUENCE

REQUIRED COURSES	UNITS
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	1
ALD HTH 57 Computers in Health Occupations	1
TOTAL	19

Pharmacy Technician (ADVANCED)

MAJOR CODE: 1221.00

RECOMMENDED COURSE SEQUENCE

REQUIRED COURSES	UNITS
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	1
ALD HTH 57 Computers in Health Occupations	1
TOTAL	30.25

PHILOSOPHY

HUMANITIES & FINE ARTS DIVISION

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. West Los Angeles College also offers an Associate Degree for Transfer (AA-T) in Philosophy. Refer to the ADT section of this catalog for degree requirements.

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.

PROGRAM LEARNING OUTCOMES (PLOs):

- 1.) Construct effective argument on moral, political and social issues by using principles of sound thinking, reasoning, logic and the absence of fallacy. (---aligns with all philosophy courses)
- 2.) Articulate clearly and verbalize (use language) an argument based on a careful analysis of data and research surrounding a specific moral, political, and social issues. (---aligns with Logic in Practice course)
- 3.) Articulate clearly using carefully chosen words and language to argue a position that is based on well-documented research, with emphasis on facts over opinion and bias. (---aligns with Logic in Practice course)
- 4.) Develop validity and proof for a moral, political, or social issue (deductive logic) by reasoning and arguing from a general to a specific principle and/or from a premise or hypothesis to a logical and specific conclusion. (---aligns with Deductive Logic course)
- 5.) Develop validity and proof for a moral, political, or social issue (inductive logic) by reasoning and arguing from a set of particular facts or individual cases to a general conclusion. (---aligns with Deductive Logic course)

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

- 6.) Through analysis of historical and current understanding of metaphysics, sciences, and religions, design and develop a personal philosophy that expresses one's view and meaning of life, (including the existence of God, good vs. bad, pleasure vs. pain, friends vs. enemies, and the search for happiness). (--- aligns with Introduction to Philosophy course)

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Philosophy	AA	Plan A	18	60
Philosophy	AA-T	IGETC or CSU	18	60

ASSOCIATE OF ARTS DEGREE

Philosophy

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 OR	3
PHILOS 9 Symbolic Logic	3

AT LEAST 9 UNITS FROM THE FOLLOWING: UNITS

ANTRO 101 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	18

It is recommended for students to consult with a WLAC counselor and develop a Student Educational Plan.

PHYSICAL EDUCATION

See Kinesiology

PHYSICS

SCIENCE DIVISION

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. West Los Angeles College also offers an Associate of Science Degree for Transfer in Physics. Refer to the ADT section of this catalog for degree requirements.

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.

PROGRAM LEARNING OUTCOMES (PLOs):

1. Develop critical thinking skills and move toward autonomous learning.
2. Comprehend, describe, and apply the procedures of physics and understand their limitations.
3. Demonstrate competence in applying the methods of scientific inquiry.
4. Apply the basic physics principles to a wide/diverse range of problems.

AWARD	TYPE	GRAD PLAN	REQ MAJOR UNITS	TOTAL UNITS
Physics	AA	Plan A	40	60

ASSOCIATE OF ARTS DEGREE

Physics

MAJOR CODE: 1902.00

(40 Units, Plan A) + 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/Scientists I	5
PHYSICS 38 Physics for Engineers/Scientists II	5
PHYSICS 39 Physics for Engineers/Scientists III	5
TOTAL	40

For RECOMMENDED COURSE SEQUENCE consult a WLAC counselor.

MAJOR REQUIREMENTS

POLITICAL SCIENCE

SOCIAL SCIENCES DIVISION

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. West Los Angeles College also offers an Associate Degree for Transfer in Political Science. Refer to the ADT section of this catalog for degree requirements.

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.

PROGRAM LEARNING OUTCOMES (PLOs):

- Critically analyze political institutions, systems, processes, events and constitutional principles in order to exercise one's rights and to defend civil liberties.
- Take an informed position on a political issue, candidate or situation and support your position with objective, logical, effective debate and discussion.
- Seek out and engage in civic opportunities that broaden perspectives and increase one's responsibility to family and community.
- Utilize a variety of media sources to research, organize, evaluate, and assimilate information pertaining to a political issue, event, or person.
- In one's family, community and work settings, conduct activities in an ethical manner that reflects knowledge of the law and that adhere to common sense.

- Examine and interpret quantitative and graphic data to prepare the student to distinguish and choose among policy alternatives.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Political Science	AA	Plan A	18	60
+ At least 60 degree applicable units (18 total major units) are required to earn and Associate Degree.				

ASSOCIATE OF ARTS DEGREE

Political Science

MAJOR CODE: 2207.00

(18 Units, Plan A) + All West requirements for Associate Degree.

REQUIRED COURSES	UNITS
HIST 11 Political & Social History of the U.S. I	3
HIST 12 Political & Social History of the U.S. II	3
POLI SCI 1 The Government of the United States	3
POLI SCI 2 Modern World Governments	3
POLI SCI 7 Contemporary World Affairs	3

AND 3 UNITS FROM THE FOLLOWING:	UNITS
ANTHRO 101 Human Biological Evolution	3
SOC1 Introduction to Sociology	3
ECON 1 Principles of Economics I	3
HISTORY 1 Intro to Western Civilization I	2
OR	
HISTORY 2 Intro to Western Civilization II	3

POLI SCI 2 Modern World Governments	3
TOTAL UNITS	18

For RECOMMENDED COURSE SEQUENCE consult a WLAC counselor.

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

PSYCHOLOGY

SOCIAL SCIENCES DIVISION



Associate Degree for Transfer

A Degree with a Guarantee.SM

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.

PROGRAM LEARNING OUTCOMES (PLOs):

1. Practice and demonstrate skills and knowledge regarding ethics and professionalism in treatment and research.
2. Address social, behavioral, historical, and cultural issues in treating and dealing with individuals and their adjustment in the workplace, family, community, and the global world.
3. Apply critical thinking to investigate and interpret influences of heredity and environment in assessment, counseling, therapy, and research.
4. Demonstrate and apply knowledge of biological issues as a major factor in Psychology.
5. Read, evaluate, and incorporate knowledge of research in assessment of new and old information in the field.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Psychology	AA-T	Plan A	19	60
Psychology	AA	Plan A	22	60

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 FOR TRANSFER (AA-T)

Psychology

MAJOR CODE: 2001.00

(19 Units, Plan A) + All West requirements for Associate Degree.

REQUIRED COURSES	UNITS
MATH 227 Statistics	4
PSYCH 1 General Psychology I	3
PSYCH 74 Research Methods in Behavior Science	3

LIST A: ONE COURSE (3 UNITS)	UNITS
PSYCH 2 General Psychology II	3

LIST B: ONE COURSE (3 UNITS)	UNITS
PSYCH 41 Life Span Psychology: From Infancy	3

LIST C: ONE COURSE (3 UNITS)	UNITS
PSYCH 14 Abnormal Psychology	3
PSYCH 52 Psychological Aspects of Sexuality	3
TOTAL UNITS	19

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 19 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.

For **RECOMMENDED COURSE SEQUENCE** consult a WLAC counselor.

ASSOCIATE OF ARTS DEGREE

Psychology

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:		UNITS
PSYCH 13	Social Psych	3
PSYCH 14	Abnormal Psychology	3
PSYCH 41	Life Span Psychology: From Infancy	3
PSYCH 52	Psychological Aspects of Sexuality	3
PSYCH 64	Intro to Alcohol and Drug Abuse	3

AND 3 UNITS FROM THE FOLLOWING:		UNITS
ANTHRO 101	Human Biological Evolution	3
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
PHILOS 1	Intro to Philosophy	3
SOC 1	Intro to Sociology	3
TOTAL UNITS		22

For **RECOMMENDED COURSE SEQUENCE** consult a WLAC counselor.

REAL ESTATE

CAREER STUDIES DIVISION

The Associate of Arts degree in Real Estate is primarily designed for career and technical 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.

PROGRAM LEARNING OUTCOMES (PLOs):

1. Utilize a network of real estate professionals to conduct and complete the sale, purchase and management of real estate processes and transactions.
Themes: Real Estate professions (roles), transactions, processes
2. Use current and emerging technologies and applications to conduct real estate transactions.
Themes: Computer skills, technologies
3. Interpret property and real estate law to troubleshoot legal aspects in selling, purchasing and management of real estate.
Themes: Real Estate law, legal issues
4. Use of personal and business investment strategies and methods to advise clients and address customer needs.
Themes: Personal and business investments

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

5. Market, manage and direct the daily activities of a successful real estate agency.
Themes: Marketing and management of business
6. Model effective and appropriate interactions and relationships that create good will and repeat business.
Themes: Company and customer relations
7. Model, adopt, and comply with ethical and moral business practices that maintain and sustain trust and integrity in the workplace and with clients, pursuant to DRE regulations and requirements.
8. Communicate oral and written thoughts in a clear and organized manner to effectively inform and convey ideas in the workplace and with clients.
Themes: Effective communication

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Real Estate	AA	Plan A	30	60
Real Estate	Cert	N/A	24	24

ASSOCIATE OF ARTS DEGREE

Real Estate

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

AND 12 UNITS FROM THE FOLLOWING:	UNITS
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
BUS 5 Business Law	3
LAW 2 Business Law II	3
TOTAL	30

For RECOMMENDED COURSE SEQUENCE consult a WLAC counselor.

CERTIFICATE OF ACHIEVEMENT

Real Estate

MAJOR CODE: 0511.00

RECOMMENDED COURSE SEQUENCE

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
TOTAL REQUIRED CORE UNITS	18

AND 6 UNITS FROM THE FOLLOWING: UNITS

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
REAL ES 240 Computer Applications in Real Estate	3
BUS 5 Business Law I	3
LAW 2 Business Law II	3
TOTAL CERTIFICATE UNITS REQUIRED	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.

*Departments offering Skills Certificates are responsible for their issuance.

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.

Real Estate Assistant

MAJOR CODE: 0511.11

	UNITS
REAL ES 1 Real Estate Principles	3
REAL ES 3 Real Estate Practices	3
ACCTG 21 Bookkeeping & Accounting	3

MAJOR REQUIREMENTS

BUS 38	Business Computations	3
REAL ES 4	Real Estate Office Administration	3
CO SCI 901	Intro to Computers and Their Use	3
SKILL CERTIFICATE UNITS REQUIRED		18

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.

Real Estate Appraiser Trainee

MAJOR CODE: 0511.11

	UNITS	
REAL ES 9	Real Estate Appraisal I	3
REAL ES 10	Real Estate Appraisal II	3
REAL ES 39	Uniform Standards of Appraisal	1
REAL ES 40	Report Writing & 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
SKILL CERTIFICATE UNITS REQUIRED		18

SOCIOLOGY

SOCIAL SCIENCES

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. West Los Angeles College also offers an Associate Degree for Transfer in Sociology. Refer to the ADT section of this catalog for degree requirements.

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.

PROGRAM LEARNING OUTCOMES (PLOs):

- Analyze and interpret social experience using a sociological perspective especially as it relates to race/ethnicity, class, gender, sexual orientation, religion, and nationality.
- Evaluate the merits of major sociological perspectives and theories in application to social phenomenon.
- Locate, analyze, assess, and communicate sociological scholarship in a manner that is "academically sound and viable."
- Distinguish between macro and micro levels of analysis and their relationship to understanding self-identity.
- Develop ability to synthesize sociological knowledge with knowledge from other disciplines to arrive at a more holistic understanding of social life.
- Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorization.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Sociology	AA	Plan A	27	60
+ At least 60 degree applicable units (27 total major units) are required to earn an Associate Degree.				

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS



ASSOCIATE OF ARTS DEGREE

Sociology

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 Race & Ethnic Relations	3

AND AT LEAST 3 UNITS FROM EACH OF THE FOLLOWING FIVE (5) GROUPS:

GROUP 1	UNITS
PSYCH 2 General Psychology II	3
ANTHRO 101 Human Biological Evolution	3

GROUP 2	UNITS
ECON 1 Principles of Economics I	3
ECON 2 Principles of Economics II	3
POLI SCI 1 The Government of the United States	3

GROUP 3	UNITS
HISTORY 12 Political & Social History of US II	3
HISTORY 41 The African-American in the US I	3
HISTORY 42 The African-American in the US II	3
HISTORY 44 The Mexican-American in the US II	3

GROUP 4	UNITS
PHILOS 1 Introduction to Philosophy	3
PHILOS 20 Ethics	3

GROUP 5	UNITS
PSYCH 1 General Psychology I	3
PSYCH 16 Intimacy, Marriage, & Family Relations	3
PSYCH 41 Life Span Psychology: From Infancy	3

AND AT LEAST 3 UNITS FROM THE FOLLOWING: UNITS

CO SCI 901 Intro 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	3

RECOMMENDED COURSES	UNITS
ANTHRO 102 Human Ways of Life: Cultural Anthro	3
GEOG 2 Cultural Elements of Geography	3

NOTE: Most CSU institutions and UCLA require Mathematics 227 (Statistics) for transfer students in Sociology.

For RECOMMENDED COURSE SEQUENCE consult a WLAC counselor.

SPANISH

LANGUAGE ARTS DIVISION

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. West Los Angeles College also offers an Associate Degree for Transfer in Spanish. Refer to the ADT section of this catalog for degree requirements.

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.

PROGRAM LEARNING OUTCOMES (PLOs):

1. Listen with understanding to Spanish conversations.
2. Respond meaningfully in personal and community situations.
3. Speak the target language effectively and articulately in personal, community, and work settings.
4. Read confidently and competently for personal information, professional and academic needs.
5. Write in target language to communicate with purpose, meaning, and grammatical correctness.
6. Develop processes that lead to insight an understanding of the culture.
7. Interact sensitively and respectfully with the cultures mores, beliefs, and traditions in the target language.

AWARD	TYPE	GRAD PLAN	REQ MAJOR UNITS	TOTAL UNITS
Spanish	AA	Plan A	18	60

MAJOR REQUIREMENTS

ASSOCIATE OF ARTS DEGREE

Spanish

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	2
SPANISH 101 Spanish Language Laboratory	1

RECOMMENDED COURSES	UNITS
ENGLISH 204 World Literature II	3

For RECOMMENDED COURSE SEQUENCE consult a WLAC counselor.

THEATER

CINEMA, ENTERTAINMENT & MEDIA ARTS DIVISION

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.

*Departments offering Skills Certificates are responsible for their issuance.

PROGRAM LEARNING OUTCOMES (PLOs):

- Critique and evaluate the role of the theatre arts and its relationship to other parts of society.
- Evaluate the historical, artistic, social, and philosophical environments in which theatre exists.
- As a theatre patron analyze and critique dramatic literature and performance.
- As a participant in theatre productions, formulate alternative solutions to theatrical production situations.
- Audition and perform in community, educational, and/or professional theatres.
- Work as a theatre technician in community, educational, and/or professional theatres
- Thrive in a baccalaureate level theatre program

Theater Arts

MAJOR CODE: 1007.11

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

PLUS 6 UNITS FROM THE FOLLOWING:

THEATER 130 Playwriting	3
THEATER 233 Play Production	3
THEATER 240 Voice and Articulation for Theater	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 Intro to Motion Picture Production	3
THEATER 505 History of Motion Pictures	3
SKILL CERTIFICATE UNITS REQUIRED	15

TRAVEL

CAREER STUDIES DIVISION

The Associate of Arts degree in Travel is designed as a career training educational curriculum track. 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 a fast growing career.

Our courses prepare students for careers in most segments of the travel industry: touring, lodging, 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.

ATTENTION TRANSFER STUDENTS

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.

MAJOR REQUIREMENTS

PROGRAM LEARNING OUTCOMES (PLOs):

- Student ability to read, listen to, and integrate written and lecture information for understanding needed to evaluate and apply tourism practices, principles and procedures.
- Effective use of written English language
- Successful written and verbal communication Understanding distance, time and weight differences and monetary considerations sales and business profitability Ability to place oneself in the total scheme of a new country and new culture
- Learning to interact with other cultures Application of knowledge of American culture, ethics, and academic standards
- Familiarization with and application of American and foreign standards and tourism rules and laws Use of computers and internet for communication

AWARD	TYPE	GRAD PLAN	REQ MAJOR UNITS	TOTAL UNITS
Travel	AA	Plan B	36	60
+ At least 60 degree applicable units (36 total major units) are required to earn and Associate Degree.				

ASSOCIATE OF ARTS DEGREE

Travel

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 Travel Industry	3
TRAVEL 101 Travel Systems and Technology	3
TRAVEL 102 Legal, Ethical, and Fiduciary Matters	3
TRAVEL 103 Selling and Servicing Travel Clients	3
TRAVEL 104 Itinerary Planning & Development	3
TRAVEL 106 Business Skills for Travel Consultants	3
TRAVEL 131 Introduction to Destination Geography	3
TRAVEL 132 Destination Geography: Western Hemi	3
TRAVEL 180 Cruise Sales Specialization	3
TRAVEL 385 Directed Study – Travel	3
HOSPT 100 Introduction to Hospitality	3
HOSPT 135 Meeting/Convention Planning	3
TOTAL REQUIRED UNITS	36

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:

For *RECOMMENDED COURSE SEQUENCE* consult a *WLAC counselor*.

CERTIFICATE OF ACHIEVEMENT

Advanced Travel

MAJOR CODE: 3009.00

RECOMMENDED COURSE SEQUENCE

REQUIRED COURSES	UNITS
TRAVEL 100 Introduction to the Travel Industry	3

ELECTIVES (27 UNITS FORM THE FOLLOWING)	UNITS
ANY TRAVEL COURSES	27
TOTAL UNITS	30

SKILL CERTIFICATE*

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.

**Departments offering Skills Certificates are responsible for their issuance.*

Basic Travel

MAJOR CODE: 3009.00

REQUIRED COURSES	UNITS
TRAVEL 100 Introduction to the Travel Industry	3

ELECTIVES (9 UNITS FORM THE FOLLOWING)	UNITS
ANY TRAVEL COURSES	9
TOTAL UNITS	12

COURSE DESCRIPTION

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)

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

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.

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

COURSE DESCRIPTION

(POST) Commission for individuals entering the career of law enforcement. Note: A document processing fee of \$50 is required of all students.

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.

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).

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.

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).

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.

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

*EMERGENCY MEDICAL TECHNICIAN PARAMEDIC PROGRAM (12500)

These courses are offered in partnership with the University of California Los Angeles (UCLA) Center for Pre-Hospital 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 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 Life Support (1) CSU (P/NP)

Prerequisites: Ald Hth 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: Ald Hth 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.

25 Qualified Autism Service Paraprofessional (3)

This course prepares students for entry-level positions in the field of behavioral health treatment, providing evidence-based treatment to individuals with autism spectrum disorders (ASD). Students who complete this course successfully will have the knowledge and experience to become qualified autism service paraprofessional (QAS). The course will provide students with foundational knowledge in autism spectrum disorders, applied behavior analysis, and evidence-based intervention

techniques. The curriculum focuses on four fundamental areas of knowledge: Understanding Autism; Using the Principles of Applied Behavior Analysis; Teaching Skills to Children with Autism Spectrum Disorders; and Managing Challenging Behaviors.

33 Medical Terminology* (3) CSU

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.

43CO 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.

45CO 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.

46CO 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.

COURSE DESCRIPTION

47CO 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.

48CO 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.

49CO 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.

50CO 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 Center for Prehospital Care.

56 Communication & Customer Service Skills in Healthcare (1)

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 HIPPA 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.

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: Biology 3A and Biology 3B

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 anthropology 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 People 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) CSU

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 and 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 Design (Formerly Architecture 36) (2) UC:CSU

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 and 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) (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 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.

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 iisms 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 Art: From Olmec to Aztec (3) UC: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 lifes, 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)

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 learn 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

COURSE DESCRIPTION

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) UC:CSU

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) UC: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.

400 Introduction to Printmaking (3) UC:CSU

An introductory course in basic fine art printmaking processes.

407 Relief Printmaking I (3) UC: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) UC: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) UC: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)

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) UC:CSU

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

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.

639 Introduction to Digital Imaging (3) CSU

This is an introductory course in computer still-image manipulation. The topics presented include image editing, application of filters, integration of text, and the combination of scanned images.

641 Advanced Desktop Publishing (3) UC*:CSU

This course presents the advanced use of "grids" in desktop publishing design. Emphasis will be placed on advanced computer layout, composition techniques, and team projects. Current issues regarding printing methods, pre-press and image setters will be explored.

642 Audio/Video Post-Production (3) CSU

This course will introduce students to editing techniques using non-linear computerized editing software.

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 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. The class will consist of lectures, demonstrations of traditional hand building techniques, and surface treatment (decoration), studio work time, and critiques and individual consultation.

709 Ceramics I (3) UC: CSU

This course is an introduction to the use of the potter's wheel. Continued utilization and expansion of skills developed in Art 708. Forms included for investigation: cylinder forms, bowl forms, the cylinder bottle form, lidded containers, and forms requiring pulled handles. Continued exploration of surface treatment and glazing techniques.

710 Ceramics II (3) UC: CSU

This course continues to focus on the use of the potter's wheel as a forming method and means of artistic expression. Design and decorative techniques will be applied to wheel thrown forms, with an increased emphasis upon individual growth and personal expression with respect given to creative design abilities.

711 Ceramics III (3) UC: CSU

This course continues to focus on the use of the potter's wheel as a forming method and means of artistic expression. Design and decorative techniques will be applied to wheel thrown forms, with an increased emphasis upon individual growth and personal expression with respect given to creative design abilities.

806 Fine Art Photography I (3) UC: CSU

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 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 mechanic's 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

COURSE DESCRIPTION

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, Ohm's law, DC and AC circuits, semi-conductors, metric prefixes, and scientific notation. Communication and navigation systems, cabin atmosphere control, and ice and rain control systems are also covered.

6 Basic Electricity and Auxiliary 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 over-haul 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: Biology 3A&B, Chemistry 101 & Math 125
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

Prerequisite: Biology 3A&B, Chemistry 101 & Math 125
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.

COURSE DESCRIPTION

UC Transfer Credit Limit: No credit will be given for Biology 3A or 3B if taken after Biology 6 or 7.

BROADCASTING

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, 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

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 or 2 or 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, proofreaders' symbols, and web-site 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.

221 Biochemistry for Science Majors II

This course will provide a detailed introduction to the principles, concepts and terminology of biochemistry, with an emphasis on the structure and function of biological molecules, the role of metabolism in energy production and common biochemical laboratory techniques. Topics include the fundamental structures, chemistry, and properties of four groups of biological macromolecules (carbohydrates, lipids, proteins and nucleic acids) and their building blocks. This course will also present protein structure and function, enzyme catalysis, and the details of the central metabolic pathways

(glycolysis, glycogenesis, the citric acid cycle, electron transport, and oxidative phosphorylation) including their regulation and integration. Throughout the course the organizing principles of biochemistry and the distinctive characteristics of the living state will be emphasized. The laboratory exposes the students to a variety of biochemical techniques and how they are used to evaluate biomolecules and systems. These techniques include electrophoresis, spectroscopic analysis, spectrophotometry, fractional distillation, various types of chromatography including paper, thin layer, and molecular exclusion and enzyme assays. This course prepares students for careers in physical and biological sciences, pharmacy, medical and dental professions, veterinary and agricultural sciences, nutrition and food chemistry, and related fields.

285 Directed Study –Chemistry

This course allows students to pursue directed study in Chemistry on a contract basis under the direction of a supervising instructor.

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

Requirement: Verification of an annual tuberculosis test. *Required for Teaching Permit. Includes fingerprint clearance through the California Department of Justice (DOJ)*

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.

COURSE DESCRIPTION

7 Introduction to Curriculum in Early Childhood Education (3) (Formerly Ch Dev 4) CSU

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) CSU

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

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 1, 2, 7, and 11 with a grade of "C" or better. 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.

Corequisite: Child Development 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 preschool 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

Prerequisite: Child Development 1. Advisory: Child Development 30.

This course implements the principles of inclusive, respectful caregiving 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.

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 multicultural 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

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guiding children's behavior and communication will be discussed. Appropriate administration and staffing for schoolage 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.

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 postproduction as well.

2 Beginning Motion Picture Workshop (3) CSU

This is an introductory course in practical filmmaking, 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) CSU

Prerequisite: Cinema 1, 2, 3 and 4 with satisfactory grades or better.

Students learn the basics of motion picture production and postproduction 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) UC: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 Motion Picture Features (3) 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) 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) 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 student's 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.

COMMUNICATION STUDIES

101 Public Speaking (3) UC:CSU

Replaces Speech 101.

This beginning course provides a study of the principles of communication and audience analysis. These principles are applied to everyday social and business relationships. Students are trained in the principle and practice of effective speech composition and delivery.

104 Argumentation and Debate (3) UC:CSU

Replaces Speech 104.

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

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as we do. Topics covered include claims, logic, definitions, evidence, reasoning, fallacies and persuasion.

111 Voice and Articulation (3) UC:CSU

Formerly listed as Speech 111.

This introductory course teaches effective voice production, accurate American English pronunciation and effective sound identification using the International Phonetic Alphabet. Discovery of one's natural voice coordinated with proper breathing techniques through group and individual exercises is emphasized through sense-memory techniques.

121 Interpersonal Communication (3) UC:CSU

Replaces Speech 121.

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.

151 Small Group Communication (3) UC:CSU

Formerly listed as Speech 151.

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.

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

(Formerly Office Administration)

1A Computer Keyboarding and Document Applications 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.

23A Legal Secretarial Procedures IA (1) CSU

This course covers law office procedures for the legal secretary including discussion of different kinds of law practices; legal office staff and technology used in today's law firm; development of legal vocabulary and legal correspondence; the history of law and of the court structure; codes and court rules; and preparation of civil lawsuit pleadings from initial filing to trial.

23B Legal Secretarial Procedures IB (1) CSU

This course covers law office procedures for the legal secretary including discussion of different kinds of law practices; legal office staff and technology used in today's law firm; development of legal vocabulary and legal correspondence; the history of law and of the court structure; codes and court rules; and preparation of civil lawsuit pleadings from initial filing to trial.

23C Legal Secretarial Procedures IC (1) CSU

This course covers law office procedures for the legal secretary including discussion of different kinds of law practices; legal office staff and technology used in today's law firm; development of legal vocabulary and legal correspondence; the history of law and of the court structure; codes and court rules; and preparation of civil lawsuit pleadings from initial filing to trial.

39 Word Processing: Keyboarding and Operations (3)

This Course teaches word processing skills, including inputting, editing, formatting and printing documents using WORDPERFECT.

79 Word Processing Applications (3)

Advanced word processing skills such as mail merge, advanced formatting, tables, & graphics will be taught utilizing a popular word processing program on PC compatible computers. Students choose either MS Word or WordPerfect. CAOT 39 or CAOT 84 should be completed in preparation for this course.

84 Microcomputer Office Applications:

Word Processing (3) CSU

This course teaches word processing skills, including inputting, editing, formatting and printing documents using MICROSOFT WORD.

93 Legal Document Production (2)

Selection and preparation of formatted documents specific to law offices.

COMPUTER SCIENCE INFORMATION TECHNOLOGY

For all Computer Science Information Technology courses, a maximum of six courses is acceptable for transfer to UC campuses.

185 DIRECTED STUDY (CSU)-1 UNIT

Computer science students will pursue on their own an in-depth study of a subject of special interest in the field of computer science, computer network & security management, web support & database administration topic(s). Consultation with the instructor on a weekly basis, plus independent work is required.

901 Introduction to Computers and Their Use (3) UC:CSU

Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems.

902 Introduction to Computer Science (3) UC:CSU

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 programming language BASIC/Python, computer architecture and number systems. It covers functions, arrays, loops, Boolean logic, branching instructions and basic data types.

904 Internet Security Awareness (1)

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.

916 Introduction to Computer Hardware (3) CSU

Students will learn technology of computer hardware such as microprocessor, RAM, BIOS/CMOS, motherboard, power supply, HDD, FDD, CD, DVD, video, sound, and printer; how these form a working system; and simple troubleshooting of PC systems. Computer and networking hardware offers hands-on training in state-of-the-art computer hardware and software systems. In this class we will develop skills such as installation and troubleshooting of CPU, hard drives, CD drive, network cards, Ram memory, floppy drive, system controller & the I/O controller card, peripherals, etc. Computer safety &

maintenance, BIOS & CMOS settings and network cabling techniques are also covered.

917 Beginning Micro Assembly Language (3) UC:CSU

Prerequisite: CS 902 or equivalent experience.

This course covers the organization and behavior of real computer systems at the assembly-language level. The mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied, as well as the internal representation of simple data types and structures. Numerical computation is examined, noting the various data representation errors and potential procedural errors.

930 Microcomputer Application Software (4) CSU

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

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, data-base design, and computer-aided decision making. This course covers advanced Access features including SQL programming.

934 Operating Systems (3) CSU

Recommended: CS 901 or equivalent experience.

This course provides students with the technical foundation in current operating system technologies. It covers PC architecture, preventive maintenance and troubleshooting. It covers operating system installation, configuration, and administration and performance optimization. This course also gives students a solid grounding in the fundamentals of computer security like access control, file and folder permission, auditing and encryption. Students will learn how to harden operating systems to repel attacks. This course prepares students to perform operating system support tasks including operating system batch and Windows script file programming.

935 Introduction to Linux+ (3) CSU

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

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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 UC:CSU

Prerequisite: CS 990 or equivalent experience.

This course introduces the student to the concept of 'software engineering' which is a disciplined approach to the design, production, and maintenance of computer programs. Concepts of data design, encapsulation and information hiding will be emphasized. Arrays, stacks, queues, linked lists, binary search trees, sorting algorithms, and recursive programming techniques will be covered. Techniques of the Object-Oriented Programming paradigm will be used to develop data structures using Java programming language.

937 E-Commerce Essentials (3) CSU

Recommended: CS 957 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

Recommended: CS 902 and 933.

Web application programming has become very popular. Visual Basic is a popular language and can be used to create Web applications that work on any Web browser without the complexity of installing applications. 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" Web user interface. With the popularity of tablets used in personal and business use, Web application can run on all types of mobile devices that use standard web browsers.

939 Programming in C (3) UC:CSU

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 value and pass by reference. Then students are introduced to structures, classes, and objects. Students then learn how to use objects effectively in writing programs. Students learn how operator overloading and inheritance facilitate the use of objects. Pointers, memory management techniques, friend, and virtual functions are described. Finally students examine streams and

files as an example of the application of complex object-oriented programming in the C++ language.

942 Discrete Structure (3) UC:CSU

Prerequisite: CS 939 and Math 260.

This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions, Relations and Sets; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability.

948 Advanced Spreadsheet (3) CSU

This course is designed to expose students to some of the advanced features of Microsoft Excel. Students will learn everything from basic skills such as creating professional worksheets, using charts and graphs to more advanced skills like creating and using pivot tables, creating Excel applications, using scenario manager and solver.

951 Apple Care Administrator (3) CSU

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 and prevent problems on Apple hardware running Mac OS X. The information will also cover the Mac OS X operating system, Apple architecture, and system components. The course will also include setup, configuration, customization and troubleshooting on the Apple iPad and associated hardware. The foundation provided with the course provides students with the information needed to implement, configure, manage and maintain a computer system running Mac OS X and IOS operating systems. The course will also provide the background needed to become an Apple Certified Support Professional. Each student will be assigned a Mac computer for use during class.

952 Introduction to Web Technology and Design (3)

Recommended: CS 901 or equivalent experience.

This course is designed to take the students through introductory technical phases of website development. Students will learn basic skills such as creating web pages, tables, and forms plus an introduction to more advanced skills like working with templates, Cascading Style Sheets (CSS), interactive content, and publishing a site on the Internet. This is the first course in a series of courses in web site design, development, and e-commerce.

953 Database Management using Oracle (3) CSU

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 data values.

955 Programming For Mobile Application (3) CSU

Recommended: CS 938.

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.

957 Introduction to Web Development HTML5 & CSS (3) CSU

Recommended: CS 952 or equivalent experience.

This course teaches students to build web pages using HTML5. It will give students hands-on experience in building web pages from scratch. The topics covered include designing basic layout of the page, creating pages with images, links, and forms, tables, and media elements. The advance topics such as Cascading Style sheets and publishing to the web site are also covered.

958 Web Page Development (4) CSU

Recommended: CS 957.

This course teaches students to build web pages using current web languages. 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 covers topics such as Pop-Up windows and Validating forms. This course also covers integrating HTML with Javascript, XML and PHP, popular web programming languages.

959 Advanced Programming for Mobile Devices (3)

Prerequisite: CS 957, and 990 or equivalent experience

This course provides students with advanced programming concepts and skills for creating mobile applications for today's most popular platforms. Students will learn to create multi-screen, multi-touch applications; send/receive SMS and emails programmatically from within applications; read and update contacts through public contact API; use media and browser content providers; use sensors and location-based services programmatically; develop services; create a home screen widget. Students will learn about exception handling, will create manageable user preferences and will learn to incorporate security and permissions. Students will learn to sign, publish and distribute developed applications.

962 Web Programming Using JavaScript (4)

Recommended: 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

Advanced Web Application Programming (3)

Prerequisite: CS 957, or equivalent experience.

Microsoft is revolutionizing the way Internet applications are developed. Microsoft has added new functionality to Web application development making it more user friendly. This comprehensive course will cover creating dynamic web pages; client-side and server-side controls; data binding and validation; and integration with other web development technologies. This course guides the student from beginning Web applications, to object-oriented programming, to using advanced server controls.

965 Introduction to Computer Networks (3) CSU

Recommended: CS 934 or equivalent experience.

This course is designed to provide students with a solid foundation in computer networking technology. It covers network cables, connectors & devices, network topologies & architecture, wired and wireless networking protocols & standards, OSI model, TCP/IP, wide area networks, network security & troubleshooting and client/server operating systems survey.

967 ADVANCED LINUX OPERATING SYSTEM AND APPLICATIONS (3)

Recommended: CS 935 or equivalent experience.

This course intends to provide students hands-on experience working with the Linux operating system using popular open source software bundles – LAMP, Server Virtualization and Openstack cloud computing. This is an advanced hands-on Linux course, using Enterprise Linux (CentOS) as base operating system, discussing Linux concepts, directories, permissions, file systems, package management, networking, host based security, shell scripting as well as Web development with LAMP (Linux, Apache, MySQL & PHP), server virtualization, virtual machine deployment with kickstart. Students will also build working Openstack cloud, create virtual machine image, deploy virtual machines in the cloud, create and manage EBS volumes for the virtual machines in the cloud.

972 Introduction to Cisco Network Fundamentals (3)

Recommended: CS 965, or equivalent experience.

This course is equivalent to Semester I & II of the Cisco Network Academy. Part 1 of this course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of Part 1, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Part 2 of this course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of Part II, students will be able to

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configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Students completing this course prepared to take the Cisco ICND1 and/or CCENT certification exam.

973 Virtualization and Cloud Computing Essentials (3)

Recommended: CS972 and CS982.

This course introduces the foundational capabilities and features of virtualization and VMware vSphere®. It also provides a brief overview of the array of products available from VMware®. The course also demonstrates how you can extend an existing VMware vSphere™ infrastructure to deliver IT services in a private or public cloud based on VMware products. This is the first of four courses for students pursuing a WLAC virtualization and cloud computing certificate. Successful completion of this course will prepare students for the VMware Certified Associate (VCA) industry certification. West Los Angeles is an authorized VMware IT Academy.

974 Introduction to Cisco Routers (3)

Recommended: CS 972.

This course is equivalent to Semester III & IV of the Cisco Network Academy. Part 3 of this course describes the architecture, components, and operations of routers and switches in a large and complex network. Students learn how to configure routers and switches for advanced functionality. By the end of Part 3, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network. Part IV of this course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network. Students completing this course are prepared to take the Cisco ICND2 and/or CCNA 200-120 certification exams.

975 Information Storage and Management for Computer Networks (3)

Recommended: CS972 and CS-973.

This course focuses on information storage and management in classic, virtualized and cloud environments. It includes data center key elements, intelligent storage systems, storage networking technologies, and various business continuity options – along with security and management of a storage infrastructure. It also covers various aspects of cloud computing. Successful completion of this course prepares students for the EMC Information Storage Associate (EMCISA) v2 certification and supports the new E10-001 Information Storage and Management Version 2 Exam. This is the second of four courses required for the West LA College Virtualization and Cloud Computing certificate.

976 Vsphere Install, Configure, And Management (3)

CSU Recommended: CS972 and CS982.

This course explores installation, configuration, and management of VMware vSphere, which consists of ESXi and vCenter Server. The course is based on ESXi and vCenter Server. Additional course topics includes; ESXi networking and storage using vCenter Server, virtual machines migration, VMware infrastructure access, vCenter Server resource monitoring and scalability, and storage technologies, such as SAN, IP-SAN (iSCSI), NAS as they relate to VMware vSphere. The course utilizes hands-on lab exercises and demonstrations to reinforce network concepts and theories. Completion of this course authorizes and helps students prepare for the VMware Certified Associate (VCA-DCV) and VMware Certified Professional 5 – Data Center Virtualization (VCP5-DCV) certification exams. West Los Angeles is a fully authorized VMware IT Academy.

PLEASE NOTE: VMware Training at WLAC is only available to full or part time students, unemployed individuals, or career changers, who are paying for the training themselves. This training is not for companies or corporate entities looking to train their employees. Those individuals must go to a commercial VMware authorized training center.

977 Implementing a Virtual Desktop infrastructure (3)

Recommended: CS976

This course helps students build their skills related to installing, configuring, and managing VMware® Horizon View™ suite of products: VMware® View Manager™, VMware® View Composer™, and VMware® ThinApp®. This course utilizes hands-on lab exercises and demonstrations to reinforce virtual desktop concepts and theories. Completion of this course helps students prepare for the VMware Certified Profession Desktop (VCP-DT) certification exam. This is the fourth of four courses required for the West Los Angeles College Virtualization and Cloud Computing certificate. WLAC is an authorized VMware IT Academy.

PLEASE NOTE: VMware Training at WLAC is only available to full or part time students, unemployed individuals, or career changers, who are paying for the training themselves. This training is not for companies or corporate entities looking to train their employees. Those individuals must go to a commercial VMware authorized training center.

980 Introduction to Computer and Information Security I (3) CSU

Prerequisite: CS965 or equivalent experience.

This course provides students with a solid grounding in the fundamentals of computer security. Students will learn a full range of security concepts and techniques and how to apply them to the most popular operating systems and application used today. Topics include network vulnerabilities, access control, cryptography & public key infrastructure, security policy & management, network & communication security. Lab simulation involves security settings on client & server operating system.

982 Introduction to Microsoft Server Operating System (3)

Recommended: CS 934 and CS 965, or equivalent experience.

This is the first of three courses collectively cover implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. Although there is some cross-over of skills and tasks across these courses, CS982, CS983, and CS984, this course primarily covers the initial implementation and configuration of core services, such as Networking, Storage, Active Directory Domain Services (AD DS), Group Policy, File and Print services, and Hyper-V. This course maps directly to and is the preferred choice for hands-on preparation for Microsoft Certified Solutions Associate (MCSA) Exam 410: Installing and Configuring Windows Server 2012, which is the first of three exams required for MCSA: Windows Server 2012 certification.

983 Microsoft Network Infrastructure Administration (3)

Recommended: CS 982 or equivalent experience.

This is the second of three courses that collectively cover implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. Although there is some cross-over of skills and tasks across these courses, CS982, CS983, and CS984, this course primarily covers the administration tasks necessary to maintain a Windows Server 2012 infrastructure such as configuring and troubleshooting name resolution, user and group management with Active Directory Domain Services (AD DS) and Group Policy, implementing Remote Access solutions such as DirectAccess, VPNs and Web Application Proxy, implementing Network Policies and Network Access Protection, Data Security, deployment and maintenance of server images, as well as update management and monitoring of Windows Server 2012 environments. This course maps directly to and is the preferred choice for hands-on preparation for Microsoft Certified Solutions Associate (MCSA): Exam 411: Administering Windows Server 2012, which is the second of three exams required for MCSA: Windows Server 2012 certification.

984 Introduction to Windows Active Directory Services (3)

Recommended: CS 982 and CS 983 or equivalent experience.

This is the third and final course collectively cover implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. Although there is some cross-over of skills and tasks across these courses; CS982, CS983, and CS984, this course primarily covers advanced configuration of services necessary to deploy, manage and maintain a Windows Server 2012 infrastructure, such as advanced networking services, Active Directory Domain Services (AD DS), Active Directory Rights Management Services (AD RMS), Active Directory Federation Services (AD FS), Network Load Balancing, Failover Clustering, business continuity and disaster recovery services as well as access and information provisioning and protection technologies such as Dynamic Access Control (DAC), and Web Application Proxy integration with ADFS and Workplace Join. This course maps directly to and is the

preferred choice for hands-on preparation for Microsoft Certified Solutions Associate (MCSA): Exam 412: Configuring Advanced Windows Server 2012 Services, which is the third of three exams required for MCSA: Windows Server 2012 certification.

985 Introduction to Computer and Information Security II (3)

Prerequisite: CS 980.

This course provides a complete guide to Windows based network security management. It focuses primarily on the skills necessary to implement and administer a network security infrastructure. Today's networks are constantly under attack by a variety of sources; protecting a network against them requires implementing and administering an up to date management infrastructure. Students will learn firewalls and other network security components to create an in depth defensive perimeter in a computer networking environment. Topics include: Access Control List, Authentication, Security Policy, Certification Services, Encryption, Firewalls, Active Directory Services and IP Security

987 VMware vSphere: Installation, Configuration And Management (3)

Recommended: CS 972 and CS 982.

This course explores installation, configuration, and management of VMware vSphere, which consists of ESXi and vCenter Server. The course is based on ESXi and vCenter Server. Additional course topics includes; ESXi networking and storage using vCenter Server, virtual machines migration, VMware infrastructure access, vCenter Server resource monitoring and scalability, and storage technologies, such as SAN, IP-SAN (iSCSI), NAS as they relate to VMware vSphere. The course utilizes hands-on lab exercises and demonstrations to reinforce network concepts and theories. Completion of this course authorizes and helps students prepare for the VMware Certified Associate (VCA-DCV) and VMware Certified Professional 5 – Data Center Virtualization (VCP5-DCV) certification exams. West Los Angeles is a fully authorized VMware IT Academy. PLEASE NOTE: VMware Training at WLAC is only available to individuals who may be a student in full or part time education, unemployed, career changers or trying to improve their knowledge and are paying for the training themselves. It is not for companies or corporate entities to obtain training for their employees – those individuals must go to a commercial VMware training offering through a VMware authorized training center.

COURSE DESCRIPTION

988 Installing, Configuring, and Administering Microsoft SQL (3) CSU

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 and Managing Microsoft Exchange Server (3)

Recommended: CS 982, CS983 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. The course also covers Object-Oriented Programming Analysis and Design/Development using inheritance and polymorphisms.

991 Computer Laboratory (1)

Recommended: CS972, CS987 or Equivalent Experience

This is an intermediate to advanced networking lab for any current or previous Cisco and VMware students. The primary goal is to help students prepare for their Cisco ICND/CCNA or VMware VCA/VCP-DCV certifications. Cisco students will perform routing and switching labs, as well as, review Ethernet, IPv4, IPv6, NAT, VLANs, STP, OSPF, EIGRP, and security concepts. VMware students will conduct labs and review concepts related to installation, configuration and management of ESXi servers and vCenter. Instructor will conduct weekly boot camp exam prep sessions. Lab assignments can be scheduled and conducted independently. All students will have 24/7 Internet access to real Cisco hardware and VMware ESXi based pods.

COUNSELING

1 Introduction to College (1) NDA CSU

Provides students with important information about the college and its resources, introduces them to the required skills for college success, helps them set educational and career goals, and assists them in developing a student educational plan (SEP) to meet those goals.

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) CSU

This course will provide students with strategies for a successful first-year experience. Emphasis will be placed on WLAC policies, student support services, study skills, time management, test taking strategies, note-taking skills, stress management, and making informed decisions. This course is highly recommended for new and returning students.

6 Career Planning For Students with Disabilities (1) CSU

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 contemplating a job change or who are undecided about their career or vocational choices. 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. Topics include the matriculation process, library resources and usage, study skills strategies, self-esteem, time and stress management and goal setting.

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.

CORRECTIONS

(See Administration of Justice)

2 Correctional Institutions (3) CSU

This course deals with the philosophy and history of corrections, including the municipal jails, state penitentiaries, federal prisons, and private prisons. Also covered is an overview of the criminal law, constitutional law, crime theories, punishment and rehabilitation. Other topics include the organization and jurisdiction of local, state and federal law enforcement agencies, role expectations and their interrelationships, a survey of professional career opportunities and the minimum qualifications required for employment as a corrections officer.

5 Legal Aspects of Corrections (3) CSU

This course offers a thorough study of the system of justice used in the United States: civil, criminal, juvenile, and therapeutic. It is designed for courses on the law and judicial process that transcend the disciplines of political science, sociology, and criminal justice.

DANCE STUDIES

185 Directed Study - Dance (1) CSU

This course allows students to pursue directed studies in Dance on a contract basis, under the direction of a supervising instructor.

301 Choreography I (1) UC:CSU

This course is an introduction to basic principles of dance composition and choreography. It includes theory and practice using improvisation, critical analysis, and implementation of the elements of space, time, and energy in student projects.

805 History and Appreciation of Dance (3) UC:CSU

This course provides a historical perspective of dance from ritual to contemporary theatrical dance forms. It focuses on the ethnic, cultural and ritual forms of dance as it affected and reflected the world in which people lived. This course will focus on how dance reflects the historical, social and political climate of the day. The class will consider the impact of dance on the western world and how it has been affected by the different dance traditions world-wide.

814 Dance Production I (2) UC:CSU

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.

815 Dance Production II (2) CSU

This course provides basic instruction and laboratory experience in methods and techniques involved in producing a dance concert; including publicity, lighting, audio, marketing, and audition and performance.

816 Dance Production III (2) CSU

This course provides instruction and intermediate laboratory experience in methods and techniques involved in producing a dance concert; including rehearsal planning, publicity, lighting, music/audio, marketing, costuming, audition and performance skills, and dance critique and assessment.

822 Dance Rehearsals and Performances (3) UC:CSU

Traditional and contemporary dance techniques will be explored and presented in dance concerts and site specific locations. Emphasis is place on developing skills in choreographic design, performance dynamics and movement analysis.

826 Dance Performance Company (3) UC

This course develops knowledge and techniques for students to perform in college-based dance companies. Students explore various dance genres which enhance their abilities to become well-rounded dance artists in and around our community. This course provides opportunities for participation in the Los Angeles Community College Dance Consortium as well as opportunities for master classes, community outreach, performances and college sponsored events.

DANCE TECHNIQUES

111 Ballet Techniques I (1) UC:CSU

This course offers an introduction to traditional ballet techniques and principles, emphasizing instruction in the fundamentals of positions, placement, terminology, and introductory level exercises.

112 Ballet Techniques II (1) CSU

This course offers instruction in traditional ballet techniques and principles, emphasizing instruction in positions, placement, and beginning level barre and center floor exercises.

121 Jazz Dance Techniques I (1) CSU

This fundamental course in Jazz dance techniques provides a performance based foundation by introducing basic steps, step sequencing, combinations and terminology. Students will develop an appreciation of the evolution of Jazz dance as a performing art form while preparing for further study in Jazz dance techniques.

122 Jazz Dance Techniques II (1) UC:CSU

This beginning level Jazz dance course continues to establish basic knowledge of performance-based Jazz dance technique by utilizing compound step sequences and combinations, higher codified level terminology while utilizing a diverse selection of musical rhythms and phrasing. The student's appreciation of Jazz dance increases through viewing and practice of Jazz dance techniques while preparing for further study at higher levels.

123 Jazz Dance Techniques III (1) UC:CSU

This course teaches the technique, principles, terminology and practice of jazz dance at the intermediate level. The course will emphasize the correct placement and execution of a wide variety of jazz movements, and will also teach various styles, and the history of the movements.

124 Jazz Dance Techniques III (1) UC:CSU

This course teaches the technique, principles, terminology and practice of Jazz dance at the intermediate advanced level. The course will emphasize the correct placement and execution of a wide variety of Jazz dance movements, and will also teach various styles, and the history of the movements.

141 Modern Dance Techniques I (1)

This course teaches technique, principles, terminology and the practice of modern contemporary and lyrical dance at the introductory level. Students will undergo an in depth exploration of how the body is used in modern dance technique with a focus on alignment, body part initiation, movement organization and sequencing. Students will develop coordination, flexibility and cardiovascular strength using various movement combinations.

142 Modern Dance Techniques II (1) CSU

This course teaches beginning technique, principles, terminology and the practice of modern contemporary and lyrical dance. Emphasis is on the correct placement and execution of modern dance movements and will include improvisational and choreographic exercises. Students will develop coordination, flexibility and cardiovascular strength using various movement combinations.

151 Dance for Film and Stage I (1) CSU

This course introduces students to choreographers and dancers, and provides instruction and practice in the fundamentals of dance technique used in film and stage.

152 Dance for Film and Stage II (1)

This course introduces students to well-known choreographers and dancers, and provides instruction and practice of dance technique used in film and stage.

437 Jazz Dance (1) UC:CSU

This course teaches technique, principles, terminology and the practice of jazz dance. The course will emphasize not only the correct placement and execution of a wide variety of jazz movements, but will also teach various styles, and the history of the movements.

463 Modern Jazz (1) CSU

This course teaches technique, principles, terminology and the practice of jazz dance. The course will emphasize not only the correct placement and execution of a wide variety of jazz movements, but will also teach various styles and the historical aspect of the movements.

DENTAL ASSISTANT

NOTE: Courses are open only to students accepted into the Dental Assisting Program.

Program & courses planned for Fall 2015. Please confirm with Division Chair at (310) 287-4464.

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 Chair side Assisting (5)

Advisory: Allied Health 33.

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)

Advisory: Allied Health 33.

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)

Advisory: Allied Health 33.

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 Dental Assisting 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)

Advisory: English 28.

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 chair side 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 (2)

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)

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)

This course allows Dental Hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

COURSE DESCRIPTION

96 Special Projects in Dental Hygiene - Laboratory (.5) NDA (P/NP)

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)

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 (3) CSU

Open to enrolled students in Dental Hygiene. (First Semester)
Prerequisites: Anatomy 1, Chemistry 51 or 60, English 101, Microbiology 20, Physiology 1, Psychology 1, Sociology 1, Speech, 101.

Corequisites: Dental Hygiene 101, 102, 103, 104, 105, 106, 109, 150.

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)
Corequisite: Dental Hygiene 100.

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.

104 Dental Morphology (2)

Open to enrolled students in Dental Hygiene. (First Semester)
Prerequisite: Anatomy 1.
Corequisite: Dental Hygiene 100, 101.

Through lecture and demonstration, the morphological characteristics of the teeth are presented. Emphasis is on comparative crown and root anatomy, common variations, and features of morphology and occlusion that relate to the health of the periodontium.

105 General Pathology (2)

Open to enrolled students in Dental Hygiene. (First Semester)
Prerequisites: Anatomy 1, English 101, Microbiology 20, Physiology 1.
Corequisites: Dental Hygiene 100, 101.

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)
Prerequisites: Anatomy 1.
Corequisites: Dental Hygiene 100, 101.

Open to enrolled students in the dental hygiene (first semester) students. 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 structures and function in the context of health and disease.

108 Introduction to Periodontics (2)

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)

Corequisite: Dental Hygiene 151.

This course is designed to provide the Dental Hygiene student with an introduction to periodontics. The periodontium will be presented in health, and in disease, histologically and clinically. Etiology, prevention, diagnosis, therapy phases and options will be discussed.

109 Infection Control in Dentistry (1)

Open to enrolled students in Dental Hygiene. (First Semester)
Prerequisites: Chemistry 51, English 101, Microbiology 20.

Corequisite: Dental Hygiene 100, 151.

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)

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)

Prerequisites: Anatomy 1, Chemistry 51 or 60, Communication Studies 101, English 101, Microbiology 20, Physiology 1, Psychology 1, Sociology 1.

Corequisite: Dental Hygiene 100, 101, 104, 105, 106, 109, 212.

This course provides the fundamentals for the clinical application of primary preventive dentistry procedures. Content centers on disease prevention strategies, and the skills required for effective patient education and motivation.

151 Clinical Dental Hygiene II (3) (P/NP)

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)
Prerequisite: Dental Hygiene 100, 101, 104, 105, 106, 109, 150, 212.

Corequisite: Dental Hygiene 88-1, 108, 152, 154, 207, 209, 256.

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, re-care patients, and periodontal therapy for the patient with mild to moderate active periodontal involvement.

152 Special Patient Care (1)

Open to enrolled students in Dental Hygiene (Second Semester)

Prerequisite: Dental Hygiene 100.

Corequisite: Dental Hygiene 151.

The role of the dental hygienist in the care of the special dental patient is the focus of this lecture course. The determining factors and treatment considerations for persons with medical, physical and emotional challenges will be explored.

153 Radiology II - Interpretation (1)

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) Prerequisite: Dental Hygiene 102.

Corequisite: Dental Hygiene 151.

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)

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) Corequisite: Dental Hygiene 151

The interpretation of pathological conditions is presented with emphasis on clinical signs and symptoms. Oral abnormalities are presented through the use of color slides and case histories.

156 Histology and Embryology of Oral Tissues (2)

(Same as Biology 156)

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) Corequisite: Dental Hygiene 151.

Through lecture and demonstration the normal histologic structure and embryonic development of oral human tissues will be presented. Emphasis will be on differentiating normal from abnormal structure and function in the context of health and disease. Upon completion of this course the student will be able to make appropriate clinical applications of oral histology and embryology. These applications include understanding relationships between structure and function, differentiating normal from abnormal histology, and understanding the mechanisms of common orofacial development defects.

160 Clinical Dental Hygiene II B (2) (P/NP)

Prerequisite: Dental Hygiene 108, 151, 152, 153.

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.

189 Dental Hygiene Developmental Clinic Seminar I (1)

Prerequisites: Dental Hygiene 100, 101, 104, 105, 106, 109, 150, 212.

Corequisites: Dental Hygiene 108, 151, 152, 153, 154, 156, 207, 209, 256.

Discussions and exercises presented will center on case reasoning for Beginning Clinical Dental Hygiene care. Accumulated theoretical knowledge will be related to practical clinical applications.

190 Dental Hygiene Developmental Clinic Seminar II (1) CSU

Prerequisites: Dental Hygiene 108, 151, 152, 153, 154, 156, 189, 207, 209, 256.

Corequisites: Dental Hygiene 200, 201, 204, 205, 206, 208, 215.

Discussions and exercises presented will center on case reasoning for Intermediate Clinical Dental Hygiene care. Accumulated theoretical knowledge will be related to practical clinical applications.

191 Dental Hygiene Developmental Clinic Seminar III (1)

Prerequisites: Dental Hygiene 200, 201, 204, 205, 206, 208, 215.

Corequisites: Dental Hygiene 210, 250, 251, 252, 253, 254, 260.

Discussions and exercises presented will center on case reasoning for Advanced Clinical Dental Hygiene care. Accumulated theoretical knowledge will be related to practical clinical applications.

200 Cariology and Occlusion (1)

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) Corequisite: Dental Hygiene 201.

This course provides understanding, recognition, and treatment options of dental tissue pathology. Lectures and discussion cover the aspects of occlusal dysfunction, dental caries, dental hypersensitivity and fractured tooth syndrome.

201 Clinical Dental Hygiene III (4) (P/NP)

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) Prerequisite: Dental Hygiene 151.

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.

204 Dental Health Education (1)

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) Prerequisite: Multiple Please consult catalog and department advisor.*

Corequisites: Dental Hygiene 204

COURSE DESCRIPTION

Dental health education is designed to introduce the dental hygiene student to the role of dental health education as it related to evidence-based decision making in clinical and community setting. This course will also introduce the application of epidemiological methods and basic statistical concepts necessary for evaluation of dental literature.

205 Dental Health Education - Practicum (1)

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) Prerequisite: Please consult catalog and department advisor. Corequisite: Dental Hygiene 204

This practicum course to Dental Hygiene Education, DH 204, is designed to orient the dental hygiene student to the role of dental health educator and provide experiences in dental health education. In this course, students will be introduced to concepts of school program planning, development of evaluation mechanisms and coordinating efforts with educational and community systems.

206 Periodontics (1)

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) Corequisite: Dental Hygiene 201

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)

*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) Prerequisite: Dental Hygiene 106, Dental Hygiene 109
Corequisite: Dental Hygiene 209*

This course introduces the students to current methods of pain management and anxiety control in dentistry. Emphasis will be on the use of local anesthetics and nitrous oxide and oxygen through lectures and demonstrations.

208 Pharmacology (3)

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) Prerequisite: Dental Hygiene 151

This course presents the general principles of pharmacology, including the pharmacodynamics, pharmacokinetics, adverse reactions, and contra-indications of selected drug groups. Emphasis will be placed on those drug groups especially relevant to dental practice including analgesics, sedatives, local anesthetics, nitrous oxide, anti-infectives, antibiotics, and anti-viral drugs. In addition, the most common classes of drugs the dental patient is taking in the management of common diseases and disorders will be covered, including autonomic drugs, cardiovascular drugs, antihistamines, anti-inflammatory drugs, and anti-neoplastic drugs.

209 Pain Control Laboratory (1)

Corequisite: Dental Hygiene 151

This laboratory course is designed to provide experience in administering local anesthesia and nitrous oxide oxygen sedation.

210 Emergencies in Dental Practice (1)

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)

Corequisite: Dental Hygiene 251

This course is designed to provide the student with the background and skill to recognize and manage most 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.

212 Radiology I-Introduction to Radiology (2) CSU

Prerequisites: Dental Hygiene 201

Corequisites: Dental Hygiene 251

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. The laboratory portion will provide the experience in exposing, processing, mounting, charting and interpreting radiographs on manikins and patients; with an emphasis placed on radiation safety and protection.

215 Dental Materials and Expanded Functions Lab (3) CSU

Prerequisites: Dental Hygiene 104 and 150

Corequisites: Dental Hygiene 200 and 201

The purpose of this course is to study the properties, compositions 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.

250 Advanced Periodontal Seminar (1)

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)

Corequisite: Dental Hygiene 251

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.

250 Advanced Periodontal Seminar (1)

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)

Corequisite: Dental Hygiene 251

The class is designed to provide the dental hygienist with an advanced background in periodontics. The development of a periodontal treatment philosophy will be accomplished through reading in the classical and current literature. Emphasis will be placed on nuances of periodontal care, controversies and 'state of the art' understanding developed through the reading of literature.

251 Clinical Dental Hygiene IV (5) (P/NP)

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)

Prerequisite: Dental Hygiene 201

In a clinical setting, students apply specific knowledge and skills learned in clinical and 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)

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) Prerequisite: Dental Hygiene 201 Corequisite: Dental Hygiene 251

The purpose of this course is to introduce dental hygiene students to the history of the profession of dental hygiene, the ethical responsibilities inherent with the professions and legal factors affecting them as students, and future practitioners. This course will enable students to understand the ethical, legal and managerial aspects of dental hygiene practice. Emphasis is placed on the California Dental Practice Act; laws and regulations, as well, as professional development.

253 Community Dental Health (1)

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) Corequisite: Dental Hygiene 251 & 254

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)

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) Prerequisite: Please consult catalog and department advisor

Corequisite: Dental Hygiene 251 & 253

This practicum course to Community Dental Health, DH 253, is designed to provide experiences in program planning and implementation at various governmental and community settings. Smoking cessation and the recognition and reporting of abuse is presented and discussed.

256 Biochemical Nutrition (3)

Corequisite: DH 151

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 science of nutrition is presented with an emphasis on the biochemical nature of nutrients, digestion, metabolism and growth. The effect of nutrition on health and oral health is studied. The relationship of diet and nutrition to various diseases such as periodontal disease, cancer, diabetes and obesity will be discussed. The nutritional considerations of patients with special needs will be emphasized.

260 Research Design and Methodology (1) (CSU) (RPT 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. (Fourth Semester)

Dental health education is designed to introduce the dental hygiene student to the role of dental health education as it related to evidence-based decision making in clinical and community setting. This course will also introduce the application of epidemiological methods and basic statistical concepts necessary for evaluation of dental literature.

EARTH SCIENCE

(Also see Environmental Science, Geography, and Oceanography)

1 Earth Science (3) UC:CSU

Advisory: English 101.

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

Prerequisite: Earth Science 1

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

Prerequisites: Math 115.

This course is an introduction to the field of microeconomics, which focuses on the behavior of individual economic agents including consumers, business firms, and the government when confronted with scarcity. The course also examines contemporary social issues such as income distribution and poverty as well as global issues such as outsourcing and protectionism. Topics include supply and demand, elasticity, forms of business organizations, theory of production and cost, pricing and output decision in various market structures, market failure and the role of government, labor management relations, and international trade.

2 Principles of Economics II (3) UC:CSU

Prerequisites: Math 115.

Note: Economics 1 is not a prerequisite for Economics 2.

This course is an introduction to the field of macroeconomics. Topics to be analyzed include an analysis of the behavior of the national economy as a whole, together with such issues as the determination of gross domestic product, the unemployment rate, the inflation rate, interest rates, and the long-term economic growth rate. In addition, global issues such as the role of the exchange rate and the balance of trade are analyzed.

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)

Advisory: English 28.

This course introduces students to the field of professional education and the concepts and issues that are related to K - 12 education. Topics of this course include a basic understanding of a teacher's role and challenges in society, contemporary education issues within historical, social, philosophical, legal, and political contexts, impact of government policies on schools and children, and the various perspectives on curriculum and instruction.

210 ETUDES Instructor Certification (2)

This course provides an overview of the core tools and basic functionality of ETUDES (Easy To Use Distance Education Software). ETUDES is a learning management system (LMS) currently used by many colleges in, and outside, of California. It is used by most Colleges in the Los Angeles College District (LACCD). ETUDES provides a complete set of tools to help instructors develop, deliver, supplement, and manage courses via the Internet. This course prepares students to teach online, hybrid and web enhanced classes using the ETUDES system. As a hands-on learning experience, this course provides a step-by-step path towards mastering the system's 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) (RPT 3)

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 reading/writing course will enable students to apply active reading strategies that develop vocabulary and encourage critical analysis of texts. Students are required to write accurate, well-organized summaries of texts, use their own knowledge and experience to help them write meaningfully about what they read, and display a basic knowledge of standard rhetorical principles and elements of various texts.

21 English Fundamentals (3) NDA

Prerequisite: Appropriate placement level demonstrated through the English assessment process or English 20A.
This reading/writing course enables students to write basic academic prose and incorporate English usage rules and college-level vocabulary into sentences, so it will help students to succeed in college courses.

28 Intermediate Reading and Composition (3)

Prerequisite: Completion of English 21 with a grade of "C" or better, or appropriate placement level demonstrated through the English assessment process.
English 28 is a course in written composition and critical thinking. It is a prerequisite to English 101 and prepares students for success in English 101. The course emphasizes academic writing based primarily on critical reading. Students learn how to support a thesis credibly by citing at least three different kinds of sources. The course requires the writing of a minimum of 4000 words in compositions and essays.

67 Writing Laboratory (.5) NDA

This course is designed to improve the student's academic reading and writing abilities by supervised instruction emphasizing individual conferences. Students receive help from the instructor in applying the writing process to their assignments. Through this individualized approach, students learn how to analyze individual writing problems and practice different writing strategies.

94 Intensive Grammar Review (3) (NDA)

An intensive review of standard English grammar, usage, and sentence structure for students who want extra help before taking English 28 or 101. Grammar improvement is acquired through a combination of in-context writing assignments and drill exercises.

101 College Reading and Composition I (3) UC:CSU

Prerequisite: Appropriate placement level demonstrated through the English assessment process, or a grade of C or better in English 28.

This is a college-level freshman composition course which focuses on expository writing and argumentation and requires the writing of a minimum of 6000 words in essays and a research paper. Students study a variety of texts written at the college level, including literature, that reflect current academic concerns relating to issues of language, ethnicity, class, gender, identity, psychology, and cultural studies. The course is intended for students who plan to transfer to a four-year college or university.

102 College Reading and Composition II (3) UC:CSU

Prerequisite: English 101 with a grade of "C" or better.
English 102 focuses on developing student appreciation of a variety of literary genres from diverse writers in different eras. Students learn how to identify standard elements of story in texts and to use appropriate literary terminology to interpret texts and defend their textual interpretations.

103 Composition and Critical Thinking (3) UC:CSU

Prerequisite: English 101 with a grade of "C" or better.
This course, which meets the transfer critical thinking requirement, is designed to develop critical thinking, reading, and writing skills beyond the level achieved in English 101. Based on college-level readings, the course will focus on the development of logical reasoning and analytical and argumentative writing skills with a minimum of 10000 words of student writing submitted over the semester.

127 Creative Writing (3) UC:CSU

Prerequisite: English 101 with a grade of "C" or better.
This course is an introduction to writing poetry, creative non-fiction, and fiction. Students learn different ways to employ the elements of story in their own original literary works by discussing the works of respected writers. Assignments consist of practicing writing in various genres, peer reviews, writing logs, screen writing and journals.

203 World Literature I (3) UC:CSU

Prerequisite: English 101 with a grade of "C" or better.
This course surveys world literature from around the world, including Europe, the Middle East, Asia, and other areas, from antiquity to the seventeenth century. Students read English translations of these great works and write critical papers.

204 World Literature II (3) UC:CSU

Prerequisite: English 101 with a grade of "C" or better.
This course surveys world literature from around the world, including Europe, the Middle East, Africa, Asia, and other areas, from the seventeenth century to the present. Students read English translations of these great works and write critical papers

COURSE DESCRIPTION

205 English Literature I (3) UC:CSU

Prerequisite: English 101 with a grade of "C" or better.

This survey of English literature begins with works from the Middle Ages, proceeds to poetry and plays from the Renaissance, and continues to the decline of neoclassicism in the eighteenth century, with special emphasis on major writers and works. Students will write critical papers.

206 English Literature II (3) UC:CSU

Prerequisite: English 101 with a grade of "C" or better.

This survey of English literature includes writing from the Romantic Era (e.g., Blake, Wordsworth, Keats, and Mary Shelley), the Victorian Age (e.g., Tennyson, Browning, and Wilde), and the Modern Period (e.g., Yeats, Woolf, Eliot, and Joyce). Students will write critical papers.

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 Jacobean life in relation to Shakespeare's 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.

234 African American Literature I (3) UC:CSU

Prerequisite: English 101 with a grade of "C" or better.

English 234 surveys the literature of major North American writers of African descent, whose works explore the social, political, and philosophical problems of the antebellum and postbellum periods, through the various genres of literature, including the oral tradition, poetry, short fiction, autobiography, drama, and the novel, to name a few. The course examines the African antecedents of African American literature, as well as its relationship to the major currents in American literature and literature throughout the African Diaspora, within their proper socio-historical and political contexts. Special attention will be devoted to traditional literary analysis and interpretation of primary texts by major authors and the various schools of literary criticism.

239 Women in Literature (3) UC:CSU

Prerequisite: English 101 with a grade of "C" or better.

English 239 provides both a global and historical survey of the various genres of women's literature, including, but not limited to, oratory, poetry, short fiction, drama, the novel, and autobiography, from antiquity to the present. Students are expected to write critical essays and a research paper that examine the predominate themes in path breaking literature by and about women, as well as the various archetypes,

images, roles, and statuses of women. Special attention will be devoted to traditional literary analysis and interpretation of primary texts through the lens of the various schools of literary criticism.

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.

5A College ESL V: Writing/Grammar (6) UC:CSU

Prerequisite: ESL 4A.

This is a high-intermediate course in academic English for multilingual students. It emphasizes the development of academic writing, reading, and grammar. Course work emphasizes intensive reading and includes paragraph, short essay, and summary writing. UC Transfer Credit Limit: A maximum of 8 units from ESL 5A and 6A.

5B College ESL V: Reading/Vocabulary (3) NDA

Advisory: ESL 5A

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.

6A College ESL VI: Writing/Grammar (6) UC:CSU

Prerequisite: ESL 5A with a grade of "C" or better.

Advisory: ESL 6B.

This is an advanced course in academic English for multilingual students. It emphasizes the continuing development of academic writing, reading, and grammar. Course work emphasizes intensive, collaborative reading and includes essay writing, summary writing and academic vocabulary development. Students learn written composition, grammar, and critical reading skills to advance them in their college work. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students will be introduced to appropriate citation and basic bibliographic conventions in their writing. Advanced grammar skills and mechanics are emphasized. Prerequisite: Completion of ESL 5A with a grade of 'C' or better, or appropriate placement level demonstrated through the assessment process. UC Transfer Credit Limit: A maximum of 8 units from ESL 5A and 6A.

6B College ESL VI: Reading/Vocabulary (3) NDA

Prerequisite: ESL 5A with a grade of "C" or better.

Students in this low-advanced ESL course learn reading comprehension, critical reading, and vocabulary skills to prepare for and support their academic work across the curriculum. This course is designed to build academic language fluency including advanced academic vocabulary. Prerequisite: Completion of ESL 5A with a grade of 'C' or

better, or appropriate ESL placement level demonstrated through the assessment process.

7B College ESL VII: Reading/Vocabulary (3) (NDA) CSU
Prerequisites: Completion of ESL 6A with a grade of "C" or better Advisory: ESL 6B.

This course is designed for multilingual students who wish to develop academic reading versatility using critical reading skills for fiction, non-fiction and other works of literature.

8 Advanced ESL Composition (6) UC:CSU

Prerequisite: Completion of ESL 6A with a grade of 'C' or better, or appropriate placement level demonstrated through the assessment process.

This is a course in written composition, grammar, 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 interpretation/analysis. Students will be required to use MLA and/or APA citation and bibliographic conventions in their research. Advanced grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four essays of 600-800 words, and one research paper.

ENVIRONMENTAL SCIENCE

(Also see Earth Science)

1 The Human Environment: Physical Processes (3) UC:CSU

Environmental Science is an introductory course which discusses the effects of humans on their physical environment. Topics include air pollution, water pollution, energy & mineral resources, and climate change.

2 The Human Environment: Biological Processes (3) UC:CSU

Advisory: English 28 and Mathematics 105.

This is a course in basic ecology and the effects of humans on their environment which fulfills a non-laboratory life science requirement. Topics include ecological structure and function, population dynamics, use of natural resources, energy, pollution and man's impact on the survival of 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 Intro to Motion Picture and TV Production Crafts (3) CSU

This course provides a broad overview of the process of creating content for motion pictures, television, new media and live venues. The course includes a historical overview of the entertainment industry and focuses on storytelling principals, aesthetics and techniques used in these audio-visual performance media. It also examines the variety of opportunities available in the entertainment industry's specialized trades sectors—such as stagecraft, set dressing, carpentry/fabricating, grip, editing cinematography/camera, costume manufacturing, make-up, studio electrical lighting, set painting, and scenic artists. Participants will gain a deeper appreciation of narrative and visual design in audio-visual performance media, as well a thorough understanding of the key terminology, protocols, personnel, equipment, duties, responsibilities and physical demands required of the entertainment industry crafts.

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

COURSE DESCRIPTION

includes the written and verbal communication skills, work ethics and job-seeking skills.

115 Grip Crafts in Film, TV, and Video Production (6) (RPT 3)

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 marbling, wood graining, and rust ageing.

185 Directed Study (1)

This Directed Study class allows a student to pursue directed study in film, television, stagecraft, and new media production crafts areas on a contract basis under the direction of a supervising instructor.

285 Directed Study (2)

This Directed Study class allows a student to pursue directed study in film, television, stagecraft and new media production crafts areas on a contract basis under the direction of a supervising instructor.

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 super- vising 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 cross-train 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.

COURSE DESCRIPTION

FRENCH

1 Elementary French I (5) UC:CSU

This course stresses the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases, and the ability to understand, read, write and speak simple French. Extensive use is made of films, slides and tapes to convey the language, culture and customs of France.

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.

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.

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

11 Principles of Healthful Living (3) UC:CSU

Note: 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. This course develops health knowledge and values with the goal of promoting a high quality of life for each individual. Areas of focus include nutrition, physical fitness, communicable diseases and other major health problems, consumer and environmental health, human sexuality and family life, mental and emotional health, tobacco, alcohol and drugs, aging, death and dying.

7 Physical Fitness and Nutrition (3) CSU

This course reviews the relationship of physical fitness and nutrition, and how it affects our personal and social development. Students will analyze their personal health and fitness choices and then construct a healthy behavior change plan. Various types of fitness activities and diet choices will be evaluated. The course encourages healthy behavior that enhances physical fitness, disease prevention, weight control, and overall well-being.

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) (RPT 2)

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) (RPT 1)

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) (RPT 1)

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 gastrointestinal. 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.

COURSE DESCRIPTION

62 Skill Set for the Health Care Professional (2)

This course is an introduction of the concepts and skills that serve as a foundation for the health care professions. Topics include hygiene and safety, infection control, basic client monitoring, basic first aid, therapeutic communication and basic health documentation.

63 Basic Medical Terminology, Pathophysiology and Pharmacology for the Health Care Professional (2)

This basic medical language course will discuss common diseases and injuries and their pharmacological treatment using medical terminology in English and Spanish, when appropriate.

64 Cultural and Legal Topics for Health Care Professionals (1)

This course provides an overview of the concepts of health and illness, cultural diversity and legal issues that affect the health care professional.

65 Fundamentals for the Health Care Professional (2.5)

This course explores career options in the health care industry, healthy behavior for health care workers, work ethics, professional resumes and interviewing skills and personality traits of a health care professional. There will be an internship during which area employers will introduce students to direct and indirect patient care opportunities.

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 sociocultural 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 sociocultural, 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 sociocultural 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) UC:CSU

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) UC:CSU

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.

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

100 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 institutional settings. Students will learn how knowledge of duties, organization, marketing and revenue sources will open world-wide opportunities for students in this growing industry.

135 Meeting/Convention and Incentive Planning (3) CSU

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 programs for meetings, conventions and incentive groups, including site selection, pricing, entertainment, supplier negotiations, and the use of technology for registration.

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.

COURSE DESCRIPTION

315 Hospitality Accounts (3)

This course provides a basic knowledge of hotel and motel record-keeping concepts and techniques. Among the topics are front office accounting procedures, night auditing, financial statements, expenses, and payroll as they apply to the hospitality industry.

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 food service 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.

89 Current Musical Dramatic & Art Events (2) CSU

This course shall examine and discuss in depth selected current cultural events at major venues in the Los Angeles area, such as major art museums (The Getty Museum, LACMA), or concert/performance venues and/or theaters, utilizing resources and/or productions at such venues. This course shall vary from semester to semester depending upon production schedules at selected venues.

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.

KINESIOLOGY

(Replaces Physical Education)

185 Directed Study (1) CSU

Kinesiology 185 replaces Physical Education 185.

Students pursue directed studies in Kinesiology on a contract basis, under the direction of a supervising instructor.

229 Body Conditioning Skills (1) CSU

Kinesiology 229 replaces Physical Education 228

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.

232 Step Aerobics Activity (1) UC:CSU

Kinesiology 232 replaces Physical Education 470

Students are instructed how to safely exercise using step aerobic benches to achieve their personal fitness goals. Additional instruction offered on exercises from a variety of different sources such as yoga, Pilate's and weight training. Course is open to all levels.

245 Body Dynamics Skills (1) CSU

Kinesiology 245 replaces Physical Education 229

Emphasis is on physical fitness through a non-traditional strength training. Students will leave with and extensive exercise library using nontraditional equipment (fit balls, bends, medicine balls, etc.)

250 Weight Training Skills (1) UC:CSU

Kinesiology 250 replaces Physical Education 230

This course covers the principles of weight training for men and women. It develops a general program of progressive resistance exercises with adaptation and implication for the individual student. Attention is given to terminology, use of equipment, safety precautions, nutrition and weight control, and basic factors of anatomy and physiology.

250-1 Weight Training Skills –1 (1) UC:CSU

Students develop muscular strength and endurance using weight machines and free weights. They employ proper training techniques necessary to maintain personal fitness throughout the lifespan.

250-2 Weight Training Skills –2 (1) UC:CSU

Students develop resistance training experience and become involved in a higher level of exercise. They will be exposed to a wide variety of machine as well as free weight exercises and will then design a program based on individual needs.

250-3 Weight Training Skills –3 (1) UC:CSU

Students develop an advanced level in weight training and techniques that promote muscular strength and endurance. Excelled use of free weights and machines along with safety rules are mastered. Students enrolling in Weight Training III will be given a skills test.

251 Yoga Skills – (1) UC:CSU

Kinesiology 251 replaces Physical Education 225

This course is designed to improve both strength and flexibility through mind and body integration. The course focuses on the physical and breathing exercises of Yoga. It will assist with the development of flexibility and strength in the skeletal, muscular, and nervous systems, improve circulation, reduce stress, and increase energy levels. Various styles of Hatha Yoga will be studied and practiced. This course will give the student both the knowledge and the practice to move toward improved health and reduce stress levels.

COURSE DESCRIPTION

251-1 Yoga Skills -II – (1) UC:CSU

Students develop muscular strength and endurance using weight machines and free weights. They employ proper training techniques necessary to maintain personal fitness throughout the lifespan.

251-2 Yoga Skills -II – (1) UC:CSU

Students are introduced to the physical practice of Yoga, connecting body, mind and spirit. The students are introduced to its origins, asanas (positions), and terminology.

251-3 Yoga Skills III – (1) UC:CSU

Students' progress in the physical practice of Yoga asanas, moving beyond introductory positions and sequences, developing balance in body alignment, flexibility, and strength. The students learn additional asanas (positions) and terminology, and gain greater understanding of yoga philosophy and its application to daily life.

272 Track and Field Skills – (1) UC:CSU

Kinesiology 272 replaces Physical Education 262.

This class is for the student interested in developing track and field skills. The emphasis is on teaching fundamentals while working to improve the students overall fitness and conditioning levels.

285 Directed Studies- Kinesiology – (2) CSU

Students learn to participate professionally in a variety of fitness environments. Areas of study can include personal training, group fitness, senior classes and health. Students learn to pursue directed studies in the area of Kinesiology on a contract basis, under the direction of a supervising instructor.

286 Baseball Skills – (1) CSU

Kinesiology 286 replaces Physical Education 301

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.

287 Basketball Skills – (1) UC:CSU

Kinesiology 287 replaces Physical Education 304.

This course offers instruction, and practice on the fundamental skills and basic techniques of basketball.

288 Flag/Touch Football Skills – (1) UC:CSU

Kinesiology 288 replaces Physical Education 667

This course is designed to teach students the rules and skills related to flag football as a team activity.

289 Soccer Skills – (1)

Kinesiology 289 replaces Physical Education 313.

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.

291 Volleyball Skills – (1) CSU

Kinesiology 291 replaces Physical Education 322.

This course is designed to teach beginning to intermediate 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, proper etiquette, terminology, components of fitness, nutritional and injury prevention strategies for volleyball.

303 Aqua Aerobics – (1) CSU

Kinesiology 303 replaces Physical Education 232.

This course is an exercise and conditioning activity class that promotes cardiovascular and muscular fitness. It is conducted in a shallow therapy pool and uses foam noodles, kick boards and noodles.

303-1 Aqua Aerobics-1 – (1) UC:CSU

This is an introductory water aerobics exercise and conditioning class that promotes fitness using basic water resistance exercises. No swimming skills are required.

303-2 Aqua Aerobics-2 – (1) UC:CSU

Instruction and practice in water exercise to increase knowledge and levels of cardiovascular fitness, muscular strength and endurance and flexibility. No swimming skills are required. This course builds upon knowledge acquired in KIN 303-1.

303-3 Aqua Aerobics-3 (1) UC:CSU

This course applies the knowledge and experience gained from KIN 303-1 and KIN 303-2 to exercise at intensities designed to increase levels of cardiovascular fitness, muscular strength and endurance and flexibility. Students will journal their workouts and caloric intake to focus on reducing body fat. No swimming skills are required.

303-1 Aqua Aerobics-4 – (1) CSU

This course applies the knowledge and experience gained from KIN 303-1, 303-2 and 303-3 to develop a personal water exercise program to meet the demands of career, improve posture, and alleviate pain caused by muscle imbalances. Students will utilize water exercises and resistance equipment to increase levels of cardiovascular fitness, muscular strength, endurance and flexibility. No swimming skills are required.

326 Aerobic Super Circuit Lab – (1) UC:CSU

This course is designed for the individual interested in beginning a personal fitness program. Using fundamentals of exercise physiology, each student will assess his/ her level of physical fitness, develop fitness goals, design and implement a personalized exercise program to be performed on circuit training equipment.

326-1 Aerobic Super Circuit Lab 1 – (1) UC:CSU

In this introductory class the student rotates through a series of weight training and cardiovascular exercises using machines for short intervals in a challenging form of

conditioning that develops muscular strength, muscular endurance, and cardiovascular endurance concurrently. Students learn the importance of nutrition for peak performance and injury prevention for improved overall wellness.

326-2 Aerobic Super Circuit Lab 2 – (1) UC:CSU

In this beginning class the student rotates through a series of weight training and cardiovascular exercises using machines for short intervals in a challenging form of conditioning that develops muscular strength, muscular endurance, and cardiovascular endurance concurrently. Students learn the importance of nutrition for peak performance and injury prevention for improved overall wellness.

327 Lifelong Fitness Lab – (1) UC:CSU

Students develop flexibility, muscular strength, muscular endurance, cardiovascular endurance, and body composition. Students learn how to achieve a healthy lifestyle, proper fitness balance, nutrition. Cardiovascular disease prevention and education is a main component of this course.

329 Body Conditioning – (1) UC:CSU

Kinesiology 329 replaces Physical Education 666.

This course uses a variety of aerobic and anaerobic exercises to help the student achieve their physical fitness goals. Students will 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.

329-2 Body Conditioning –2 (1)

This class is designed to incorporate beginning forms, concepts and techniques associated with fitness training. Concepts discussed include basic muscle anatomy, endurance, muscle strength and endurance.

331 Cross Training Lab – (1) UC:CSU

Students learn a variety of cross training activities to achieve their personal fitness goals. Includes lecture on nutrition, exercise physiology concepts, and participation in a workout designed to improve cardiovascular conditioning and body composition, increase muscle strength, endurance and flexibility.

334-1 Walking for Fitness – (1) UC:CSU

Walking for Fitness focuses on achieving cardiovascular fitness and a healthy life-style through walking. Includes such topics as basic fitness walking principles, proper technique, shoe selection, posture, gait, walking styles, flexibility, clothing, safety limitations, assessing fitness level and the physical health benefits from walking.

334-2 Fitness Walking-2 – (1) UC:CSU

Walking for Fitness level 2 focuses on achieving cardiovascular fitness, building workouts and enhancing a healthy lifestyle through walking. Includes such topics as fitness walking training principles overload and specificity,

proper nutrition, differences of aerobic versus anaerobic workouts, Target Heart Rate, proper technique, shoe selection, posture, gait, flexibility, clothing, and safety limitations. This course will assess fitness levels and identify the physical health benefits from walking.

335-1 Fitness and Weight Control – (1) CSU

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.

345 Body Dynamics Activity– (1) UC:CSU

Emphasis is on physical fitness through a regular exercise program including low/high impact aerobics performed to music, and nutrition, diet and body mechanics information.

350 Weight Training– (1) UC:CSU

Weight Training includes an emphasis in the knowledge, understanding and values of building muscle strength and endurance. The course include instruction in the five health related components of fitness (body composition, muscle strength, muscle endurance, flexibility and cardiovascular fitness). The objective is to develop the student's ability to develop his/her own physical fitness program at any time in life based upon sound physiological principles.

350-1 Weight Training 1 – (1) UC:CSU

This course enhances training skills, including enhanced spotting techniques, enhanced lifting techniques and an introduction to more advanced exercises used in a weight training program. An increased emphasis will be placed in the knowledge, understanding, value and practical application of building muscle strength and endurance. The course will include an increased understanding of the human muscular system. The objective is to further enhance the student's ability to prepare their own physical fitness program at any time in their life and to assist others based upon sound physiological and bio-mechanical principles.

350-2 Weight Training 2 – (1) UC:CSU

This course covers the principles of weight training for men and women. It develops a general program of progressive resistance exercises with adaptation and implication for the individual student. Attention is given to terminology, use of equipment, safety precautions, program development, fitness assessment, heavy rope training, care and prevention of injury, nutrition for fitness, steroid use, anatomy and physiology.

COURSE DESCRIPTION

351 Yoga – (1) CSU

This course teaches a 5,000 year old form of mostly isometric poses (asanas), breathing techniques, and meditation. Yoga promotes mental, physical, and spiritual fitness. Yoga teaches a 'way of life'. There are brief lectures covering basic information on hypertension, exercise precautions, body composition, health style, flexibility, nutrition, nutrition supplements, water, physical fitness, nutrition myths, ethics and morality, and stress management.

351-1 Yoga I – 1 (1) UC:CSU

This introductory course teaches a 5,000 year old form of mostly isometric poses (asanas), breathing techniques, and meditation. Yoga promotes mental, physical, and spiritual fitness. In addition there are brief lectures covering basic information on hypertension, exercise precautions, body composition and how to live a healthy lifestyle.

351-2 Yoga II – 2 (1) UC:CSU

This beginning course teaches a 5,000 year old form of mostly isometric poses (asanas), breathing techniques, and meditation. Yoga promotes mental, physical, and spiritual fitness. Yoga teaches a 'way of life'. The course also covers basic information on hypertension, exercise precautions, body composition, healthy life- style, flexibility, nutrition and physical fitness.

351-3 Yoga III – 3 (1) UC:CSU

Students' progress in the physical practice of Yoga asanas, moving beyond beginning positions and sequences, developing balance in body alignment, flexibility, and strength. The students learn additional asanas (positions) and terminology, and gain greater understanding of yoga philosophy and its application to daily life.

386 Baseball Skills Activity – (1) CSU

This course is designed to provide instruction in the history of and the skills and techniques of baseball. Rules and offensive and defensive team play are taught by drills and game play.

387 Basketball – (1) UC:CSU

This course is designed to teach all levels of basketball skills. It not only emphasizes fundamental basketball skills such as dribbling, passing and shooting but it also includes the selection and care of equipment, rules, offense and defense strategy, etiquette, terminology and the components of fitness.

388 Flag Football– (1) UC:CSU

This course is designed to provide weekly participation in vigorous physical activity involving group work in flag football techniques, terminology, rules and regulations.

389 Soccer– (1) CSU

This course 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. Students will learn proper soccer techniques with practice skills and feedback.

391 Volleyball– (1) UC:CSU

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.

KINESIOLOGY ATHLETICS

503 Intercollegiate Athletics-Baseball– (3) UC:CSU

This course offers advanced baseball skills and techniques. It provides an opportunity to learn the fine skills and strategies needed to compete at the collegiate level. The course also provides additional exposure to students interested in articulating to four-year colleges or professional baseball programs. Tryouts are required.

504 Intercollegiate Athletics-Baseball– (3) UC:CSU

This course includes instruction in the fundamental, intermediate and advance principles, theories and skills of Intercollegiate Basketball. The course includes instruction, demonstration and practice of competitive basketball skills, including passing, dribbling, shooting and rebounding as well as individual and team offense/defense. This course requires intercollegiate basketball competition. Tryouts are required.

506 Intercollegiate Athletics-Cross Country– (3) UC:CSU

This is the intercollegiate cross country team course. It includes endurance workouts, speed training, hill training and weight training. Nutritional concepts are discussed, as well as psychological preparation. This course requires the student athletes to compete as a member of the cross country team. Tryouts are required.

508 Intercollegiate Athletics-Football– (3) UC:CSU

This course is for the intercollegiate football team. The course includes advanced football skills, offensive and defensive, along with special team strategies. The components of fitness for football require running, cardiovascular endurance, agility, strength training, and balance. The class includes football video to study the technique and strategies used while participating as a member of the intercollegiate football team. Tryouts are required.

511 Intercollegiate Athletics-Soccer– (3) UC:CSU

This course is for the intercollegiate soccer team. The course covers fundamental, intermediate, and advanced principles, theories, and skills of soccer. Students will practice the soccer skills of passing, dribbling, shooting, goal keeping, individual

and team offense and defense, and will be expected to participate in intercollegiate competition. Tryouts are required.

515 Intercollegiate Athletics-Track and Field- (3) UC:CSU

This course is the intercollegiate track and field team course requiring active participation on the college track & field team. The course covers fundamental and advanced principles and theories of track and field techniques, including demonstration and practice of sprinting, hurdling, throwing, vertical and horizontal jumping, pole vaulting, and middle and long distance skills while participating in intercollegiate competition. Tryouts are required.

516 Intercollegiate Athletics-Volleyball- (3) UC:CSU

This course is the intercollegiate volleyball team course. In this course, students learn fundamental, intermediate, and advanced principles, theories, and skills of volleyball and practice volleyball skills, including setting, spiking, passing, and offensive and defensive strategies while participating in intercollegiate competition. Tryouts are required.

552 Intercollegiate Sports Conditioning & Skills Training- (3) UC:CSU

This course is designed for the student athlete. The following areas are emphasized: the analysis and training of athletic skills, the analysis of offensive and defensive systems, physical conditioning, strength training and aerobic conditioning.

553 Intercollegiate Football Fitness & Skills Training - (1) UC:CSU

This course is designed for the student athlete. It is intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules and game plays for football.

554 Intercollegiate Track/Field-Fitness & Skills Training - (1) UC:CSU

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 Cross Country-Fitness & Skills Training - (1) UC:CSU

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 Basketball -Fitness & Skills Training (1) UC:CSU

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, and new rules and game plays for basketball.

557 Intercollegiate Baseball-Fitness & Skills Training- (1) UC:CSU

This course is designed for the student athlete. It is intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules and game plays for baseball.

558 Intercollegiate Soccer-Fitness & Skills Training- (1) UC:CSU

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, and new rules and game plays for soccer.

563 Intercollegiate Volleyball-Fitness & Skills Training- (1) UC:CSU

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.

KINESIOLOGY MAJOR

100 Introduction to Kinesiology (3) UC:CSU

Kinesiology is the study of the art and science of human movement throughout our lifespan. Students will be introduced to the evidence-based research supporting the therapeutic effects of exercise in improving health and society in our communities, schools, work place and clinical settings. Kinesiology provides areas of study in health and fitness promotion, clinical exercise physiology, biomechanics, motor learning and development, athletic training, dance, adapted physical education, pedagogy, sports psychology, sports nutrition, sports management, exercise equipment design and testing and wellness coaching as well as pre-professional training for cardiac rehabilitation, gerokinesiology, physical therapy, public health and policy, medicine and research.

126 Fundamentals of Athletic Training (3) UC:CSU

This course is designed for future athletic trainers, physical educators, coaches, physical therapists and anyone 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.

143 Academic Success for Student Athletes (3) UC:CSU

This is a college orientation course designed to help student athletes set educational and career goals, develop good study habits, learn about college resources and acquire job hunting skills.

COURSE DESCRIPTION

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

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, 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

*Not an elective for Paralegal Studies Program.

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.

LEARNING SKILLS

1 Reading (3) (NDA)

Based upon a preliminary diagnostic assessment, students are placed in an appropriate reading curriculum utilizing a system of Reading Apprenticeship strategies, enhanced tutoring, supplemental instruction, and personalized instruction to increase comprehension skills and vocabulary development using assigned reading materials for English 28. Open only to students concurrently enrolled in English 28. This 3-unit class is available modularized into three 1-unit courses, as 001A, 001B, and 001C.

1A Learning Skills - Reading A (1)(NDA)

1B Learning Skills - Reading B (1) (NDA)

1C Learning Skills - Reading C (1) (NDA)

2 English Fundamentals (3) (NDA)

This course supports students' further development of basic English and language skills, such as sentence parts and patterns, verbs, and sentence mechanics, addressing these skills within the course content of English 21. Open only to students concurrently enrolled in English 21.

2A English Fundamentals - A (1) (NDA)

A self-paced, individualized Basic Skills Language Arts class utilizing computer-assisted instruction, workshops, and cooperative study groups.

2B English Fundamentals - B (1) (NDA)

A self-paced, open entry/open exit, individualized Basic Skills Language Arts class utilizing computer-assisted instruction, workshops, and cooperative study groups.

2C English Fundamentals - C (1) (NDA)

A self-paced, open entry/open exit, individualized Basic Skills Language Arts class utilizing computer-assisted instruction, workshops, and/or cooperative study groups.

3 Vocabulary Development (3) (NDA)

Designed to provide students with activities to expand comprehension and correct use of English vocabulary, both formal and academic, as well as informal, conversational, and idiomatic. This course emphasizes continued vocabulary growth and development through acquisition of skills and strategies for decoding and understanding complex vocabulary words in context. Students must have taken the English placement exam prior to enrolling in this course.

3A Vocabulary Development (3) (NDA)

A self-paced, individualized instruction course designed to provide students with activities that will expand their comprehension and use of spoken English. Learning Skills 3A is for all students designed with 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.

3B Vocabulary Development (3) (NDA)

A self-paced, individualized instruction course designed to provide students with activities that will expand their comprehension and use of spoken English. Learning Skills 3B is for all students designed with 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.

3C Vocabulary Development (3) (NDA)

A self-paced, individualized instruction course designed to provide students with activities that will expand their comprehension and use of spoken English. Learning Skills 3C is for all students designed with 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.

3D Vocabulary Development (3) (NDA)

A self-paced, individualized instruction course designed to provide students with activities that will expand their comprehension and use of spoken English. Learning Skills 3D is for all students designed with 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.

5 English as a Second Language Fundamentals (1) (NDA)

This computer-assisted instruction (CAI) class is designed specifically to help the ESL student build language skills in vocabulary, reading speed, reading comprehension, and grammar. The student will learn on computers in a non-stressful environment tailored around his or her own schedule.

7 Basic Composition (3) (NDA)

Focuses on basic sentence structures, paragraph development and essay organization. Recommended for students prior to taking the English Placement Exam, for students returning to school, or as review between semesters of foundational skills English coursework. Course content builds from basic to intermediate elements of sentence construction, paragraphing, and essay organization, with an overview of conventions unique to written academic English and writing standards across disciplines. Not for students who have already completed the foundational sequence of English classes and are now at or above the English 101 (College English) level.

10 Mathematics Fundamentals (3) (NDA)

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.

10A Mathematics Fundamentals (1) (NDA)

This is an individualized, self-paced mathematics class that focuses on basic math and pre-algebra through beginning algebraic concepts. The student learns an individualized review of basic mathematics skills involving whole number properties, order of operations, exponents, prime numbers, fractions, decimals, percents and proportions. This is a 1 unit class that provides foundational math skills for Math 105, 110 and 112. Students complete tutorials, drills, and mastery test using computerized tutorials. To receive credit, students must demonstrate 70% mastery of course content, measured by the mastery test in within each module.

10B Mathematics Fundamentals (1) (NDA)

This is an individualized, self-paced mathematics class that continues from LSK 10A, focusing on beginning through intermediate algebraic concepts. The student will be introduced to working with rational numbers, solving and graphing linear equations and inequalities, solving and graphing linear systems and inequalities, polynomials, factoring, rational expressions, radical expressions, quadratic functions and logarithmic functions. This is a 1 - unit class that provides computerized assisted instruction for Math 115

(117/118), Math 123 ABC sequence and Math 125 (127/128). Students complete tutorials, drills, and mastery test using computerized tutorials. To receive credit, students must demonstrate 70% master of course content, measured by the mastery test with in each module.

10C Mathematics Fundamentals (1) (NDA)

A self-paced, individualized Basic Skills class utilizing multimedia and computer-assisted instruction, workshops, and cooperative study groups.

15 Overcoming Math Anxiety (3) (NDA)

15A Overcoming Math Anxiety (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.

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.

41I Study Strategies for Students with Learning Disabilities (0.5) (NDA)

Designed for students with verified challenges 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. This module focuses on goal setting, communicating, planning and decision making.

50 Intro to Computer Assisted Instruction –Language Arts (0.5) (NDA)

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.

51A College Skills for the Learning Disabled Student (0.5) (NDA)

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."

COURSE DESCRIPTION

51B College Skills for the Learning Disabled Student (0.5) (NDA)

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 note-taking. More efficient notes lead to student success.

51C College Skills for the Learning Disabled Student (0.5) (NDA)

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.

51D College Skills for the Learning Challenged Students (0.5) (NDA)

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 practicing a variety of study techniques.

51F College Skills for the Learning Disabled Student (0.5) (NDA)

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.

91 Reading for College Success (3) (NDA)

Students review reading skills and strategies necessary for college success across disciplines, including reading for main ideas, determining organizational patterns of details presented, and drawing logical conclusions in paragraphs and short essays. Reading and vocabulary study are drawn from English 101 course content. Students must be at or above the English 101 (College English) level based on one of the following: placement at English 101 or higher following assessment; completion of prerequisite courses for English 101; or concurrent enrollment in English 101.

92 Reading for College Success (3) (NDA)

Students improve their abilities to read a variety of texts at different levels of difficulty. They practice identifying topics, main ideas, and supporting details, as well as patterns of organization and transitional devices. They also practice summarizing main points of texts in their own words and build vocabulary skill using a variety of strategies. Open only to students concurrently enrolled in English 20A.

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 confidence 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.

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

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) NDA

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) NDA

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.

COURSE DESCRIPTION

117 Basic Elementary Algebra (5) NDA

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) NDA

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.

123A Elementary and Intermediate Algebra I (4)

First of three modules for Math 123 covering elementary algebra topics such as properties and operations with real numbers, addition, subtraction, multiplication of algebraic expressions, solution of linear equations and inequalities. Solution of word problems involving linear equations and inequalities. Note: This is the first of three modules of Math 123. All three modules 123ABC will fulfill the math competency requirement.

123B Elementary and Intermediate Algebra I (4)

Second of three modules for Math 123 covering elementary algebra topics such as addition, subtraction, multiplication of polynomials, solution of second degree equations and radical expressions. Solution of word problems involving second degree equations and radical expressions. Note: This is the second of three modules of Math 123. All three modules 123ABC will fulfill the math competency requirement.

123C Elementary and Intermediate Algebra I (4)

Third of three modules for Math 123 covering intermediate algebra topics such as functions and their operations, conic sections, series and sequences. Applications of these topics to business, science and engineering are included. Note: This is the third of three modules of Math 123. All three modules 123ABC will fulfill the math competency requirement.

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 123C, 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 123C, 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 123C, 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 123C, 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 123C, 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 123C, 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 antimicrobial 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

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

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.

805 Motion Graphics, and Compositing for Digital Video, Animation, Gaming, and New Media (3) UC:CSU

Intermediate level course dealing with motion graphics and compositing for film and television using digital imaging and animation software, with an emphasis on After Effects or similar state-of-the-art software, including layers, masks, filters, animation techniques and output to video, via demonstrations, practicum, and exercises.

807 Interactive Media Design (3) UC:CSU

This course introduces students to basic concepts of interactive design for digital media with a journalistic emphasis. Students will design interactive multimedia packages, graphics, animation, mobile applications, digital e-book reader interactives, widgets, and more. An introduction to basic design principles, concepts of engagement and interactivity, and presentation of journalistic content on a variety of platforms will be discussed. An emphasis will be placed on accuracy, as well as clear and dynamic presentation.

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) UC: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; re- cording studio equipment; multi-track recording procedures.

180 Applied Music Laboratory (1.5) CSU

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for performance. Achievement is evaluated through skills demonstration.

180-1 Applied Music Laboratory I (1.5) CSU

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for performance. Achievement is

evaluated through skills demonstration. Concurrent enrollment in Music 181 is required. Placement is by audition only.

180-2 Applied Music Laboratory II (1.5) CSU

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for performance. Achievement is evaluated through skills demonstration.

180-3 Applied Music Laboratory III (1.5) CSU

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for performance. Required enrollment in co-requisite course Music 183. Placement is by audition. Achievement is evaluated through skills demonstration.

180-4 Applied Music Laboratory VI (1.5) CSU

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for performance. Required enrollment in co-requisite course Music 184. Placement is by audition. Achievement is evaluated through skills demonstration.

185 Directed Study-Music (1) CSU

This course allows students to pursue directed study in Music on a contract basis under the direction of a supervising instructor.

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.

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 ex-

tended chords such as ninths, elevenths and thirteenthths. 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 (1) 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 (1) 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 (1) 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.

214 Musicianship IV (1) CSU

Prerequisite: Music 213

This course is an advanced intermediate course that applies and develops sight singing; rhythmic, melodic and harmonic materials, dictation and simple keyboard harmony. Review of music theory fundamentals.

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

285 Directed Study-Music (2) CSU

This course allows students to pursue directed study in Music on a contract basis under the direction of a supervising instructor.

321 Elementary Piano I (2) UC:CSU

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.

COURSE DESCRIPTION

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 harmonization 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

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.

385 Directed Studies (3) CSU

This course allows students to pursue directed study in Music on a contract basis under the direction of a supervising instructor.

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

This course is designed for the intermediate choral singer. The students analyze, rehearse and perform choral music suited to a small group of singers, with and without accompaniment. Choral literature from the Renaissance through the 21st century is explored. Emphasis is on increased skill in reading music and sight singing, score interpretation, vocal technique, diction, ear training, and preparation for public performances. Confirmation of enrollment is subject to audition.

755 Brass Ensemble (1) CSU (RPT 3)

This course involves preparation for performances of ensemble repertoire. It provides for the development of ensemble technical and artistic abilities through experience with a wide range of ensemble literature.

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.

781 Studio Jazz Band (1) CSU

The student prepares, rehearses and performs selected musical works for jazz band, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, improvisation of solos, and professional standards of conduct. Confirmation of enrollment is subject to audition.

NURSING - Certified Nursing Assistant

56 Essential Practical Skills for Nurse Assistants (1) NDA

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 NDA

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) NDA

Recommended: English 28.

This course will provide students with an introduction to the health care field, working with residents/patients in the long term care facility and the acute care setting. Emphasis will be given to safety principles, infection control, methods for providing physical care, and emotional and social support. Upon successful completion of this course, students will be eligible to take the American Red Cross Nurse Assistant Certification Exam.

399B Certified Home Health Aide (2) NDA

Prerequisite: Successful completion of 399A, or State of California Certification from California Department of Health.

This course focuses on understanding the regulatory guidelines pertaining to the Home Health Aide scope of practice; basic knowledge of the disease and to recognized signs and symptoms of the disease; the concepts of provision of care in home setting and a sound knowledge base from which the Home Health Aide can be an important partner of other healthcare providers, for the patient to achieve the highest level of physical function and go back to prior level of care.

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

4 Legal Internship (3)

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

Prerequisite: English 101 or concurrent enrollment.

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 and English 101.

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 and English 101.

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.

COURSE DESCRIPTION

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 and English 101.

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 and English 101.

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 personality acquiring and owning property, real property, and the landlord-tenant relationship.

20 Probate Procedures (3)

Prerequisite: Paralegal 10 and English 101.

A comprehensive study of methods for fact gathering, office procedures, and required court work involved in the handling of probates of both estate and intestate decedents.

33 Entertainment Law (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.

35 Immigration Law (3) CSU

Prerequisite: Paralegal 10 and English 101.

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.

41 Contract Law for Paralegals (3)

Recommended: English 28 or English 101

This course covers the principles, history, and sources of contract law; elements of a valid, enforceable contract; and contract drafting. Topics include Article 2 of the Uniform Commercial Code regarding the sale of goods, and the role of the paralegal in contract law.

42 Workers' Compensation Law for Paralegals (3)

Recommended: English 28 or 101.

This course will take an in depth look at the California Workers' Compensation system, from the occurrence of a work-related injury or illness to the final resolution of the claim. Students learn the substantive and procedural processes, roles and responsibilities of the claimant, employer, healthcare provider, insurance company, lawyers and the paralegal. Learn about and prepare the necessary forms and pleadings required for both the injured worker and the defense, discovery, electronic court filings (EAMS), deposition summaries, penalties, discrimination, serious and willful misconduct, fraudulent claims, the relevant state and federal laws and related ethical obligations.

43 Electronic Discovery for Paralegals (3)

Recommended: English 28 or 101.

This course provides the student with a comprehensive overview of acquiring, managing, producing and organizing varied documents during all phases of a lawsuit. Traditional and computer assisted methods of document management and discovery are explored. The student will learn how to handle a client's documents, obtain documents from opposing parties and non-parties, index and organize documents as they are received, utilize computer-assisted litigation support programs and use documents at trial.

44 Business Organizations for Paralegals (3)

Recommended: English 28 or 101.

This course introduces students to the general principles of corporate and business law with specific focus on the sole proprietorship, general partnership, limited liability company (LLC), limited liability partnership (LLP), and corporations. It will address the organizational structure of (and differentiating characteristics), and the manner in which business organizations are created, operated, maintained, dissolved and other relevant legal issues. Emphasis on the paralegal's role in collecting data, drafting documents, maintaining minutes, records and much more.

45 Litigation Document Preparation (3)

Recommended: English 28 or 101.

This course introduces the student to common litigation documents, terminology, procedures, and document preparation. Topics covered include the development and production of initial client documents, fee agreements, interrogatories, subpoenas, other discovery, deposition summaries, briefs, motions and pleadings. Students will receive hands-on instruction to create these legal documents using word processing software and focus on deadlines and calendaring requirements.

46 Technology Use for Paralegals (3)

Recommended: English 28 or 101.

This course introduces the student to web-based skills and popular software packages used in the legal environment. Students will receive hands-on instruction that reflect the actual information and documents frequently found in legal practices using word processing software and various popular

software packages. Topics include the development and production of client documents, briefs, motions, pleadings, time and billing records, rules-based calendaring, case, contact and document management, email management, document assembly, auto-fill court forms, case notes and e-filing. Students will also receive hands-on training in AbacusLaw, LexisNexis CaseMap, Summation, SmartDraw, Sanction, and more which will provide up-to-date skill sets required for today's paralegals.

51 Legal Research (3) CSU

Prerequisite: Paralegal 10 and English 101

Students learn how to perform library and computer assisted legal research. Topics include finding the law by using legal encyclopedias; treatises; legal periodicals; A.L.R. annotations; Restatements; case reporters, digests, and their alternatives; case citators; constitutions and statutes; regulations; agency decisions; and looseleaf services. Students also receive hands-on training in Westlaw and LexisNexis.

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.

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.

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)

This course provides students with scientific rationale and practical application involved in responding to a victim with a potential life threatening condition. Students will become proficient in performing CPR, and in the use of an AED. Legal ramifications will be discussed in class along with factors involved when dealing with special populations. In addition the course covers the management of infectious diseases, splinting, bandaging and spine boarding. The AHA American Heart Association standards will be followed along with candidacy in becoming certified in First Aid & CPR/AED BLS.

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) CSU

This course provides an introduction to formal logic including truth, validity, truth tables, tautologies, contradictions, contingencies, quantification and methods of deduction.

18 Business Ethics (3) UC:CSU

This course introduces the study of values, and their importance in the practical conduct of business.

20 Ethics (3) UC:CSU

An inquiry into the nature of morality, and ethical theory in both historical and contemporary settings as they apply to business, the arts, science, and medicine. An analysis of utilitarianism, duty theory and virtue theory as well as contemporary moral issues such as abortion, capital punishment, animal rights, environmental issues and the role of ethics in political and social policy.

33 Comparative Survey of World Religions (3) UC:CSU (Formerly Philosophy 23)

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.

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

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

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.

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 introduction.

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.

2 Modern World Governments (3) UC:CSU

Comparative analysis of different kinds of political systems, including their history, political institutions, processes and policies, the environments in which they occur, and their consequences.

7 Contemporary World Affairs (3) UC:CSU

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.

14 Government and Politics in the Middle East (3) UC:CSU

This course surveys the culture, history, and resources of the countries in the region and their relationship with each other and with Western World.

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 Biological Psychology (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, dissociative, 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.

COURSE DESCRIPTION

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 sales 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

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. Note: Students must complete 16 hours of lab work for each course.

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.

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.

Note: Students must complete 16 hours of lab work for each course.

3 Intermediate Spanish I (5) UC:CSU

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.

Note: Students must complete 16 hours of lab work for each course.

4 Intermediate Spanish II (5) UC:CSU

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.

Note: Students must complete 16 hours of lab work for each course.

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.

Note: Students must complete 16 hours of lab work for each course.

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.

Note: Students must complete 16 hours of lab work for each course.

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.

Note: Students must complete 16 hours of lab work for each course.

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

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.

TELEVISION

4 Television Camera Lighting and Sound (3) NDA

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.

114 Script Study for Theatre Performance, Production and Appreciation (3) CSU

Principles, theories and techniques of play script analysis for theatrical production.

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 movement exercises will be covered through lecture/demonstration, ensemble exercises, scene work, play reading and viewing live performances.

232 Play Production II (3) UC:CSU

This course provides instruction and supervised student participation in the play productions of the Theater Department. Areas of involvement include lights, sound, props, wardrobe, acting, etc. Student must be available for performance schedules.

233 Play Production III (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.

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.

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.

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 travel industry and its various components, including such sectors as cruising, tours, travel agencies, air transportation, rail travel, rental cars and lodging. Students will become familiar with terminology and concepts of researching a destination and planning a basic itinerary.

101 Travel Systems and Technology (3)

This course introduces students to the major technology systems used by retail travel agents and other travel businesses. Student will learn about the major GDS and booking systems, databases and customer relationship management tools, the internet as a research service, and technology to aid in communications, sales and marketing.

102 Legal, Ethical, and Fiduciary Matters (3) CSU

This course provides an overview of the legal and fiduciary responsibilities of the travel professional as well as a framework for making ethical decisions. Students will learn about the legal requirements for operating and working in a travel business as well as their financial responsibilities to safeguard assets and client monies.

103 Selling and Servicing Travel Clients (3) CSU

This course will help prepare students for a successful career selling as a travel consultant. It will introduce the student to effective techniques and skills for service-oriented sales as well as transactional and consultative styles of selling. This course will also discuss customer service as an integral part of the selling process.

104 Itinerary Planning and Development (3) CSU

This course focuses on the process of researching and planning custom itineraries for individual travel clients or groups. Particular emphasis is placed on researching travel industry print and electronic references as an indispensable component of creating customized itineraries.

106 Business Skills for Travel Consultants (3) CSU

This course explores several business skill sets necessary for a professional to be a successful travel consultant. Students will learn about business writing, interpersonal communication, making business presentations, office professionalism, cultural awareness and diversity, goal setting and motivation, and managing conflict in the workplace.

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.

131 Introduction to Destination Geography (3)

This course introduces students to world geography from a travel and tourism perspective. Students will learn about travel destinations, understanding maps, climate and weather patterns, as well as other geography topics that impact travel including itineraries, currencies, documentation, local customs, language, health requirements, and time considerations.

132 Destination Geography: Western Hemisphere (3) CSU

This course explores the Western Hemisphere from the travel industry point of view. Includes North America, Mexico, Central America, the Caribbean, South America, Australia and the South Pacific and Antarctica. Particular emphasis is placed on selling destinations including accommodations, sightseeing highlights, tourist attractions and logistic considerations.

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.

COURSE DESCRIPTION

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.

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.

385 Directed Study – Travel (3)

This course allows a student to pursue Directed Study in travel on a contract basis under the direction of a supervising instructor.

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.

*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.

NONCREDIT COURSES:

Basic Skills

005CE Academic Guidance (0)

Student success begins with understanding one's current basic skill levels, post-secondary education opportunities, educational and career goals and requirements, and developing a strategy for gaining the necessary knowledge and skills to transition into and complete college credit courses with good grades. Students will research and document their educational and career goals and requirements, develop an action plan to achieve them in a specific time frame, and learn to self-evaluate and reevaluate their progress in implementing their action plan and achieving their goals.

023CE Youth for Business Training Program (0)

This course is designed to review test-taking, math, reading and writing skills to prepare students for college assessment tests as well as orient students in note-taking, study, and organizational skills required for college success.

Vocational Education

Note: Noncredit courses (VOC ED CE) are Not Degree Applicable (NDA) and cannot be used towards an Associate Degree or Certificate of Achievement. Noncredit courses are pass/no pass and can lead to a Certificate of Competency or Certificate of Completion

096CE Blueprint for Workplace Success (0)

This accelerated noncredit course is designed to provide students with the necessary tools and skills to assist them in the creation of a workplace blueprint. Some of the topics include self-discovery, time management, job market realities, workplace skills, effective communication, how to contact employers, preparing for the interview, getting hired, and keeping your job.

097CE Blueprint for Customer Service (0)

This short-term vocational education course is designed to provide new and incumbent workers the customer service skills required to increase their employability and get to know their customer or client. Topics covered include knowing what customers want, listening to customers and over-the-phone customer service.



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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 "About" then "Directory" on the top menu. All phone numbers are (310) 287-####

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Chairperson – Carlos Sermeno
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SUBJECT FIELDS

- Dental Assisting
- Dental Hygiene
- Certified Nursing Assistant
- Emergency Medical Technician
- Medical Assisting
- Paramedic
- Pharmacy Technician

FULL-TIME FACULTY

- Aracely Aguiar
- Yervant Boghos
- Carmen Dones
- Lisa Kamibayashi
- Joy Ogami-Avila
- Carlos Sermeno

APPLIED TECHNOLOGY

Chairperson– Jack Moy
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SUBJECT FIELDS

- Aviation Maintenance Technician

FULL-TIME FACULTY

- Jack Moy
- Martin Nee
- Rudy Triviso

CAREER STUDIES

Chairperson– Gerald Ludwig
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SUBJECT FIELDS

- Accounting
- Administration of Justice
- Business
- Corrections
- Finance
- Fire Technology
- Hospitality
- Law
- Management
- Marketing
- Paralegal Studies
- Real Estate
- Travel

FULL-TIME FACULTY

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- Gustavo Demoner
- Lorenzo Ybarra
- Nikki Jacobson
- Gerald Ludwig
- Todd Matosic
- Charles "Buck" Stapleton
- Corey Flournoy Williams
- George Yan
- Francine Zexter

CINEMA, ENTERTAINMENT & MEDIA ARTS

Chairperson- Laura Peterson
petersl@wlac.edu
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SUBJECT FIELDS

- Broadcasting
- Cinema
- Dance
- Film Production
- Theater

FULL-TIME FACULTY

- Kevin Considine
- Elise Forier-Edie
- Michelle Funderburk
- Laura Peterson

COMPUTER SCIENCE

Division Chairperson - Anna Chiang |
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SUBJECT FIELDS

- Computer Applications & Office Technologies (CAOT)
- Computer Science (CO SCI)
- Computer Science Information Technologies (CO SCIT)

FULL-TIME FACULTY

- Marcus Butler
- Anna Chiang
- Parvaneh Ghaforyfard
- Manish Patel
- Ashok Patil

COUNSELING DIVISION

Chairperson - Sherron Rouzan
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SUBJECT FIELDS

- Counseling

FULL-TIME FACULTY

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- Nancy Bramblia, DSPS
- Andrea Frederic
- Hejie Gelsi
- Murrell Green
- Tamara Jones-Jamison
- Adriana Martinez, Articulation Officer
- Alma Narez-Acosta
- Sherron Rouzan
- Jewell Samilton, Inter-collegiate Athletics
- Vidal Valle, Puente Program
- Eric Wagner, DSPS

HEALTH & KINESIOLOGY DIVISION

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SUBJECT FIELDS

- Health Education
- Kinesiology

FULL-TIME FACULTY

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- Colleen Matsuhara
- Marguet Miller
- Melinda Smith
- Jane Witucki

HUMANITIES & FINE ARTS DIVISION

Chairperson– Joyce Sweeney
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SUBJECT FIELDS

- Architecture
- Art
- Art History
- Broadcasting
- Humanities
- Multimedia

- Music
- Philosophy

FULL-TIME FACULTY

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- Rick Mayock
- Carlos Ramos
- Joyce Sweeney
- Alice Taylor
- Janise White

LANGUAGE ARTS DIVISION

Chairperson– Frances Leonard
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SUBJECT FIELDS

- American Sign Language
- Arabic
- English
- ESL
- Chinese
- Communication Studies
- French
- Japanese
- Spanish

FULL-TIME FACULTY

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- Holly Bailey-Hoffman
- Luis A Cordova
- Josefina Culton
- Suzanne Floyd
- Norma Jacinto
- Frances T. Leonard
- Nuala Lincke-Ivic
- Kimberly Manner
- Margot Michels
- Karen Quitschau
- Nancy Sander
- Leslie Tejada
- Rachel Williams

LIBRARY & LEARNING RESOURCES DIVISION

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- Library Science
- Tutoring

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- Anatomy
- Astronomy
- Biology
- Chemistry
- Earth Science
- Environmental Science
- Geography
- Geology
- Microbiology
- Oceanography
- Physics

FULL-TIME FACULTY

- Mesfin Alemayehu
- Abraha Bahta
- Elizabeth Bell
- Byron Curletto

- Laurimar Escudero
- Steven Fink
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SUBJECT FIELDS

- African-American Studies
- Alcohol & Drug Studies
- Anthropology
- Child Development
- Economics
- Family & Consumer Studies
- History
- Political Science
- Psychology
- Sociology

FULL-TIME FACULTY

- Norma Barragan
- Carrie J. Canales
- Dolores Gallegos
- Meric Keskinel
- Jeffrey Lee
- Christopher Lee
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 Raack, J., Health Science
 Raffé, D., Dental Hygiene
 Raffel, Charmaine, Mathematics
 Ratkovich, J., Real Estate
 Reinauer, B. J., Psychology
 Rimas, B., Paralegal Studies
 Rocca, M., French
 Robinson, B., Counseling
 Rodriguez, A. M., English as a
 Second Language
 Rose, M. I., Real Estate
 Roston, J., Dance Studies
 Sandowicz, R., English
 Sarantopoulos, P., Mathematics
 Schimmenti, J. J., Law & Paralegal
 Studies

ADMINISTRATORS & FACULTY

Schneidewind, S.D., Dental Hygiene
 Schulz, V., Philosophy
 Scott, S. T., Marketing
 Scranton, S., Child Development
 Sekiyoba, B., Economics
 Sewell, K., Communication Studies
 Serulien, A., Nursing Science
 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
 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., English as a Second Language
 Tippets, T., Chemistry
 Torabian, S., Health Science
 Tracey, M., English as a Second Language
 Tu, W. T., Mathematics
 Tyszewicz, K., English
 Ulrich, J., Mathematics
 Valdivia, A., Accounting
 Valle, A., Counseling
 Vallejo, Jaime, Mathematics
 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
 Wang, Jason, Mathematics
 Webster, N., Real Estate
 White, K., Psychology
 Wilhoit, J., Kinesiology
 Willenborg, P., English
 Williams, J. B., Administration of Justice
 Williams, N, Dental Hygiene
 Williams, R.D., Administration of Justice

Williams, R., Child Development
 Willoughby, G. N., Art
 Winter, A., Humanities
 Wu, M., Dental Hygiene
 Xu, Lan, Mathematics
 Yilan, L., Economics
 Young, F., Real Estate
 Yuen, Y., Computer Science
 Zaragoza, J., Spanish
 Zurla, M., Theater Arts

EMERITI FACULTY

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

Israel, Frances
 (____ - 2013)
 Associate Professor, Learning
 Specialist

Jackson, Gladys
 (1973-1994)
 Professor, Music

Jordan, John
 (1976-2009)
 Professor, Speech

King, Thomas
 (1981-1983)
 Professor, Aviation
 Maintenance Technology

ADMINISTRATORS & FACULTY

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, Lloyd
(1975-2010)
Professor, English

Titus, Clyde
Emeritus, Computer Science

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.

ADT (See Associate Degree for Transfer)

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.

Associate Degree for Transfer (ADT)

California Community Colleges are now offering Associate Degrees for Transfer (ADT) to the CSU. These may include an Associate in Art degree for Transfer (AA-T) or an Associate in Science degree for Transfer (AS-T). The ADT degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree.

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 upper division 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.

GLOSSARY OF TERMS

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.

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 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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