

west los angeles college

# Catalog

1985-86

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# WEST LOS ANGELES COLLEGE

ACCREDITED BY THE WESTERN ASSOCIATION  
OF SCHOOLS AND COLLEGES

## Catalog 85-86

### ADMISSIONS & REGISTRATION INFORMATION:

202-5501  
ADDRESS: 4800 FRESHMAN DR.  
CULVER CITY, CA 90230

#### **Equal Opportunity Policy**

The Los Angeles Community College District is committed to the philosophy of equal opportunity/equal access in all its employment, educational programs, and services. Thus, we are firmly committed to a policy of non-discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, age, handicap, marital status, sexual orientation, or veteran status in our employment or educational programs and activities.

#### **Equal Opportunity Compliance Procedure**

In order to insure equal opportunity policy compliance at West Los Angeles College, please direct inquiries to: Affirmative Action Representative, Anatol Mazor, Vice President, ext. 570; Title IX/Sex-Equity Coordinator, Jewell D'Aloia, Counseling, ext. 362; Section 504 Coordinator of Handicap Program, Burt Amos, Handicap Program Enabler, ext. 417.

In addition, inquiries may also be directed to the District Office of Affirmative Action at (213) 628-7788, ext. 2315.

# EDUCATIONAL PROGRAMS

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

## Career Certificates and Associate Degrees

The following 21 Associate Degree or Certificate programs are offered for students seeking immediate employment in a new position or upgrading in their current job.

- Accounting
- Administration of Justice\*
- Aircraft Electronics Technology
- Aviation Maintenance Technician
- Business
- Business Data Processing
- Business Management
- Business Management (Small Business)
- Business Marketing
- Child Development
- Computer Science — Information Technology
- Dental Hygiene
- Drafting Technology (formerly Engineering Drafting)
- Electronics
- Nursing, Registered
- Office Administration (General)
- Office Administration (General Secretarial)
- Office Administration (Medical Office Option)
- Office Administration (Word Processing Option)
- Real Estate
- Travel

\*Associate Degree program only

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

Certificate programs are usually one-year educational programs which offer necessary courses needed to prepare students for immediate employment. The Certificate Program is specific, and no course substitution will be permitted unless approved by the department. A "C" (2.0) grade point average or better is required in all work attempted toward the Certificate curriculum. Completion of at least 12 units of work in residence and attendance at West Los Angeles College during the semester in which the requirements are completed is also necessary. During the final semester in which completion of requirements takes place, students should petition for a Certificate from the Admissions Office.

Units earned toward a Certificate may be applied toward the Associate Degree of the same major.

For both the Degree and Certificate program, transcripts from all other colleges attended must be on file in the Admissions Office. A 2.0 GPA is required for all certificates as well as graduation.

## Transfer Associate Degrees

The following 25 Associate Degree transfer programs are offered by the College:

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

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

## Graduation Requirements

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

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

These requirements apply to students entering for the first time after July 1, 1983. Continuing students with uninterrupted attendance and demonstrating satisfactory progress, exclu-

sive of summer session, should refer to the graduation requirements listed in the catalog in effect at the time of their initial enrollment. A continuing student is one who has completed a minimum of one course per semester, except that completion with a "W" will be accepted for one semester only.

Students who have completed 45 units of credit in the Los Angeles Community College District, with no more than one year's break in attendance, may satisfy either the general education requirements in effect at the time of their initial enrollment or the current requirements. This provision will end in June, 1986.

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

- I. **Unit Requirement.** 60 to 64 units of course credit in a selected curriculum. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.
- II. **Scholarship Requirement.** A "C" (2.0) grade average or better in all work attempted.
- III. **Competency Requirement.** Students must demonstrate competence in reading, in written expression, and in mathematics. This requirement may be met by examination or by achieving a grade of "C" or better in appropriate courses designated by the college.  
(PLEASE NOTE: Students should see a counselor for list of required courses and examinations.)
- IV. **Residence Requirement.** Completion of at least 12 units of work in residence and attendance at the college during the semester in which the graduation requirements are completed. Exceptions may be made under special circumstances.
- V. **Course Requirements.** (Please note: Courses listed under Section V are subject to change after July 1, 1983. Students should see a counselor for final approved lists.)

Students who are majoring in programs of study for which 18-35 units are required in the major shall complete Graduation Plan A.

Students who are majoring in programs of study for which 36 or more units are required in the major shall complete Graduation Plan B.

#### Graduation Plan A

**Major Requirements:** At least 18 semester units of study taken in a single discipline or related disciplines.

**General Education Requirements:** Successful completion of at least 30 semester units of general education which shall include not less than the minimum number of units indicated in each of the following areas:

- A. **Natural Sciences** — Minimum 3 semester units.  
Anthropology 101; Astronomy 1; Biology 3, 4, 5, 10; Botany 5; Chemistry 1, 3, 10; Environmental Science 1, 2; Geography 1, 3; Geology 1; Meteorology 3 (same as Geography 3); Oceanography 1, 2, 12; Physics 12; Psychology 2
- B. **Social and Behavioral Sciences** — Minimum of 9 semester units in the following pattern:
  1. At least 3 units in American Institutions to be met in U.S. History, U.S. Political Science, or U.S. Ethnic History or Political Science.  
History 11, 12, 13, 14, 16, 41, 42; Political Science 1, 30

2. At least 3 units in other Social Sciences to be met in Anthropology, Economics, Ethnic Studies, Geography, History, Political Science, Psychology, Sociology, or other Social Science courses.

Anthropology 102, 121, 124; Child Development 1; Psychology 1, 8

3. At least 3 additional units from 1 or 2 above.  
Anthropology 103, 132, 133; Business 1; Economics 1, 2, 10; Geography 2, 7; History 1, 2, 3, 4; Political Science 2, 4, 7, 8, 14; Sociology 1, 2, 5, 6, 11, 22

#### C. **Humanities** — Minimum 3 semester units.

Art 101, 102, 103, 111; English 3, 4, 5, 6, 11, 12, 13, 15; Foreign Language — any 5 unit class; Humanities 30, 31; Music 111, 112, 121, 122, 141; Philosophy 1, 2, 3, 4, 20, 23, 24; Theater Arts 100, 110, 505

#### D. **Language and Rationality** — Minimum 12 semester units in the following pattern:

1. English Composition — at least 3 semester units.

English 2; Speech 1, 32; Journalism 1

2. Communication and Analytical Thinking — at least 9 semester units in Math, Logic and Critical Thinking, Speech, Computer Literacy and/or Computer Languages.

Co Sci 1, 3, 7, 8, 11, 17, 19, 27, 37, 39; Linguistics 1 Math 240, 270, 225, 275, 220, 235, 236, 215, 260, 261, 262, 263; Philosophy 6, 7, 8, 9; Speech 11

#### E. **Health and Physical Education** — Minimum 3 semester units in the following pattern:

1. Health Education — 2 units
2. Physical Education Activity — 1 unit

or

One combined class — 3 units

Authorized Physical Education activity exemptions include:

- a. Medical exemption
- b. Extenuating circumstances

Ethnic Studies courses will be offered in at least one of the required areas.

Plan A should be followed by students in these programs:

**Career:** Accounting, Administration of Justice, Business Data Processing, Computer Science, Business Management, Drafting Technology

**Transfer:** Anthropology, Art, Biology (Health Sciences), Economics, English, French, Geography, History, Journalism, Music, Philosophy, Physical Education, Political Science, Psychology, Sociology, Spanish, Speech

#### Graduation Plan B

**Major Requirements:** At least 36 semester units of study taken in a single discipline or related disciplines.

**General Education Requirements:** Successful completion of at least 18 semester units in general education which shall include not less than the minimum number of units indicated in each of the following areas:

- A. **Natural Sciences** — Minimum 3 semester units.  
Anthropology 101; Astronomy 1; Biology 3, 4, 5, 10; Botany 5, Chemistry 1, 3, 10; Environmental Science 1, 2; Geography 1, 3; Geology 1; Oceanography 1, 2, 12; Physics 12; Psychology 2



**B. Social and Behavioral Sciences** — Minimum 3 semester units.

Students must pass a competency in their understanding of American Institutions and U.S. History. Students who do not pass must successfully complete an appropriate course or courses in American Institutions and U.S. History.

History 11, 12, 13, 14, 16, 41, 42; Political Science 1, 30 or pass American Institutions Competency Examination. If examination is passed choose one course from Anthropology 102, 103, 121, 124, 132, 133; Business 1; Child Development 1, Economics 1, 2, 10; Geography 2, 7; History 1, 2, 3, 4; Political Science 2, 4, 7, 8, 14; Psychology 1, 8; Sociology 1, 2, 5, 6, 9, 11, 22.

**C. Humanities** — Minimum 3 semester units.

Art 101, 102, 103; English 3, 4, 5, 6, 11, 12, 13, 15; Foreign Language (any 5 unit class); Humanities 30, 31; Music, 111, 112, 121, 122, 141; Philosophy 1, 2, 3, 4, 20, 23, 24; Theater Arts 100, 110, 505

**D. Language and Rationality** — Minimum 6 semester units in the following pattern.

1. Three semester units in English Composition
2. Three semester units in Communication and Analytical Thinking.

Speech 1, 11, 32; English 2; Co Sci 1, 3, 7, 8, 11, 17, 19, 27, 37, 39; Math 240, 270, 225, 275, 220, 235, 236, 215, 260, 261, 262, 263; Philosophy 6, 7, 8, 9

**E. Health and Physical Education** — Minimum 3 semester units in the following pattern:

1. Health Education — 2 units
2. Physical Education Activity — 1 unit

or

One combined class — 3 units

Authorized Physical Education activity exemptions include:

- a. Medical exemption
- b. Extenuating circumstances

Ethnic Studies courses will be offered in at least one of the required areas.

Plan B should be followed by students in these programs:

**Career:** Aircraft Electronics Technology, Aviation Maintenance Technician, Business, Business Management (Small Business), Business Marketing, Child Development, Dental Hygiene, Electronics, Registered Nursing, Office Administration (General Office), Office Admin. (General Secretarial), Office Admin. (Medical Office), Office Admin. (Word Processing), and Travel

**Transfer:** Chemistry, Engineering, Geology, Mathematics

**NOTE:** While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. It may be counted again for a different degree requirement as determined by each college.

A course may meet a general education requirement for the Associate Degree and also partially satisfy a general education requirement at the California State University.

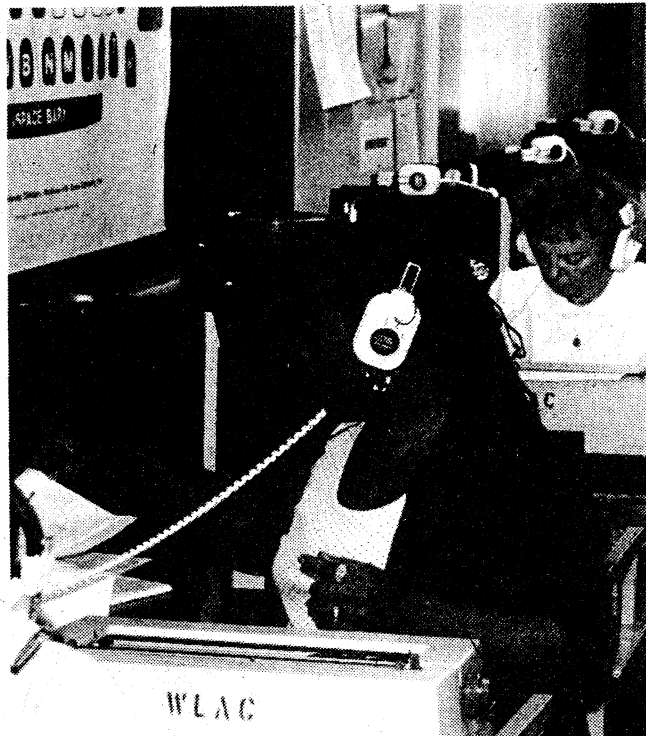
**Competency Requirements for all A.A. Degree Candidates**

All candidates for an associate degree must demonstrate competency in reading, writing, and mathematics before the degree can be granted. Competency may be demonstrated in the following ways:

(1) **Reading.** This may be met by passing English 46 and Psychology 23 with a grade of C or better or by achieving an equivalent score on the reading portion of the placement test.

(2) **Writing.** This may be met by passing English 1 with a grade of C or better or achieving an equivalent score in the English placement test.

(3) **Mathematics.** Completion of Mathematics 115 with a grade of C or better or placement in either Mathematics 120 or Mathematics 220 in the mathematics placement examination.



## Career Programs

Students should refer to the "Graduation Requirements" section for additional information. Check prerequisites before scheduling in courses. Students are encouraged to seek assistance from counselors and faculty. Curricula listed under "Career Programs" are *not* for transfer students.

### ACCOUNTING — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

This program is designed to prepare the student for entry into the business community in such entry-level positions as bookkeeper, accounting clerk and assistant auditor. Skills required for maintaining records, controlling finances, and preparing financial reports are presented. Those intending to earn a B.A. in Accounting at a transfer institution should follow the transfer program in Business Administration.

### Associate Degree

REQUIRED COURSES		UNITS
ACCT 1*	Introductory Accounting I	5
ACCT 2	Introductory Accounting II	5
CO SCI 1	Principles of Computer Science I	3
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
LAW 1	Business Law I	3
MKT 1	Principles of Selling	3
BUS/OA 32	Business Communications	3
		<hr/> 28

### Certificate

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

ACCT 1*	Introductory Accounting I	5
ACCT 2	Introductory Accounting II	5
ACCT 15	Tax Accounting I	3
ACCT 37	Accounting Machine Practice	1
BUS 1	Introduction to Business	3
LAW 1	Business Law I	3
		<hr/> 20

#### RECOMMENDED

(9 units from this list)

ACCT 3	Intermediate Accounting	3
ACCT 20	Managerial Accounting	3
CO SCI 1	Principles of Computer Science I	3
ECON 1	Principles of Economics	3
MAKT 1	Principles of Selling	3
MAKT 21	Principles of Marketing	3
MGMT 1	Principles of Management	3
BUS/OA 32	Business Communications	3
ACCT 25	Automated Accounting	3

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

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

### ADMINISTRATION OF JUSTICE — ASSOCIATE IN ARTS DEGREE

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

### Associate Degree

REQUIRED COURSES		UNITS
AJ 1	Introduction to Administration of Justice	3
AJ 2	Concepts of Criminal Law	3
AJ 3	Legal Aspects of Evidence	3
AJ 4	Principles, Procedures of the Justice System	3
AJ 14	Report Writing	3
AJ 67	Community Relations	3
AJ	Elective	6
PSY 1	General Psychology I OR	3
SOC 1	Introduction to Sociology	3
		<hr/> 27

#### RECOMMENDED

AJ 5	Criminal Investigation	3
AJ 6	Patrol Procedures	3
AJ 8	Juvenile Procedures	3

### AIRCRAFT ELECTRONICS TECHNOLOGY — ASSOCIATE IN SCIENCE DEGREE AND CERTIFICATE PROGRAM

To meet the rapidly growing demand for aircraft electronics technicians, the College offers both an Associate in Science Degree and a Certificate in Aircraft Electronics Technology. To earn the Associate Degree, students complete the 48 units of aircraft electronics technology courses listed below plus 15 units of general education courses. Those working for the certificate take the 48 units of technical courses only. Upon qualifying by examination, students are issued Federal Communications Commission certificates that entitle them to assume the responsibilities of qualified radio and radar technicians.

NOTE: The first and second semester constitute the core curriculum for Aircraft Electronics Technology and/or Electronics. Refer to page 40 for an explanation of Core I and II courses.

### Associate Degree or Certificate

(A suggested sequence would be)

FIRST SEMESTER		UNITS
*AET 1	Scientific Calculator Electronics Mathematics	4
*AET 2	Aircraft Direct Current Theory and Laboratory	4
*AET 3	Aircraft Alternating Current Theory and Laboratory	4
		<hr/> 12

SECOND SEMESTER		UNITS
**AET 4	Aircraft Semiconductor and Integrated Circuit Applications	4
**AET 5	Aircraft Electronic Circuit Analysis I	4
**AET 6	Aircraft Electronic Circuit Analysis II	4
		<hr/> 12

\*Core I courses  
\*\*Core II courses

THIRD SEMESTER		UNITS
AET 7	Aircraft Receiver and Transmitter Principles I	4
AET 8	Aircraft Receiver and Transmitter Principles II	4
AET 9	Radio Communication	4
		<hr/> 12

NOTE: Student must have a minimum 2.0 GPA in Aircraft Electronics Technology prior to enrollment in AET 10, 11, 12.

FOURTH SEMESTER		UNITS
AET 10	Digital Computer Logic, and Auto Pilot Systems	4
AET 11	Aircraft Multiplex Systems	4
AET 12	Aircraft Entertainment and Intercom Systems	4
		<hr/> 12

OR  
AET 51  
AET 52  
AET 53

1st, 2nd, 3rd, and 4th Semester

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

## AVIATION MAINTENANCE TECHNICIAN — ASSOCIATE IN SCIENCE DEGREE AND CERTIFICATE PROGRAM

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

NOTE: A student may attend classes for the AMT program eight hours per day or 40 hours per week. This accelerated course will allow students to complete the requirements for the A&P license in only three semesters unless a scheduling conflict arises.

### Associate Degree

FIRST SEMESTER		UNITS
AMT 1	Maintenance Procedures	3
AMT 2	Maintenance Procedures Lab	2
AMT 3	Basic Aircraft Science	3
AMT 4	Basic Aircraft Science Lab	2
AMT 5	Basic Electricity and Auxilliary Systems	3
AMT 6	Basic Electricity and Auxilliary Systems Lab	2
SECOND SEMESTER		UNITS
AMT 7	Electrical and Instrument Systems	3
AMT 8	Electrical and Instrument Systems Lab	2
AMT 9	Assembly, Rigging and Inspection	3
AMT 10	Assembly, Rigging and Inspection Lab	2
AMT 11	Aircraft Metal Assembly	3
AMT 12	Aircraft Metal Assembly Lab	2
THIRD SEMESTER		UNITS
AMT 13	Hydraulic, Landing Gear and Fuel Systems	3
AMT 14	Hydraulic, Landing Gear and Fuel Systems Lab	2
AMT 15	Propeller and Powerplant Systems	3
AMT 16	Propeller and Powerplant Systems Lab	2
AMT 17	Ignition and Fuel Metering Systems	3
AMT 18	Ignition and Fuel Metering Systems Lab	2
FOURTH SEMESTER		UNITS
AMT 19	Reciprocating Powerplant Overhaul	3
	Prerequisites AMT 15 and AMT 17	
AMT 20	Reciprocating Powerplant Overhaul Lab	2
	Prerequisites AMT 16 and AMT 18	
AMT 21	Powerplant Trouble Shooting and Testing	3
	Prerequisite AMT 19	
AMT 22	Powerplant Trouble Shooting and Testing Lab	2
	Prerequisite AMT 20	
AMT 23	Inspection and Evaluation	3
	Prerequisites AMT 1 through AMT 22 or authorization for Written Examinations	
AMT 24	Inspection and Evaluation Lab	2
	Prerequisites AMT 1 through AMT 22 or authorization for Written Examination	

60

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

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

### Certificate — Airframe

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

40

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

### Certificate — Powerplant

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

45

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

### BUSINESS — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

### Associate Degree

**REQUIRED COURSES**

		<b>UNITS</b>
ACCT 1	Introductory Accounting I OR	5
ACCT 21	Bookkeeping & Accounting I AND	3
ACCT 22	Bookkeeping & Accounting II	3
ACCT 37	Accounting Machine Practice	1
CO SCI 1	Principles of Business Data Processing I	3
BUS 1	Introduction to Business	3
BUS 31	Business English	3
BUS 32	Business Communications	3
BUS 38	Business Computations	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 13	Small Business Management I	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
RE 1	Principles of Real Estate	3

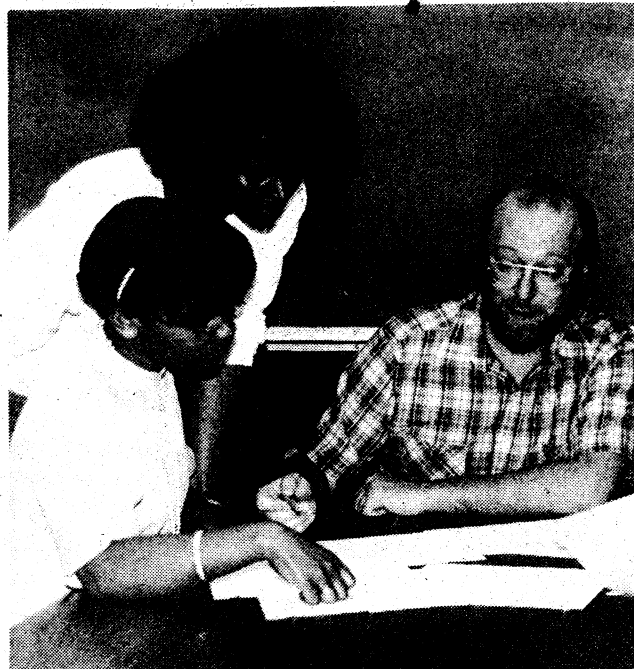
**RECOMMENDED**

MGMT 2	Organization and Management Theory	3
RE 18	Real Estate Investments	3

### Certificate

		<b>UNITS</b>
ACCT 1	Introductory Accounting OR	5
ACCT 21	Bookkeeping & Accounting I AND	3
ACCT 22	Bookkeeping & Accounting II	3
CO SCI 1	Principles of Business Data Processing I	3
BUS 1	Introduction to Business	3
BUS 38	Business Computations	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 2	Organization and Management Theory OR	3
BUS 32	Business Communications	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
RE 1	Principles of Real Estate	3

32-33



### Certificate

CO SCI 1	Principles of Business Data Processing	3
CO SCI 3	Business Computer Programming I	3
CO SCI 8	Business Data Processing Systems	3
CO SCI 11	COBOL Programming I	3
CO SCI 12	COBOL Programming	3
ACCT 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
MKT 21	Principles of Marketing	3
MGMT 1	Principles of Management	3
CO SCI 38	Computer Operations	3

30

## BUSINESS DATA PROCESSING — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The curriculum prepares students to enter the field of business data processing by providing background in data processing technology, accounting, marketing, and management.

### Associate Degree

**REQUIRED COURSES**

		<b>UNITS</b>
ACCT 1	Introductory Accounting	5
CO SCI 1	Principles of Business Data Processing	3
CO SCI 3	Business Computer Programming I	3
CO SCI 8	Business Data Processing Systems 3	3
CO SCI 11	COBOL Programming I	3
CO SCI 12	COBOL Programming 12	3
CO SCI 17	Assembly Language Program	3
BUS 1	Introduction to Business	3
MKT 21	Principles of Marketing	3
MGMT 1	Principles of Management	3
CO SCI 38	Computer Operations	3
CO SCI 39	Advanced Computer Programming	3

38

## BUSINESS MANAGEMENT — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

### Associate Degree

**REQUIRED COURSES**

		<b>UNITS</b>
ACCT 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
BUS 38	Business Computations	3
ECON 1	Principles of Economics I	3
BUS 32	Business Communications OR	3
ENG 22	Technical English* OR	3
ENG 1	College Reading and Composition I	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 2	Organization & Management Theory	3
MGMT 11	Management Practice	3
	Any other management/supervision course or BDP/CO SCI 1	3

32

### Certificate

ACCT 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
ECON 1	Principles of Economics I	3
ENG 22	Technical English*	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 2	Organization & Management Theory	3
MGMT 11	Management Practice	3
	Any other management/supervision course or BDP/CO SCI 1	3
		29

\*Please consult English Department for substitutions.

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

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

### Associate Degree

REQUIRED COURSES		UNITS
ACCT 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
CO SCI 1	Principles of Business Data Processing I	3
BUS 38	Business Computations	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 2	Organization and Management Theory	3
MGMT 11	Management Practice	3
MGMT 13	Small Business Management I	3
MKTG 21	Principles of Marketing	3
	Any other management/supervision course or marketing course	
		35

### RECOMMENDED

CO SCI 8	Business Data Processing Systems	3
BUS 32	Business Communications	3
MKTG 1	Principles of Selling	3

### Certificate

		UNITS
ACCT 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
BUS 38	Business Computations	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 2	Organization & Management Theory	3
MGMT 13	Small Business Management I	3
MKTG 1	Principles of Selling	3
MKTG 31	Retail Merchandising	3
		29

### BUSINESS MARKETING — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

### Associate Degree

REQUIRED COURSES		UNITS
ACCT 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
BUS 31	Business English	3
BUS 32	Business Communications	3
BUS 38	Business Computations	3
CO SCI 1	Principles of Business Data Processing I	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 6	Public Relations	3
MKTG 1	Principles of Selling	3
MKTG 11	Fundamentals of Advertising	3
MKTG 21	Principles of Marketing	3
MKTG 31	Retail Merchandising	3
		41

### RECOMMENDED

ACCT 37	Accounting Machines Practice	1
WORK EXP	Cooperative Education	1-4
MGMT 13	Small Business Management	1
MGMT 11	Management Practice	3
MKTG 32	Fashion Merchandising	3

### Certificate

		UNITS
BUS 1	Introduction to Business	3
BUS 32	Business Communications	3
BUS 38	Business Computations	3
LAW 1	Business Law I	3
MGMT 6	Public Relations	3
MGMT 11	Management Practice	3
MKTG 1	Principles of Selling	3
MKTG 11	Fundamentals of Advertising	3
MKTG 21	Principles of Marketing	3
MKTG 31	Retail Merchandising	3
	Work Experience	1-4
		31-34

### Business Certificate Program for Graduates of a Four-year Institution

This program, specifically designed for those men and women with a Baccalaureate degree in a non-business subject, prepares individuals for employment in such areas as financial analysis, market analysis, sales, and general management. The program builds upon the student's previous education.

ACCT 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
BUS 38	Business Computations	3
CO SCI 1	Principles of Business Data Processing I	3
LAW 1	Business Law I	3
MGMT 2	Organization & Management Theory OR	3
MGMT 13	Small Business Management I	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
	Work Experience	1-4
		30-33

### CHILD DEVELOPMENT — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

## Associate Degree

### REQUIRED COURSES

		UNITS
CD 1	Child Growth & Development	3
CD 2	The Child and the School	3
CD 3	Creative Experiences for Children I	3
CD 10	Child Health	3
CD 11	Home, School and Community Relations	3
CD 12	Parent Involvement in Early Childhood	3
CD 21	Child Development Practice	3
CD 22	Laboratory in Child Development	4
CD 41	Organization & Administration of Nursery Schools	3
FCS 20	Contemporary Nutrition OR	3
FCS 21	Nutrition	3
	Electives (From Recommended List)	6
		<hr/>
		37-40

### RECOMMENDED

		UNITS
CD 30	Infant Studies	3
CD 34	Observing and Recording Children's Behavior	3
PSYCH 1	General Psychology	3
PSYCH 16	Love & Marriage OR	3
SOC 1	Introduction to Sociology	3
SOC 12	Marriage & Family Life	3
	A course in Spanish	2-5

## Certificate

		UNITS
CD 1	Child Growth & Development	3
CD 2	The Child and the School	3
CD 3	Creative Experiences for Young Children I	3
CD 10	Child Health	3
CD 11	Home, School, Community Relations	3
CD 12	Parent Involvement in Early Childhood	3
CD 21	Child Development Practices	3
CD 41	Organization & Administration of Nursery Schools	3
FCS 20	Contemporary Nutrition OR	3
FCS 21	Nutrition	3
PSYCH 1	General Psychology	3
		<hr/>
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## COMPUTER SCIENCE- INFORMATION TECHNOLOGY — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

## Associate Degree

### REQUIRED COURSES

		UNITS
CO SCI 1	Principles of Business Data Processing	3
CO SCI 3	Business Computer Programming I	3
CO SCI 7	RPG Programming	3
CO SCI 8	Business Data Processing Systems	3
CO SCI 11	COBOL Programming	3
CO SCI 19	Programming in Pascal	3
CO SCI 27	FORTTRAN Programming	3
CO SCI 17	Assembly Language Programming	3
CO SCI 38	Computer Operations	3
CO SCI 39	Advanced Computer Programming	3
		<hr/>
		30

## Certificate

		UNITS
CO SCI 1	Principles of Data Processing I	3
CO SCI 3	Business Computer Programming	3
CO SCI 7	RPG Programming	3
CO SCI 8	Business Data Processing Systems	3
CO SCI 19	Programming in Pascal	3
CO SCI 27	FORTTRAN Programming	3
CO SCI 17	Assembly Language Programming	3
CO SCI 38	Computer Operations	3
CO SCI 39	Advanced Computer Programming	3
		<hr/>
		27

Students who have taken advanced courses in the Department with an average of "B" or better but have not taken CS 1 may request a waiver and may substitute MKTG 21 or MGMT 11. If additional credits are required, approval of faculty for suitable courses must be obtained.

## DENTAL HYGIENE — ASSOCIATE IN SCIENCE DEGREE

(Admission by Special Selection)

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

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

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

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

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

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

## Associate Degree

### Prerequisites:

	UNITS
Chemistry 10	5
Microbiology 20	5
Anatomy 1	5
Physiology 1	5
English 1	3
Psychology 1	3
Sociology 1	3
American History	3
Speech 1	3
*Active Red Cross C.P.R. Card	
*Radiation Safety Certificate	



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

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

FIRST SEMESTER — Fall		UNITS
DH 100	Principles of Clinical Dental Hygiene	2
DH 101	Introduction to Clinical Dental Hygiene I	2
DH 102	Radiology I — Introduction to Radiology	1
DH 103	Radiology I — Laboratory	1
DH 105	General Pathology	2
DH 106	General and Dental Anatomy	3
DH 156	Head and Neck Histology	2
CHEM 9	Introductory Organic and Biochemistry	4
		<hr/> 17

SECOND SEMESTER — Spring		UNITS
DH 104	Tooth Morphology	2
DH 108	Intro to Perio	2
DH 150	Preventive Dentistry	1
DH 151	Clinical Dental Hygiene II	3
DH 152	Radiology II — Advanced Radiology	1
DH 153	Radiology II — Laboratory	1
DH 154	Oral Pathology	2
DH 155	Dental Materials	2
DH 207	Pain Control	2
FCS 21	Nutrition	3
		<hr/> 18

THIRD SEMESTER — Fall		UNITS
DH 155	Dental Materials	2
DH 200	Introduction to Dental Pathology	1
DH 201	Clinical Dental Hygiene III	4
DH 203	Dental Specialties and Expanded Functions — Lab	1
DH 204	Dental Health Education	1
DH 205	Dental Health Education — Practicum	1
DH 206	Periodontics	2
DH 208	Pharmacology	2
		<hr/> 12

FOURTH SEMESTER — Spring		UNITS
DH 202	Dental Specialties and Expanded Functions	2
DH 210	Emergencies in Dental Practice	1
DH 250	Advanced Periodontal Seminar	1
DH 251	Clinical Dental Hygiene IV	4
DH 252	Essentials of Dental Hygiene Practice	2
DH 253	Community Dental Health	2
DH 254	Community Dental Health — Practicum	1
		<hr/> 15

## DRAFTING TECHNOLOGY — ASSOCIATE IN SCIENCE DEGREE AND CERTIFICATE PROGRAM

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

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

## Associate Degree

REQUIRED COURSES	UNITS	
GE 1	Introduction to Science Engineering and Technology	2
GE 2	Introduction to Engineering Drafting	3
GE 52	Elementary Engineering Drafting	3
GE 53	Technical Illustration I	3
DRFT 3	Applied Technical Drafting II	4
DRFT 385	Directed Study-Drafting	3
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Electives	UNITS	
GE 4	Descriptive Geometry	3
GE 54	Technical Illustration II	3

**Recommended**  
Mathematics through Math 3

## ELECTRONICS — ASSOCIATE IN SCIENCE DEGREE AND CERTIFICATE PROGRAM

Designed to prepare students for entry level jobs, specialty training, and job skills upgrading, the electronics program emphasizes the use, manufacture, and servicing of electronics equipment. Job opportunities may be found in the manufacturing, aerospace, and consumer markets.

Training in electronics includes work in mathematics, science, the study of solid state devices and their associated circuits, computers, television, and related subjects.

Three specialty areas of training are offered beyond the general electronics technology program to meet the needs of the emerging computer field and the chronic shortage of television and communications service personnel; these are computer technology, television servicing, and communications. The specialty training courses are often attended by people who are employed as technicians who wish to upgrade their skills.

NOTE: A core curriculum has been developed which will supercede the present program. The \*\*s indicate electronics courses which constitute the curriculum.

## Associate Degree

REQUIRED COURSES:	UNITS	
ELEC 2	Introduction to Electronics	3
ELEC 4	Fundamentals of Electronics I	4
ELEC 6	Fundamentals of Electronics II	4
ELEC 10	Mathematics of Electronics I	3
ELEC 12	Mathematics of Electronics II	3
ELEC 20	Electronic Circuits I	4
ELEC 22	Electronic Circuits II	4
ELEC 24	Electronic Circuits III	4
ELEC 54	Computer Logic	4
ELEC 56	Computer Circuits	3
ELEC 57	Computer Circuits Laboratory	3
PHY 12	Physics Fundamentals	3
PHY 14	Physics Fundamentals Laboratory	1
General education requirements		21
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	UNITS	
ELEC 2	Introduction to Electronics	3
ELEC 4	Fundamentals of Electronics I	4
ELEC 6	Fundamentals of Electronics II	4
ELEC 10	Mathematics of Electronics I	3
ELEC 12	Mathematics of Electronics II	3
ELEC 20	Electronic Circuits I	4
ELEC 22	Electronic Circuits II	4
ELEC 24	Electronic Circuits III	4
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## 40 / EDUCATIONAL PROGRAMS

### Recommended courses beyond the certificate

<i>Computer Technology</i>		
ELEC 54	Computer Logic	4
ELEC 56	Computer Circuits	3
ELEC 57	Computer Circuits Laboratory	1
<i>Communications</i>		
ELEC 44	Communications Electronics	3
<i>Physics</i>		
PHY 12	Physics Fundamentals	3
PHY 14	Physics Fundamentals Laboratory	1

### CORE I

#### Mathematics

The mathematics portion of Core I will parallel the context of the present AET 1 course.

#### *DC/AC Theory & Laboratory*

For that portion of Core I dealing with DC and AC circuits, materials from AET 2 & 3 are combined with Electronics 4 & 5.

#### *DC Theory and Laboratory*

A study will be made of a series of parallel, semi-parallel, and complex circuit applications.

#### *AC Theory and Laboratory*

A study of the theory and practice of AC principles will provide a foundation for understanding transistor circuits.

### CORE II

The prerequisite for the Electronics Core II program is satisfactory completion of Core I with a grade of "C" or better, or equivalent. For Core II, material from AET 4, 5, 6 is combined with that of Electronics 20, 22, 24. Since at this level the material from AET and Electronics is nearly parallel, very little alteration is made to create the Core II Curriculum from the two existing programs. It is estimated that slightly more outside study would be required to master the content of Core II than is presently required of the AET 4, 5, 6 student; however students completing Core II will be more technically competent as Electronic Technicians.

For further information, students are directed to contact a counselor at the airport campus.

## ENGINEERING DRAWING

See Drafting Technology.

## NURSING, REGISTERED — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

This two-year educational program in nursing is designed to prepare its graduates to function in hospitals and health agencies on a staff nurse level. The College provides a four semester Associate in Arts Degree Program for beginning nursing students (generic program), and a two semester Associate in Arts Degree Career Ladder Program\* by which qualified Licensed Vocational Nurses may enter into Level III of the program and advance to completion. A graduate of the Nursing Program is qualified to make application for the California Board of Nurse Examiners' Test to obtain licensure as a Registered Nurse in the state of California, and to receive an Associate in Arts Degree.

\*One of four career mobility options available to the qualified L.V.N.

### APPLICATIONS:

Applications for the Nursing Program can be obtained from the Office of Admissions and from the Nursing Program Office. They must be submitted by April 1, for the Fall admission to the generic program, and October 30, for Spring admission to the Associate in Arts Degree Career Ladder Program, to Admissions Office-Allied Health Admissions Clerk.

### ELIGIBILITY:

All interested persons, male, female, married or single may apply. The following criteria are evaluated to determine eligibility:

1. Evidence of High School graduation or equivalent (G.E.D. or California Proficiency Examination).
2. Completion of one year of High School Math *OR* one semester of College Math, with a grade of "C" or better, or passing a proficiency examination. (Math 31 necessary for A.A. Degree)
3. Completion of one year of High School Chemistry, including a laboratory, *OR* one semester of College Chemistry including a laboratory, with a grade of "C" or better. Chemistry 3 or 10 are recommended.
4. SCAT test administered by the Counseling Office. Appointment for this test are made in the Counseling Office. Points toward admission are awarded.
5. Submission of two (2) official transcripts from each High School, College, or Nursing Program attended, even if withdrawal without credit occurred.
6. Submission of two (2) letters of reference.
7. At least a "C" average in all course work attempted.
8. Licensed Vocational Nurses must submit two (2) xerox copies of Current California L.V.N. license. Validation will be required.
9. Completion of Nursing Department Placement Tests to be used for advisement and placement.
10. Completion of the College Courses listed below, which are required by the Nursing Department for the Certificate of Completion in Nursing and the Associate in Arts Degree. These courses need not be completed prior to admission to the first semester of the program. However, points toward admission are awarded for completion of each course according to grade received. No points are awarded for Child Development 1, a required course. +

### POINTS AWARDED ACCORDING TO GRADE EARNED

A	B	C
10	8	6
10	8	6
10	8	6
6	5	4
6	5	4
6	5	4
6	5	4
3	2	1
3	2	1
0	0	0

### REQUIRED COURSES FOR NURSING

** Anatomy 1
** Physiology 1
** Microbiology 1 or 20***
Psychology 1
Sociology 1 OR Anthropology 102
** Speech 1
** English 1
Government Requirement (see current catalogue)
Humanities (see current catalogue)
* Child Development 1

\* Must be completed before third semester of Nursing Program (Level III)

\* Biology 5 is a prerequisite

\*\* In fulfillment of Board of Registered Nursing Communications Requirement

\*\*\* Micro 1 or equivalent is necessary to transfer to Baccalaureate Program in Nursing (State Colleges or Universities). See Counselor.

### CONSIDERATION OF APPLICANTS FOR ADMISSION AND CLASS SELECTION:

All eligibility criteria should be submitted to Admissions Office c/o Allied Health Admissions Clerk by the application



deadline. Applicants will not be considered for admission until all official Transcripts, SCAT Test Results and verification of Math and Chemistry have been submitted. Each student is selected on the basis of total points accumulated on the application form. Points are only awarded for courses which have been completed before application deadline. Eligible applicants with the highest number of points are selected. Notification of selection in writing occurs on or about May 1 for Fall semester, or November 20 for Spring semester.

#### HEALTH REQUIREMENTS:

After acceptance into the Nursing Program, the student will be required to validate mental and physical health by means of: 1) physical examination 2) laboratory tests, and 3) record of current immunizations. Forms will be provided by Nursing Department.

#### GENERAL INFORMATION

The nursing curriculum is divided into four levels. Each level is a semester in length and contains short one semester length course divided into five term modules. Each module is a short-term course with its own unit value and grade. Students are expected to complete all modules in a level before proceeding to the next level.\* Course content is arranged in sequential levels I, II, III, IV, progressing from simple to complex.

All modules have an attendance requirement. If a student has a legitimate reason to be absent, that student must file a Nursing Department Petition for Special Requests. The committee reviewing the petition will consider its merits and determine if the lost time can be made up and the objectives of the modules met. Individual recommendations will be made.

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

**NURSING STUDENT MALPRACTICE INSURANCE IS MANDATORY** and can be obtained at a minimal cost through the Student Nurses Association of California.

*\*Under special circumstances the Nursing Program Admissions Committee may permit a student to enroll in modules or levels out of sequence.*

Nursing students may petition for credit by examination for any required nursing course listed in the catalog, according to college policy.

#### GRADING STANDARDS:

The College reserves the right to refuse continuation in the program if a grade of "C" or better is not maintained, or if the student is not able to perform safely in the clinical portion of the program. Clinical performance is graded Pass/Fail. Failure in the clinical area means failure in the module regardless of the theory grade. A grade of "C" or better must be attained in each module. If clinical performance is unsatisfactory, or theory grade is below 75%, a grade of "F" will be given.

If a student fails one module he/she may repeat the module. The student will be required to meet with the Nursing Program Admissions Committee for advisement.

A student will be terminated from the program if:

1. Student fails the same module 2 times.
2. Student fails two (2) different modules one time each.

#### CAREER MOBILITY:

Career Mobility Options are offered to qualified Nursing Assistants, \*Licensed Vocational Nurses, and Medical Corpsmen, and persons in Allied Health Fields. Individual advisement is provided to assess applicants' portfolio. Interested persons should obtain copy of Nursing Department Transfer and Challenge Policies, and Information Sheet for the Option desired.

\*There are 4 options available to Licensed Vocational Nurses who wish to become Registered Nurses. Information sheets for each option available. Contact Counseling or Nursing Departments. Option IV — the thirty unit option, fulfills the



## 42 / EDUCATIONAL PROGRAMS

requirements of Section 1435.5 Laws Relating to Nurse Education — Licensure — Practice. This plan prepares the Licensed Vocational Nurse to make application for the State Board Test Pool Examination for the Registered Nurse.

### TRANSFER FROM ANOTHER PROGRAM IN REGISTERED NURSING:

Credit for Nursing Courses taken at other accredited colleges or nursing programs may be obtained, in accordance with West Los Angeles College Transfer and Challenge Policies, following portfolio assessment by Nursing and Counseling Departments. See Nursing Department Policies for Transfer and Challenge.

### CURRICULUM:

All the following courses must be satisfactorily completed for a student to receive a Certificate of Completion for the Nursing Program and an Associate in Arts Degree. The Nursing Courses are arranged in course and level sequence. The courses which do not have the prefix "Nursing," may be completed before entering the Nursing Program, or in sequence shown. Sequence may be altered, but prerequisites to Level III (\* +) must be completed prior to third semester.

LEVEL I	COURSE	WEEKS	UNITS
Nursing 810	Assessing and Meeting Fundamental Patient Needs I (contains Modules N 811, 812, 813, 814 and 815	20	9.5
* + Anatomy 1	Introduction to Human Anatomy	20	4
* + Physiology 1	Elementary Physiology	20	4
			17.5
<b>LEVEL II</b>			
Nursing 820	Effects of Illness on Fundamental Patient Needs	20	9.5
* + Microbiology 20*	General Microbiology	20	4
* + Child Development 1	Child Growth and Development	20	3
			16.5
<b>SUMMER SESSION</b>			
English 1	Reading and Composition	6	3
Psychology 1	Introduction to Psychology	6	3
			6
<b>LEVEL III</b>			
Nursing 830	Advanced Nursing Concepts I	20	9
Speech 1	Public Speaking	20	3
Anthropology 102	Human Ways of Life	20	3
Sociology 1	Introduction to Sociology	20	3
			18
<b>LEVEL IV</b>			
Nursing 840	Advanced Nursing Concepts II	20	9
General Ed.)	Humanities (see Current Catalog)	20	3
Requirements)	American Government (see Current Catalog)	20	3
			15

\*Students planning to transfer to a Baccalaureate Program should see a counselor.

### COMPLETION OF PROGRAM AND GRADUATION:

On completion of all the above course work, the student will be awarded both an Associate in Arts Degree and a Certificate of Completion for the Nursing Program. The graduate of this program is eligible to make application for the California Board of Nurse Examiners' Test to obtain licensure as a Registered Nurse. On passing this test, the graduate is licensed as a Registered Nurse in the state of California, and eligible for licensure by endorsement with most other states. The Associate in Arts Degree is accepted for transfer to most California Colleges and Universities.

### CONTINUING EDUCATION FOR NURSES:

A number of college courses have been approved for Continuing Education for Nurses (BRN Provider #01005). The BVNPTE will accept courses for continuing education credit that are approved by this Board and the BRN. Contact the Office of Instruction administrator in charge of continuing education each semester for details on course offerings.

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

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

### Associate Degree

REQUIRED COURSES	UNITS	
BUS 1	Introduction to Business	3
BUS 38	Business Computations	3
OA 1	Typewriting I	3
OA 2	Typewriting II	3
OA 3	Typewriting III	3
OA 6	Adding and Calculating Machines	1
OA 7	Machine Transcription	3
OA 31	Business English	3
OA 32	Business Communications	3
OA 34	Business Vocabulary and Spelling	2
OA 35	Word Processing: Concepts in Information Systems	3
OA 37	Secretarial Accounting	3
OA 39	Word Processing: Keyboarding and Operations	3
		36

### Certificate

BUS 38	Business Computations	3
OA 2	Typewriting II	3
OA 3	Typewriting III	3
OA 7	Machine Transcription	3
OA 31	Business English	3
OA 32	Business Communications	3
OA 34	Business Vocabulary and Spelling	2
OA 35	Word Processing: Concepts in Information Systems	3
OA 39	Word Processing: Keyboarding and Operations	3
		26

## OFFICE ADMINISTRATION (GENERAL SECRETARIAL) — ASSOCIATE IN ARTS DEGREE

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

## Associate Degree

REQUIRED COURSES		UNITS
OA 2	Typewriting II	3
OA 3	Typewriting III	3
OA 7	Machine Transcription	3
OA 10	Shorthand I	5
OA 11	Shorthand II	5
OA 12	Shorthand III	5
OA 18	Shorthand Transcription	3
OA 31	Business English	3
OA 32	Business Communications	3
OA 35	Word Processing: Concepts in Information Systems	3
OA 39	Word Processing: Keyboarding and Operations	3
		<hr/>
		39

RECOMMENDED		UNITS
ACCT 37	Accounting Machines Practice	1
BUS 38	Business Computations	3
CS-1	Principles of Business Data Processing	3
OA 37	Secretarial Accounting	3
	Work Experience	1-4

## Certificate

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

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

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

## Associate Degree

REQUIRED COURSES		UNITS
ACCT 37	Accounting Machines Practice	1
BUS 31	Business English	3
BUS 32	Business Communications	3
BUS 38	Business Computations	3
OA 1	Typewriting I	3
OA 2	Typewriting II	3
OA 3	Typewriting III	3
OA 7	Machine Transcription OR Machine Transcription for Medical Secretaries	3
OA 20	Medical Office Assistant Procedures	2
OA 34	Business Vocabulary & Spelling	5
OA 35	Word Processing: Concepts in Information Systems	2
OA 37	Secretarial Accounting	3
OA 39	Word Processing: Keyboarding and Operations	3
OA 44	Medical Terminology I	3
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		40-41

## Certificate

	UNITS	
ACCT 37	Accounting Machines Practice	1
BUS 31	Business English	3
BUS 32	Business Communications	3
OA 2	Typewriting II	3
OA 3	Typewriting III	3
OA 7	Machine Transcription OR Machine Transcription for Medical Secretaries	3
OA 46	Medical Office Assistant Procedures	2
OA 20	Business Vocabulary & Spelling	5
OA 34	Word Processing: Concepts in Information Systems	2
OA 35	Medical Terminology I	3
OA 44		3
		<hr/>
		28-29

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

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

## Associate Degree

REQUIRED COURSES		UNITS
CS-1	Principles of Business Data Processing	3
BUS 1	Introduction to Business	3
MGNT 1	Principles of Management	3
OA 3	Typewriting III	3
OA 6	Adding and Calculating Machines	1
OA 7	Machine Transcription	3
OA 31	Business English	3
OA 32	Business Communications	3
OA 34	Business Vocabulary and Spelling	2
OA 35	Word Processing: Concepts in Information Systems	3
OA 37	Secretarial Accounting	3
OA 39	Word Processing: Keyboarding and Operations	3
OA 59	Supervision of a Word Processing Center	3
OA 79	Word Processing Applications	3
		<hr/>
		42-44

RECOMMENDED ELECTIVES		UNITS
MGT 31	Human Relations for Employees	3
MGNT 33	Personnel Management	3
LAW 1	Business Law	3
BUS 38	Business Computations	3

## Certificate

	UNITS	
OA 3	Typewriting III	3
OA 6	Adding and Calculating Machines	1
OA 7	Machine Transcription	3
OA 31	Business English	3
OA 32	Business Communications	3
OA 34	Business Vocabulary and Spelling	2
OA 35	Word Processing: Concepts in Information Systems	3
OA 37	Secretarial Accounting	3
OA 39	Word Processing: Keyboarding and Operations	3
OA 59	Supervision of Word Processing Center	3
OA 79	Word Processing Applications	3
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NOTE: All former Secretarial Science classes are now listed as Office Administration.

## 44 / EDUCATIONAL PROGRAMS

### REAL ESTATE — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

#### Associate Degree

##### REQUIRED COURSES

		UNITS
RE 1	Real Estate Principles	3
RE 3	Real Estate Practice	3
RE 5	Legal Aspects of Real Estate I	3
RE 7	Real Estate Finance I	3
RE 9	Real Estate Appraisal I	3
RE 21	Real Estate Economics	3
RE	Electives	12
		30

##### ELECTIVES (Select specialization desired)

RE 4	Real Estate Office Administration	3
RE 11	Escrow Principles	3
RE 12 <sup>2</sup>	Escrow Practices	3
RE 14	Property Management	3
RE 16	Income Tax Aspects of Real Estate	3
RE 18	Real Estate Investments	3
RE 60	Real Estate Mathematics	3
	Work Experience	1-4
MGMT 2	Organization & Management Theory	3
MKTG 1	Principles of Selling	3

#### Certificate — Real Estate

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

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

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

#### Certificate — Escrow

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

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

##### RECOMMENDED

6 Additional units from the following:

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

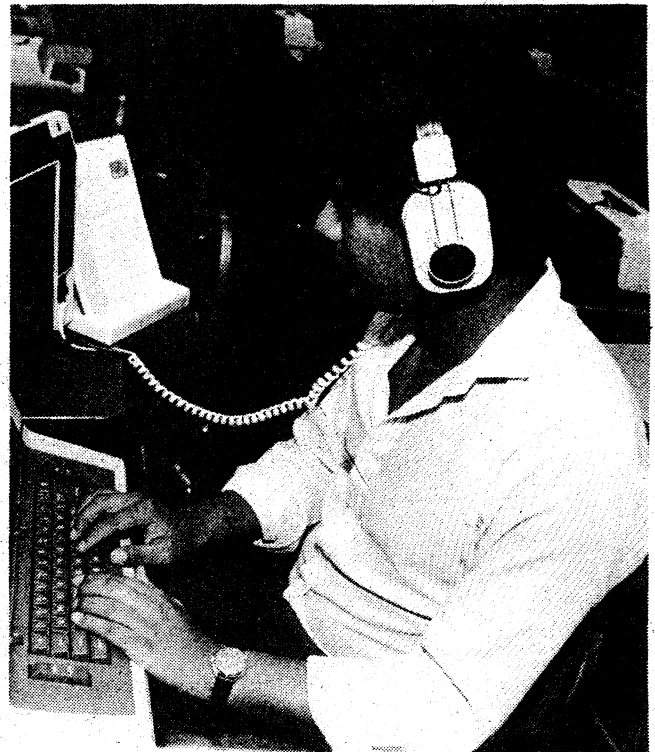
#### Continuing Education in Real Estate

Every real estate licensee in California is required to complete 45 credit hours of Continuing Education every four years prior to license renewal. The following courses qualify for Continuing Education credit.

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

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

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



## TRAVEL — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

The number of Travel Agencies in the United States has grown from 10,000 in 1972 to more than 25,000 in 1985. Today, the travel industry offers more challenging opportunities than ever before, to the person who is prepared to meet the requirements of this interesting field.

Instruction is offered for persons wishing to enter the travel industry, and for persons already in the travel industry who wish to develop greater competency in their profession. The college is fully accredited by the Western College Association of Schools and Colleges

### Certificate

The Basic Certificate serves newcomers in the field preparing for entry-level positions. To earn this Certificate, students must complete each of the following courses (no substitutions permitted):

#### BASIC CERTIFICATE

REQUIRED COURSES		UNITS
TRAV 1	Introduction to Travel Industry	3
TRAV 2	Travel Agency Operation	3
TRAV 3	Domestic Airline Ticketing	3
TRAV 5	International Airline Ticketing	3
TRAV 7	Travel Geography Part I	3
TRAV 9	Travel Salesmanship	3
		18

The Advanced Certificate is designed for persons who already have experience in the travel industry and who desire additional education in Travel, as well as for students who have completed the Basic Certificate program. Students must complete any six of the following eight courses, for a total of 18 units (no substitutions permitted):

#### ADVANCED CERTIFICATE

Choose any 6 of these 8 courses (no substitutions permitted)		UNITS
TRAV 4	Advanced Domestic Airline Ticketing	3
TRAV 6	Advanced International Airline Ticketing	3
TRAV 8	Travel Geography Part II	3
TRAV 10	Advanced Travel Agency Operations	3
TRAV 11	Tour Guiding & Tour Packaging	3
TRAV 12	Travel Agency Bookkeeping	3
TRAV 15	Travel Marketing & Sales Management	3
TRAV 17	Travel Agency Ethics & Law	3
		18

Students who were working towards a Travel Certificate prior to Fall 1983 (when the requirements were Travel 1 thru Travel 9 inclusive), may continue under those specifications if they wish.

In order to receive a Certificate of Completion in Travel, students must submit a petition when they have completed the requirements for the Certificate.

## Associate Degree

Students completing this curriculum should be prepared and available for opportunities for employment, and/or advancement in present employment, in various areas of the travel industry. The Degree requirements will be fulfilled by completing all 14 Travel classes, plus 18 semester units of general education subjects, as described elsewhere in this catalog, making a total of 60 semester units.

REQUIRED COURSES		UNITS
TRAV 1	Introduction to Travel Industry	3
TRAV 2	Travel Agency Operations	3
TRAV 3	Domestic Airline Ticketing	3
TRAV 4	Advanced Domestic Airline Ticketing	3
TRAV 5	International Airline Ticketing	3
TRAV 6	Advanced International Airline Ticketing	3
TRAV 7	Travel Geography Part I	3
TRAV 8	Travel Geography Part II	3
TRAV 9	Travel Salesmanship	3
TRAV 10	Advanced Travel Agency Operations	3
TRAV 11	Tour Guiding and Tour Packaging	3
TRAV 12	Travel Agency Bookkeeping	3
TRAV 15	Travel Marketing & Sales Management	3
TRAV 17	Travel Agency Ethics & Law	3

42

## Cooperative Work Experience Education

### Types of Education

A. Cooperative Work Experience Education consists of the following:

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

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





2. *Occupational Work Experience Education* — Supervised employment extending classroom based occupational learning at an on-the-job learning station related to the student's educational or occupational goal.
- B. Participation may be under either of the following formats:
1. *Parallel Plan*. A form of Cooperative Work Experience Education designed to offer students the opportunity to attend college classes and earn college credit for concurrent learning on the job.
  2. *Alternate Plan*. A form of Cooperative Work Experience Education designed to offer students opportunities alternately to attend college and work as stipulated in the District Plan.

### College Credit

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

- A. *General Work Experience Education*
1. *Parallel Plan*. A maximum of three credit hours per semester may be earned up to a total of six semester credit hours.
  2. *Alternate Plan*. A maximum of six semester credit hours may be earned.
- B. *Occupational Work Experience Education*
1. *Parallel Plan*. A maximum of four credit hours per semester may be earned up to a total of 16 semester credit hours.
  2. *Alternate Plan*. A maximum of eight credit hours may be earned during one enrollment period up to a total of 16 semester credit hours.

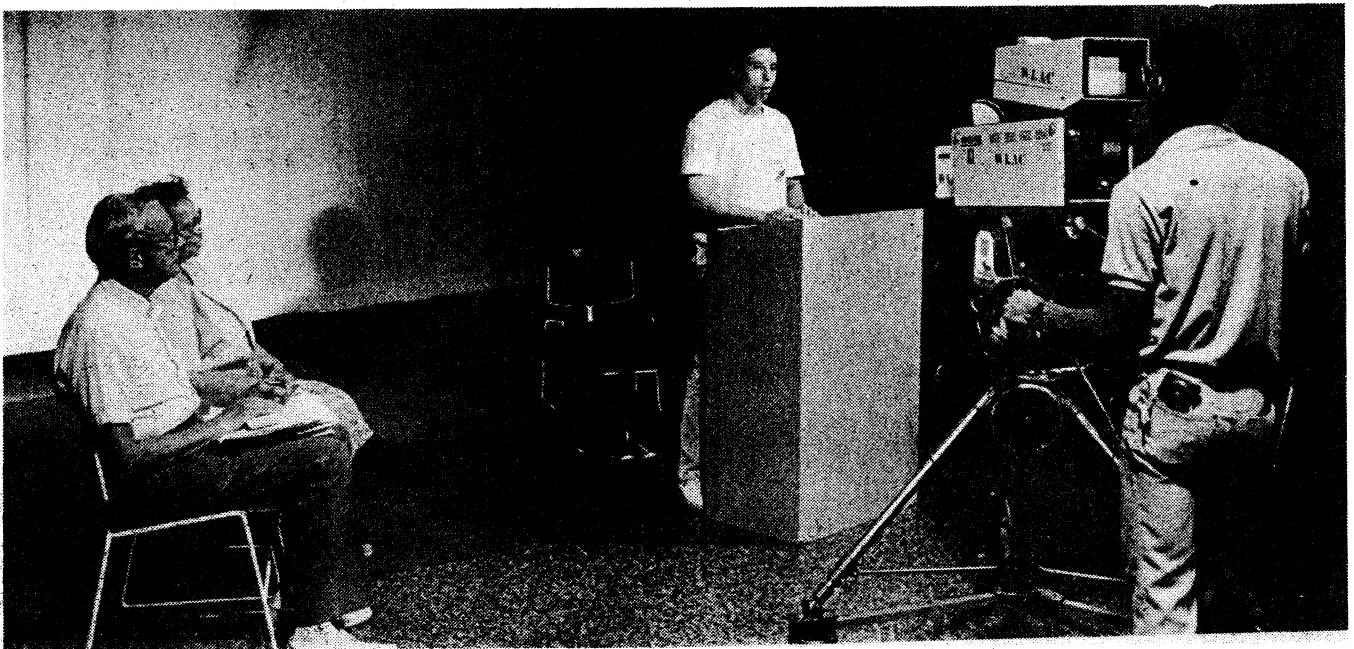
### Student Qualifications

- A. In order to participate in Cooperative Work Experience Education students shall meet the following criteria:
1. Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Instructor, includes new or expanded respon-

sibilities or learning opportunities beyond those experienced during previous employment.

2. Have on-the-job learning experiences that contribute to their occupational or educational goals.
  3. Have Instructor approval.
  4. Meet the following condition if self-employed: Identify a person who is approved by the Instructor to serve as the designated employer representative. This representative shall agree in writing to accept the following employer responsibilities:
    - a. Assist the student in identifying new or expanded on-the-job learning objectives.
    - b. Assist in the evaluation of the student's identified on-the-job learning objectives.
    - c. Validate hours worked.
- B. In addition, a student shall:
1. Be an apprentice as defined by Labor Code Section 3077 who is enrolled in related or supplementary courses required of the apprenticeship programs; or
  2. Be enrolled in the Parallel Plan.
    - a. During regular semesters, students must enroll in a minimum of *seven units* including Cooperative Work Experience Education.
    - b. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education; or
  3. Be enrolled in the Alternate Plan. Concurrent enrollment will be limited to one other class.
    - a. Students must earn *at least 7 units* of other class work before re-enrolling under the Alternate Plan.
    - b. Students may not transfer between Parallel and Alternate Plans until they have earned *at least 7 units* of other class work.

*Please note: Students must complete all other class work, i.e., the 7 unit requirement, at the District College through which they have enrolled in Cooperative Work Experience Education.*



**Campus Procedure**

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

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

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

**Cooperative Education Credit Guide**

**UNIVERSITY OF CALIFORNIA: APPROVED COOPERATIVE EDUCATION SUBJECT AREAS**

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

- |                                                  |                    |
|--------------------------------------------------|--------------------|
| Afro-American Studies                            | Jewish Studies     |
| Agriculture                                      | Linguistics        |
| Anthropology                                     | Mathematics        |
| Art                                              | Meteorology        |
| Astronomy                                        | Microbiology       |
| Biology                                          | Mineralogy         |
| Botany                                           | Music              |
| Chemistry                                        | Oceanography       |
| Chicano Studies                                  | Philosophy         |
| Economics                                        | Physical Education |
| Education                                        | Physics            |
| Engineering                                      | Physiology         |
| English                                          | Political Science  |
| Environmental Science<br>(Environmental Studies) | Psychology         |
| Family & Consumer<br>Studies                     | Recreation         |
| Foreign Languages                                | Social Science     |
| Geography                                        | Sociology          |
| Geology                                          | Speech             |
| History                                          | Statistics         |
| Humanities                                       | Theater            |
|                                                  | Zoology            |

**CALIFORNIA STATE UNIVERSITY: APPROVED COOPERATIVE EDUCATION SUBJECT AREAS**

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

- |                                |                                    |
|--------------------------------|------------------------------------|
| Accounting                     | Aircraft Electronics<br>Technology |
| Administration of Justice      | Animal Husbandry                   |
| Afro-American Studies          | Anthropology                       |
| Agriculture                    | Architecture                       |
| Air Conditioning<br>Technology | Art                                |

- |                                                  |                                                            |
|--------------------------------------------------|------------------------------------------------------------|
| Astronomy                                        | Mathematics                                                |
| Aviation Maintenance<br>Technician               | Mechanical Drafting                                        |
| Biology                                          | Medical Record Science                                     |
| Botany                                           | Merchandise Display<br>(Visual Merchandising &<br>Display) |
| Broadcasting                                     | Merchandising (Marketing)                                  |
| Business                                         | Meteorology                                                |
| Business Data Processing                         | Microbiology                                               |
| Chemistry                                        | Mineralogy                                                 |
| Chicano Studies                                  | Music                                                      |
| Child Development                                | Natural Resources<br>Management                            |
| Cinema                                           | Nursing                                                    |
| Commercial Art                                   | Oceanography                                               |
| Computer Maintenance<br>Technician               | Office Administration<br>(Secretarial Science)             |
| Computer Science -<br>Information Technology     | Philosophy                                                 |
| Computer Technology                              | Photography                                                |
| Dairy Husbandry                                  | Photography, Commercial<br>(Photography-T)                 |
| Drafting                                         | Physical Education                                         |
| Economics                                        | Physics                                                    |
| Education                                        | Physiology                                                 |
| Electronics                                      | Political Science                                          |
| Electronics Technician                           | Psychology                                                 |
| Electronics Technology                           | Public Service                                             |
| Engineering                                      | Real Estate                                                |
| English                                          | Recreation                                                 |
| Environmental Science<br>(Environmental Studies) | Respiratory Therapy                                        |
| Family and Consumer<br>Studies                   | Restaurant Management                                      |
| Fire Science                                     | Sign Graphics                                              |
| Foreign Languages                                | Social Science                                             |
| Geography                                        | Sociology                                                  |
| Geology                                          | Speech                                                     |
| Health                                           | Statistics                                                 |
| History                                          | Technical Illustration                                     |
| Humanities                                       | Television                                                 |
| Industrial Arts                                  | Theater                                                    |
| Jewish Studies                                   | Transportation                                             |
| Journalism                                       | Urban Planning                                             |
| Law                                              | Water Systems<br>Technology                                |
| Linguistics                                      | Zoology                                                    |
| Management                                       |                                                            |

**Transfer Programs**

As explained under "Graduation Requirements," the Associate Degree requires at least 18 semester units of study in a discipline or related disciplines. This section details the exact courses required in each major to fulfill this requirement. Students must be sure, however, to fulfill every graduation requirement and to see a counselor for accurate information on four-year institution lower-division requirements.

## ANTHROPOLOGY — ASSOCIATE IN ARTS DEGREE

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

### Associate Degree

#### REQUIRED COURSES

ANTH 101	Human Biological Evolution	3
ANTH 102	Human Ways of Life: Cultural Anthropology	3

#### AT LEAST SIX UNITS FROM THE FOLLOWING:

ANTH 103	Archaeology: Reconstructing the Human Past	3
ANTH 121	Anthropology of Religion, Magic, and Witchcraft	3
ANTH 124	Sex Roles in Human Societies	3
ANTH 132	North American Indians	3
ANTH 133	The Peoples and Cultures of Africa	3

#### AT LEAST THREE UNITS FROM THE FOLLOWING:

PSYCH 1	General Psychology	3
PSYCH 13	Social Psychology	3
SOC 1	Introduction to Sociology	3
SOC 2	American Social Problems	3
SOC 4	Sociological Analysis	3

#### AT LEAST THREE UNITS FROM THE FOLLOWING:

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

18

#### RECOMMENDED COURSES:

CO SCI 1	Principles of Business Data Processing I	3
HIST 1	Introduction to Western Civilization I	3
HIST 2	Introduction to Western Civilization II	3
MATH 225	Introductory Statistics	3
PHIL 8	Deductive Logic	3
PHIL 9	Symbolic Logic	3
TA 501	Introduction to Motion Picture Production	3
TA 509	The Film as an Art Form	3

## ART — ASSOCIATE IN ARTS DEGREE

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

## Associate Degree

### CORE PROGRAM

Required of all Art majors.

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

18

### Drawing and Painting Option Requirements

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

6 units from Art 204, 205, 209

6 units from Art 300, 301, 305, 306, 307

### Ceramics Option Requirements

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

12 units from Art 502, 706, 708, 709, 710, 711

## BIOLOGY — ASSOCIATE IN ARTS DEGREE

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





## Associate Degree

REQUIRED COURSES		UNITS
BIO 6	General Biology I	5
BIO 7	General Biology II	5
<b>AND COMPLETE THE COURSES IN THREE OF THE FOLLOWING FOUR GROUPS</b>		
<b>GROUP 1:</b>		
CHEM 1 and	General Chemistry I	5
CHEM 2	General Chemistry II	5
<b>GROUP 2:</b>		
PHY 6 and	General Physics I	4
PHY 7	General Physics II	4
OR		
PHY 8 and	Mechanics, Wave Motion and Heat	5
PHY 9	Electricity Magnetism, Light, Particle and Nuclear Physics	5
<b>GROUP 3:</b>		
CHEM 14 and	Introductory Organic Chemistry	5
CHEM 15	Introductory Biochemistry	5
<b>GROUP 4:</b>		
MATH 260	Introduction to Analysis	5
MATH 261	Calculus I	5
		38-40

## BIOLOGY (HEALTH SCIENCE OPTION) — ASSOCIATE IN ARTS DEGREE

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

## Associate Degree

REQUIRED COURSES		UNITS
ANAT 1	Introduction to Human Anatomy	4
BIO 5	Introduction to Human Biology	4
CHEM 3	Introductory Chemistry OR	5
CHEM 10	Introduction to General Chemistry	5
MICRO 20	General Microbiology	4
PHYSIO 1	Elementary Physiology	4
		26

### RECOMMENDED COURSES

CHEM 1	General Chemistry I	5
CHEM 9	Introductory Organic and Biochemistry	4
PSYCH 1	General Psychology I	3
SOC 1	Introduction to Sociology	3
OR		
SOC 2	American Social Problems	3
OR		
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3

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

## BUSINESS ADMINISTRATION — ASSOCIATE IN ARTS DEGREE

The Associate Degree program in business administration enables the student to transfer to a Baccalaureate program at a four-year institution. Career opportunities are available in multiple fields, including accounting managers, stockbrokers, financial consultants, insurance brokers, marketing managers

and computer specialists. In addition, the prospective professor of business may get a start in the Associate and Baccalaureate programs in business administration.

## Associate Degree

REQUIRED COURSES		UNITS
ACCT 1	Introductory Accounting I	5
ACCT 2	Introductory Accounting II	5
CS 1	Principles of Business Data Processing I	3
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
LAW 1	Business Law I	3
MATH 235	Mathematical Analysis for Business and Social Science I	5
		27
RECOMMENDED		UNITS
CS 3	Business Computer Programming	3
LAW 2	Business Law II	3
MGMT 1	Principles of Management	3
MGMT 2	Organization and Management Theory	3
MATH 236	Mathematical Analysis for Business & Social Science II	4
		10
MKTG 21	Foreign Language Principles of Marketing	3

## CHEMISTRY — ASSOCIATE IN ARTS DEGREE

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

## Associate Degree

REQUIRED COURSES		UNITS
CHEM 1	General Chemistry I	5
CHEM 2	General Chemistry II	5
CHEM 14	Introductory Organic Chemistry	5
CHEM 15	Introductory Biochemistry	5
MATH 262	Calculus II	5
MATH 263	Calculus I	5
PHY 8	Mechanics, Wave Motion and Heat	5
PHY 9	Electricity Magnetism, Light, Particle and Nuclear Physics	5
		40
RECOMMENDED		UNITS
GERMAN 1 and 2	Elementary German I and II	10



## CHILD DEVELOPMENT — ASSOCIATE IN ARTS DEGREE

The following curriculum is a general pattern for students wishing to transfer to CSULB, CSULA, CSUN, or CSUSD.

### Associate Degree

#### REQUIRED COURSES

	UNITS
CD 1 Child Growth and Development	3
CD 2 The Child and the School	3
CD 3 Creative Experiences for Children	3
SOC 1 Introduction to Sociology OR	
ANTH 102 Human Ways of Life:	
Cultural Anthropology	3
CD 11 Home, School and	
Community Relations	3
SOC 12 Marriage and Family Life OR	
PSYCH 16 Love and Marriage	3
CD 21 Child Development Practice	3
CD 41 Organization and Administration	
of Nursing Schools	3
FCS 20 Contemporary Nutrition OR	3
FCS 21 Nutrition (strongly recommended)	3
Electives (From recommended List)	6
	37

#### RECOMMENDED

CH DEV 30	Infant Studies
CH DEV 34	Observing and Recording Children's Behavior

## ECONOMICS — ASSOCIATE IN ARTS DEGREE

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

### Associate Degree

#### REQUIRED COURSES

	UNITS
ACCT 1 Introductory Accounting I	5
ECON 1 Principles of Economics I	3
ECON 2 Principles of Economics II	3
MATH 225 Introductory Statistics	3
MATH 235 Mathematical Analysis for Business	
and Social Sciences I	5
(if Math 235 is elected, add ECON 10*)	
OR	
MATH 261 Calculus I	5
MATH 226 Elementary Statistics Problem Solving	1
	20-23

\*Economics 10 is equivalent to History 15.

#### Recommended Courses:

Social science courses beyond the general education requirement, additional mathematics courses, and BDP 22.

## ENGINEERING — ASSOCIATE IN ARTS DEGREE

The following curriculum is a general pattern for students wishing to transfer to CSULB, CSULA, CSUN, UCLA, or USC.

## Associate Degree

#### REQUIRED COURSES

	UNITS
CHEM 1 General Chemistry I	5
CHEM 2* General Chemistry II	5
ENGR 1 Introduction to Science, Engineering	
& Technology	2
ENGR 2 Introduction to Engineering Drafting	3
ENGR 4 Engineering Descriptive Geometry	3
ENGR 7 Statics	3
MATH 261 Calculus I	5
MATH 262 Calculus II	5
MATH 263 Calculus III	5
PHY 8 Mechanics, Wave Motion & Heat	5
PHY 9 Electricity, Magnetism, Light, Particle	
and Nuclear Physics	5
PHY 10 Topics for Engineering and	
Science Majors	4
	53

NOTE: PHYS 8 and 10 are only offered in the spring semesters. PHYS 9 is only offered in the fall semesters.

\*Check with the appropriate university catalog to determine the need for CHEM 2.

## ENGLISH — ASSOCIATE IN ARTS DEGREE

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

### Associate Degree

#### REQUIRED COURSES

	UNITS
ENG 1 College Reading & Composition I	3
ENG 2 College Reading & Composition II	3
<b>AND 6 UNITS FROM OPTION A, B, OR C</b>	
OPTION A English 5 and 6 (English Literature I and II)	
recommended for students transferring to the	
UC system	
OPTION B English 11, 12, 13 (Fiction, Poetry, Drama)	
recommended for students transferring to the	
CSU system	
OPTION C English 3, 4 (World Literature I and II)	
Recommended for students transferring to	
private universities	

#### 6 units of electives from the following:

Foreign Language through Course 4  
Philosophy 24 (Introduction to the Philosophy of Literature)  
English 3, 4, 5, 6, 7, 8, 11, 12, 13, 15, 27, 40, 51

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

See a counselor for accurate planning and current information.

## FRENCH — ASSOCIATE IN ARTS DEGREE

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

## Associate Degree

REQUIRED COURSES		UNITS
ENGLISH 3	World Literature I	3
ENGLISH 4	World Literature II	3
FRENCH 3	Intermediate French I	5
FRENCH 4	Intermediate French II	5
FRENCH 5	Advanced French I	5
		<hr/>
		21

RECOMMENDED		
Linguistics 1		3

AND 6 UNITS FROM THE FOLLOWING:		
ANTH 101	Human Biological Evolution	3
OR		
ANTH 102	Human Ways of Life: Cultural Anthropology	3
ECON 1	Principles of Economics I	3
GEOG 1	Physical Geography	3
POL SC 1	Government of the United States and California	3
		<hr/>
		18

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

## GEOGRAPHY — ASSOCIATE IN ARTS DEGREE

The following curriculum is a general pattern for students wishing to transfer to CSUDH, CSULB, CSULA, CSUSD, CSUN, UCB, UCLA, or USC.

### Associate Degree

REQUIRED COURSES		UNITS
GEOG 1	Physical Geography	3
GEOG 2	Cultural Elements of Geography	3
GEOG 7	World Regional Geography	3
MATH 225	Introductory Statistics	3
MATH 226	Elementary Statistics Problem Solving	1
Foreign Language	(2 courses)	10
		<hr/>
		23

## JOURNALISM — ASSOCIATE IN ARTS DEGREE

The Associate Degree program in journalism enables a student to transfer as a journalism major to a four-year institution.

### Associate Degree

REQUIRED COURSES		UNITS
ENG 1	College Reading and Composition I	3
JOURN 1	Collecting and Writing News	3
JOURN 2	Advanced Newswriting	3
JOURN 5	Mass Communication	3
PSYCH 1	General Psychology I	3
SOC 1	Introduction to Sociology	3
		<hr/>
		18

## GEOLOGY — ASSOCIATE IN ARTS DEGREE

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

### Associate Degree

REQUIRED COURSES		UNITS
CHEM 1	General Chemistry I	5
CHEM 2	General Chemistry II	5
GEOL 1	Physical Geology	3
GEOL 6	Physical Geology Laboratory	2
MATH 261	Calculus I	5
MATH 262	Calculus II	5
PHYS 8	Mechanics, Wave Motion and Heat	5
PHYS 9	Electricity Magnetism, Light, Particle and Nuclear Physics	5
PHYS 10	Topics for Engineering and Science Majors	4
		<hr/>
		39

## MATHEMATICS — ASSOCIATE IN ARTS DEGREE

The following curriculum is a general pattern for students wishing to transfer to CSUDH, CSULB, CSULA, CSUSD, CSUN, UCB, UCLA, or USC.

### Associate Degree

REQUIRED COURSES		UNITS
CHEM 1	General Chemistry I	5
CHEM 2	General Chemistry II	5
MATH 270	Linear Algebra	3
MATH 260	Introduction to Analysis	5
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
PHYS 8	Mechanics, Wave Motion and Heat	5
PHYS 9	Electricity, Magnetism, Light, Particle & Nuclear Physics	5
		<hr/>
		43

## HISTORY — ASSOCIATE IN ARTS DEGREE

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

### Associate Degree

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

## MUSIC — ASSOCIATE IN ARTS DEGREE

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

**Associate Degree**

REQUIRED COURSES		UNITS
MUS 101	Fundamentals of Music	3
MUS 122	Music History & Literature II	3
MUS 201	Harmony I	3
MUS 202	Harmony II	3
MUS 203	Harmony III	3
MUS 211	Musicianship I	2
MUS 212	Musicianship II	2
	*Performance Organization	1
MUS 213	Musicianship III	2
	*Performance Organization	1
MUS 321	Elementary Piano I	2
	*Performance Organization	1
MUS 322	Elementary Piano II	2
	*Performance Organization	1
		29

The piano proficiency requirement may be met by examination if the student has had previous training or by MUS 184.

Enrollment in the elementary voice sequence (MUS 411, 412, 413, 414), and/or the elementary piano sequence (MUS 321, 322, 323, 324) and/or the independent study in applied music (MUS 181, 182, 183, 184) is recommended for music majors who are preparing for performance or music education careers.

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

**PHILOSOPHY — ASSOCIATE IN ARTS DEGREE**

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

**Associate Degree**

REQUIRED COURSES		UNITS
PHIL 1*	Introduction to Philosophy I	3
PHIL 20*	Ethics	3
PHIL 8	Deductive Logic OR	3
PHIL 9	Symbolic Logic I	3
AND		

Select at least 9 units from the following:

ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
ECON 1	Principles of Economics II	3
ENGLISH 3	World Literature I	3
ENGLISH 4	World Literature II	3
HISTORY 1	Introduction to Western Civilization I	3
HISTORY 2	Introduction to Western Civilization II	3
PHIL 3	History of Greek Thought	3
PHIL 4	History of Modern Thought	3
		18

\*For those transferring to CSUN, Philosophy 3 and 4 may be substituted for Philosophy 1 and 20.

**PHYSICAL EDUCATION — ASSOCIATE IN ARTS DEGREE**

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

**Associate Degree**

REQUIRED COURSES		UNITS
ANA 1	Introduction to Human Anatomy	4
PHYS 1	Elementary Physiology	4
AND		8
Select a maximum of 4 units from the following:		
PE 102	Swimming Skills	2-2
PE 200-290	Individual & Dual Activities	2-2
PE 300-325	Team Sports	2-2
PE 431-446	Dance Activities	2-2
PE 503-516	Intercollegiate Sports	2-2
AND		4

Select a maximum of 8 units from the following:

PE 603-652	Professional and Sports Skills	1
PE 702	Water Safety Instruction	3
PE 710	Officiating Competitive Sports I	2
PE 711	Officiating Competitive Sports II	2
PE 712	Introduction to Physical Education	3
PE 716	Games & Rhythms for the Elementary School I	3
PE 717	Games & Rhythms for the Elementary School II	3
PE 801, 802, 803	Modern Dance I, II, III	3-3-3
PE 805-806	Ballet I, II	2-2
PE 814, 815, 816	Dance Production I, II, III	2-2-3
		20

**PHYSICS — ASSOCIATE IN ARTS DEGREE**

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

**Associate Degree**

REQUIRED COURSES		UNITS
CHEM 1	General Chemistry I	5
CHEM 2	General Chemistry II	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
PHYS 8	Mechanics, Wave Motion and Heat	5
PHYS 9	Electricity Magnetism, Light, Particle and Nuclear Physics	5
PHYS 10	Topics for Engineering and Science Majors	4
		34

RECOMMENDED

FRENCH		5
OR		
GERMAN		5

**POLITICAL SCIENCE — ASSOCIATE IN ARTS DEGREE**

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

**Associate Degree**

REQUIRED COURSES		UNITS
HIST 11	Political and Social History of the United States I	3
	OR	
HIST 12	Political and Social History of the United States II	3
POL SC 1	The Government of the United States and California	3
POL SC 2	Modern World Governments	3
POL SC 7	Contemporary World Affairs	3

**AND AT LEAST 6 ADDITIONAL UNITS FROM THE FOLLOWING:**

ANTHRO 101	Human Biological Evolution	3
	OR	
SOC 1	Introduction to Sociology	3
ECON 1	Principles of Economics I	3
HIST 1	Introduction to Western Civilization I	3
	OR	
HIST 2	Introduction to Western Civilization II	3
HIST 13	The United States in the Twentieth Century	3
	OR	
HIST 14	Selected Issues of United States History	3
POL SC 8	The Modern Far East	3

18

(see catalog for History course limitations)

**PSYCHOLOGY — ASSOCIATE IN ARTS DEGREE**

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

**Associate Degree**

REQUIRED COURSES		UNITS
PSYCH 1	General Psychology I	3
PSYCH 2	General Psychology II	3
<b>At least SIX units from the following:</b>		
PSYCH 3	Personality and Social Development	3
PSYCH 4	Applied Psychology	3
PSYCH 11	Child Psychology	3
PSYCH 71	Growing Years	3
<b>At least SIX units from the following:</b>		
PSYCH 13	Social Psychology	3
PSYCH 14	Abnormal Psychology	3
PSYCH 16	Love and Marriage	3
PSYCH 52	Psychological Aspects of Human Sexuality	3
<b>RECOMMENDED</b>		
ANTHRO 101	Human Biological Evolution	3
ANTHRO 102	Human Ways of Life — Cultural Anthropology	3
BIO 3	Introduction to Biology	3
BIO 6	Introductory Chemistry	3
CHEM 3	Introductory Chemistry	3
PERS. DEV. 8	Voyage	2
MATH 225	Introductory Statistics	3
MATH 226	Elementary Statistics Problem Solving	1
PHYSICS 12	Physics Fundamentals	3
PHYSIO 1	Elementary Physiology	4
PSYCH 70	Understanding Human Behavior	3
SOC 1	Introduction to Sociology	3

**SOCIOLOGY — ASSOCIATE IN ARTS DEGREE**

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

A background in Sociology is useful in almost any career in government, law, business, and non-profit organizations. Advanced degrees in Sociology prepare one to do research or

analysis of data for government agencies from the Census Bureau to the Center for Disease Control, to city planning agencies and local police forces. Sociologists are employed by large businesses, advertisers, management consultants, and life insurance companies. They work at "think tanks", do individual and family counseling, and work in education at the secondary level, as well as in colleges and universities.

**Associate Degree**

REQUIRED COURSES		UNITS
SOC 1	Introduction to Sociology	3
SOC 2	American Social Problems	3
<b>AND</b>		
<b>At least ONE course from the following 3 unit courses:</b>		
SOC 4	Sociological Analysis	3
MATH 225	Introductory Statistics	
CO SCI 1	Principles of Business Data Processing I	
PHIL 6	Logic in Practice	
PHIL 8	Deductive Logic	
PHIL 9	Symbolic Logic I	
<b>AND</b>		
<b>9 units from the following 3 unit courses:</b>		
Sociology 5, 6, 7, 8, 11, 12, 22		9
		18

**RECOMMENDED**

ANTH 102	Human Ways of Life: Cultural Anthropology	3
GEOG 2	Cultural Elements of Geography	3
<b>AND</b>		

**At least ONE from each of the following groups**

- PSYCH 1, 3, 13
- ECON 1, 2, 10, POL SCI 1
- BIO 4, 5, PSYCH 2, ANTH 101
- HIST 12, 13, 14, 15, 16, 41, 42
- PHIL 1, 2, 4, 20, 23

NOTE: Most CSU institutions and UCLA require Mathematics 14 for transfer students in Sociology.

**SPANISH — ASSOCIATE IN ARTS DEGREE**

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

**Associate Degree**

REQUIRED COURSES		UNITS
ENGLISH 3	World Literature I	3
ENGLISH 4	World Literature II	3
SPANISH 3	Intermediate Spanish I	5
SPANISH 4	Intermediate Spanish II	5
SPANISH 5	Advanced Spanish I	5
		21

**RECOMMENDED**

LINGUISTICS 1	Introduction to Language and Linguistics	3
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**SPEECH — ASSOCIATE IN ARTS DEGREE**

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

## Associate Degree

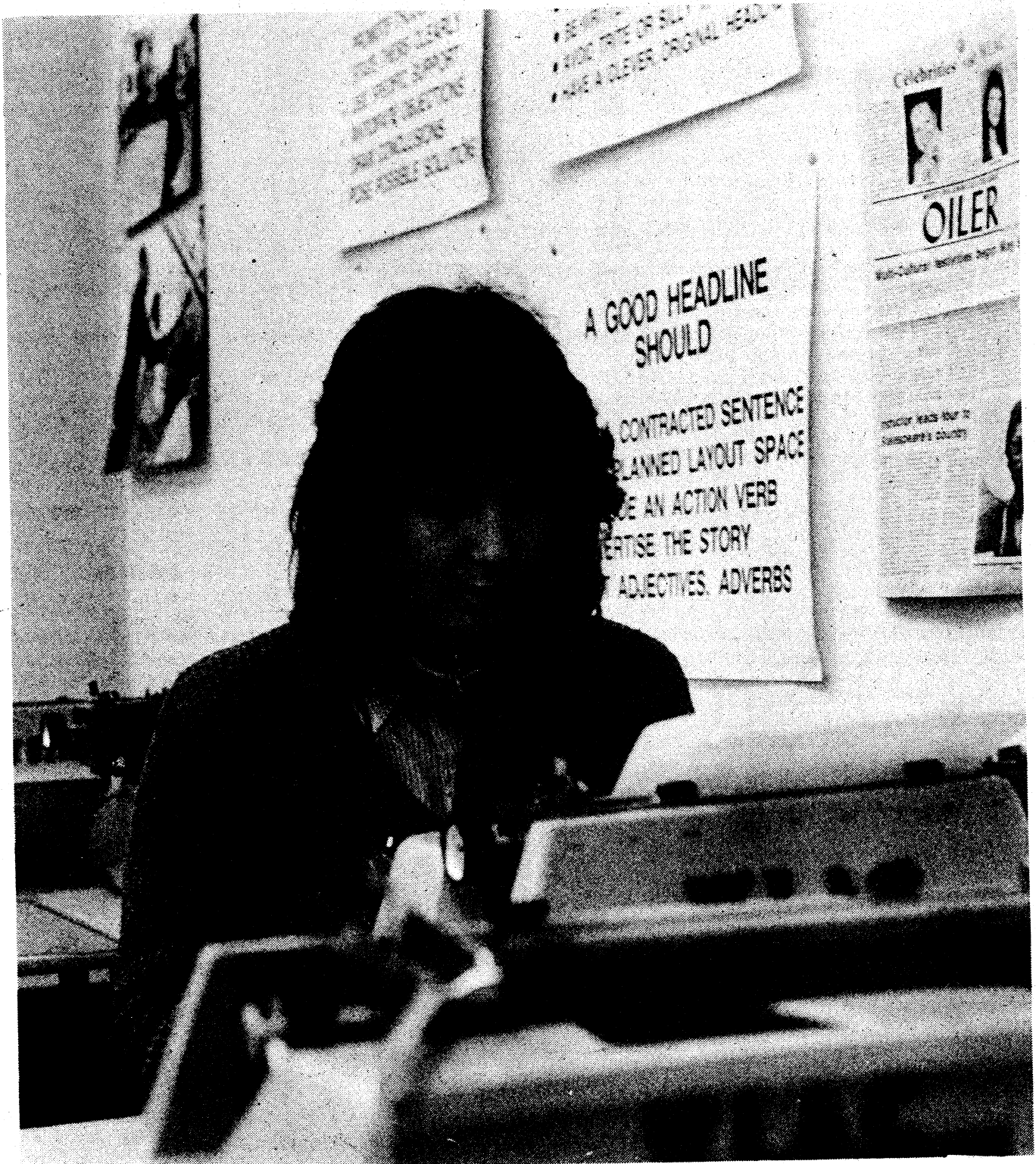
### REQUIRED COURSES

		UNITS
SPEECH 1	Public Speaking I	3
SPEECH 3	Voice & Articulation OR	3
SPEECH 9	English Speech as a Second Language	3
SPEECH 4	Introduction to Oral Interpretation of Literature	3
SPEECH 11	Argumentation I	3
SPEECH 16	Group Discussion	3
SPEECH 32	The Process of Communication	3

And a minimum of 3 units from the following:

SPEECH 2	Public Speaking II	3
SPEECH 5	Interpersonal Communication	3
SPEECH 6	Business & Professional Speaking	3
SPEECH 12	Argumentation II	3

21





# TRANSFER REQUIREMENTS

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

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

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

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

These are the following:

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

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

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

## TRANSFER REQUIREMENTS UCLA COLLEGE OF LETTERS AND SCIENCES

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

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

### TOP PROGRAM (Transfer Option)

Consult the college schedule of classes regarding TOP (Transfer Option Program), a pilot project with UCLA which will enhance transfer possibilities for qualified students.

### General University Requirements

1. **SUBJECT A AND ENGLISH COMPOSITION.** The requirement is met by completing English 1 with a grade of C or better.

2. **AMERICAN INSTITUTIONS.** This requirement is met by either of the following:

- a. *One year of United States History and/or Government in high school with a grade of B or better, or*
- b. *One course from Economics 10; English 7, 8, 19, 53; History 11, 12, 13, 14, 15, 41, 42 or Political Science 1. (These courses may also apply to the appropriate breadth requirement.)*

## General Education — Breadth Requirements

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

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

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

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

### Prospective Major at UCLA

### Breadth Requirements from These Three Divisions

#### Physical Sciences Division:

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

Humanities  
Life Sciences  
Social Sciences

#### Life Sciences Division:

Anthropology, bacteriology, biology, kinesiology, psychobiology, psychology, quantitative psychology.

Humanities  
Physical Sciences  
Social Sciences

#### Humanities Division:

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

Life Sciences  
Physical Sciences  
Social Sciences

**Social Sciences Division:**

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

Humanities  
Life Sciences  
Physical Sciences

**Courses Meeting Breadth Requirements**

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

**Humanities**

Art 101, 102, 103  
English: All transferable courses except 1, 44, 45  
Foreign Language: All transferable courses except French 85, German 85, Spanish 85  
Humanities: All transferable courses except 89  
Linguistics 1  
Music 111, 112, 141  
Philosophy: All transferable courses except 23, 85  
Speech 1,2  
Theater 110, 130; one course from 505, 507, 509

**Life Sciences**

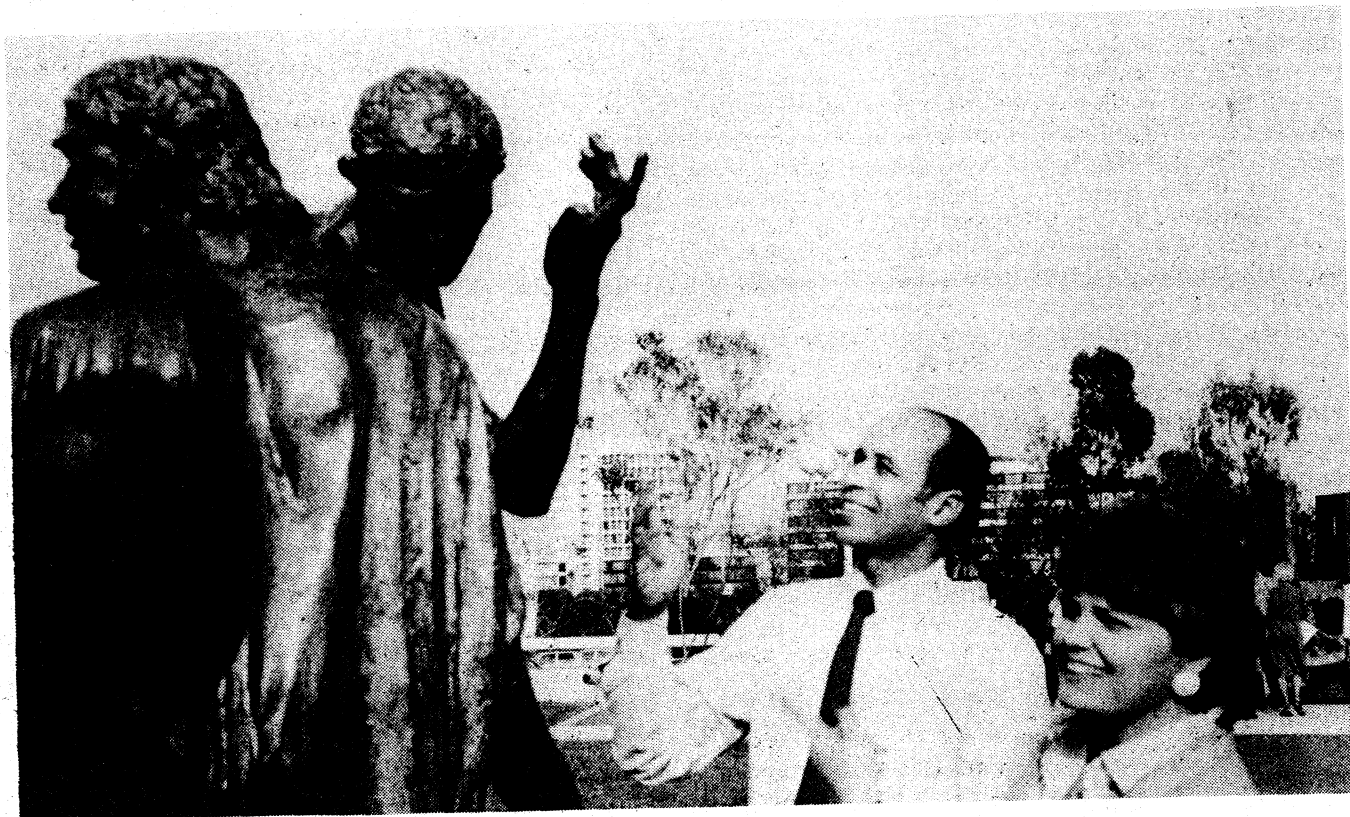
Anatomy 1  
Anthropology 101  
Biology: All transferable courses except 85  
Microbiology 1, 20 (maximum credit 1 course)  
Oceanography 2, 12  
Physiology 1  
Psychology 2

**Physical Sciences**

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

**Social Sciences**

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





## Major Departmental Requirements

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

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

## TRANSFER REQUIREMENTS UCLA COLLEGE OF FINE ARTS

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

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

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

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

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

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

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

## General College Requirements for Fine Arts, UCLA

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

### UNITS SUBJECTS

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

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

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

### Foreign Language

French 1, 2, 3, 4

German 1, 2, 3, 4

Spanish 1, 2, 3, 4

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

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

### Physical or Biological Science

Anatomy 1

Astronomy 1

Biology — all courses

Chemistry — all courses

Geography 3

Geology 1, 2

Microbiology 20

Oceanography 1, 2, 12

Physics - all courses

Physiology 1

### Other Natural Science or Mathematics

Anthropology 101

Environmental Studies 1, 2

Geography 1

Math 270, 275, 230, 235, 236, 215, 260, 261, 262, 263

Psychology 2

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

1 course in history 17th century and after.

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

### History Prior to 17th century

History 1, 3

### History after 17th century

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

### Social Science Elective

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

Economics 1, 2, 10

Geography 2, 7, 14

History 15

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

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

Sociology 1, 2, 4, 9

- 9 **Humanities** — (Performance or studio courses do not meet this requirement.)

1 course in the arts (history, theory, criticism, appreciation)

1 course in literature.

1 course in philosophy and/or religion.

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

**The Arts**

Art 101, 102, 103  
 Music 111, 112, 141  
 Theater 110, 122

**Literature**

English 3 thru 19 (15 may not apply for Theater majors)  
 English 34, 39, 50, 51, 52, 54, 70  
 Humanities 1, 2, 5

**Philosophy/Religion**

Philosophy — all courses

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

**General University Requirements**

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

For additional information on the College of Fine Arts students may call 825-9705.

**Major Departmental Requirements**

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



Office will assist in determining the appropriate courses at West Los Angeles College which meet the major department requirements.

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

**CALIFORNIA STATE UNIVERSITY****Certification of General Education Requirements**

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

**CSU General Education Requirements**

(No course may be used more than once.)

- A. Communication in the English language — 9 units (3 units in each area)
  - A1. **Oral Communication**  
Speech 1, 16, 32
  - A2. **Written Communication**  
English 1
  - A3. **Critical Thinking**  
English 2; Philosophy 8, 9; Speech 11; Linguistics 1
- B. Physical Universe and Its Life Forms — 9 units (at least one course from each area; laboratory must be included in either B1 or B2)
  - B1. **Physical Universe**  
Astronomy 1; Chemistry 3\*, 4, 10\*; Environmental Science 1; Geography 1, 3; Geology 1, 6\*; Meteorology 3 (same as Geography 3); Oceanography 1; Physics 5, 12, 14\*, 29
  - B2. **Life Forms**  
Anthropology 101; Biology 3\*, 4, 5\*; Botany 5\*; Environmental Science 2; Oceanography 2, 11\*, 12; Psychology 2
  - B3. **Mathematical Concepts**  
Mathematics 240, 225, 235, 236, 215, 260, 261  
(\*indicates laboratory course)
- C. Humanities — 9 units (at least 3 areas; no more than one course from any area)
  - C1. **History and Appreciation of the Arts**  
Art 101, 102, 103, 111; Music 111, 112, 121, 122, 141; Theater 100, 110, 505, 507, 509
  - C2. **Literature**  
English 3, 4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 18, 34, 40

**E2. Activity**

Physical Education 102, 200, 212, 222, 229, 230, 253, 259, 262, 265, 268, 271, 289, 301, 310, 322, 325, 431, 434, 437, 446

NOTE: The CSU system accepts the following courses in fulfillment of its American Institutions graduation requirement: History 11, 12, 41, 42; Political Science 1.

**Liberal Studies**

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

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

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

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

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

1. English students should complete course work distributed over the areas of composition, literature and speech, totaling nine to twelve semester units.
2. Mathematics and the physical and life sciences students should complete at least three semester units in mathematics beyond both elementary algebra and plane geometry. Two basic courses in the sciences, one in physical sciences and one in life-sciences, should be completed. At least one should be a laboratory course with seven to nine semester units.
3. Nine semester units in social sciences should be completed. Recommended are one course each in U.S. history, political science and psychology, as well as courses in anthropology, economics, geography and sociology.

**C3. Philosophy**

Philosophy 1, 2, 3, 4, 20, 23, 24

**C4. Foreign Language**

Arabic 1, 2; Chinese 1; French 1, 2, 3, 4; German 1, 2, 3, 4,; Hebrew 1, 2; Japanese 1, 2; Spanish 1, 2, 3, 4

**C5. Creative Participation**

Art 201, 501; Journalism 1; Music 501, 561, 725, 731, 775; Physical Education 431, 434, 437, 801, 805, 814; Theater 200, 270

**C6. Western Culture**

History 22, 23; Humanities 30, 31

**C7. Non-Western Culture**

Anthropology 132, 133; Japanese 9, 10

- D. Social, Political and Economic Institutions — 9 units (only one course from any area). Note: Courses to satisfy American Institutions requirements cannot also be used to satisfy general education requirements.

**D1. Social Institutions**

Anthropology 102, 121, 124; Geography 2, 7; Law 1; Psychology 1, 6, 13; Sociology 1

**D2. Political Institutions**

History 11, 12; Political Science 1, 2, 4

**D3. Economic Institutions**

Business 1; Economics 1, 2, 10

**D4. Contemporary Settings**

History 2, 4, 13, 42; Journalism 5; Political Science 7; Sociology 2, 5, 7, 11, 22

**D5. Historical Settings**

Anthropology 103; History 1, 3, 20, 41

- E. Life Understanding and Self-Development — 3 units (no more than one unit of Physical Education may be used)

**E1. Integrated Organism**

Family and Consumer Studies 21; Health 9, 10; Psychology 3, 8, 15, 16, 52; Sociology 8, 12

4. Humanities and the fine arts (including foreign languages) students should complete six to eight semester units divided between art and music. Additionally, one or two courses may be chosen from dance, drama, foreign language, humanities (general), non-European cultures, philosophy and religious studies.

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

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

## INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES

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

## Admission Policies

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

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

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

## Financial Aid

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



# COURSE DESCRIPTIONS

The courses offered are listed alphabetically with brief course descriptions. The credit value of each course in semester units is indicated by the number in parentheses following the course title. Each unit represents one hour a week for lecture or recitation, or two or more hours per week of laboratory. Some courses may be repeated for credit. For example, **RPT 3** indicates that the course may be repeated three times for credit. Prerequisites are stated if the course requires them. If the number of hours in which a class meets differs from the number of units, the course description states the actual number of lecture and/or laboratory hours.

All West Los Angeles College courses are college level courses, and most may be applied toward graduation requirements for the Associate Degree. Transfer courses are acceptable for credit at the University of California and at the California State University according to the following codes:

## University of California

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

## California State University

At the CSU, courses are transferred according to the designation:

### CSU — Baccalaureate

Courses designated CSU are certified as being appropriate for baccalaureate degree credit for determining admission eligibility as an undergraduate transfer.

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

### Course Repeatability for Credit

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

## ACCOUNTING

(See *Business* also)

### 1 Introductory Accounting I (5)

#### UC:CSU

*Prerequisite: Business 38, one year high school algebra or Math 115 and consent of instructor. Business Administration majors are advised to take Accounting 1 in their third semester.*

This course emphasizes basic accounting theory and practices which include an analysis of records of original entry and their relationship to the general ledger, controlling accounts and their subsidiary ledgers, voucher system, periodic adjustments, worksheet, financial statements and closing the ledger. Students complete a simulated set of books of records for a sole proprietorship form of mercantile firm using business papers.

*Acceptable for Management 1A credit, UCLA Note: Same as Accounting 21 with Accounting 22.*

### 2 Introductory Accounting II (5)

#### UC:CSU

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

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

*Acceptable for Management 1B credit, UCLA*

### 3 Intermediate Accounting (3)

#### CSU

*Prerequisite: Accounting 2 with a grade of C or better or equivalent and consent of instructor. Lecture 3 hours.*

This course covers the theory and practice of recording valuation and presentation of current fixed and intangible assets; current and long-term obligations; paid-in capital and retained earnings; financial statement analysis; cash flow reporting and changes in a financial position statement.

### 15 Tax Accounting 1 (3) CSU

*Prerequisite: Accounting 1 or equivalent and permission of instructor.*

*Credit allowed for only one of Accounting 15 or Business 10.*

Tax laws, accounting procedures, and preparation of returns required for federal and California State individual income taxes are covered.

### 16 Tax Accounting II (3) CSU

*Prerequisite: Successful completion of Accounting 15 or consent of instructor.*

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

### 20 Managerial Accounting (3)

#### CSU

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

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

*Prerequisite: Business 38, which may be taken concurrently.*

Fundamentals of double entry bookkeeping; preparation of the trial balance; work sheets and simple financial statements; use of controlling accounts; the control of cash and bank reconciliation statements are presented. Students complete a mercantile firm practice set. *Credit allowed only for either Accounting 1 or 21. Accounting 21 and 22 together equal Accounting 1 and are acceptable for Management 1A credit, UCLA.*

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

*Prerequisite: Accounting 21 or equivalent and permission of instructor.*

The voucher system; payroll accounting; accounting of notes, bad debts, inventories, cost of goods sold, fixed assets, depreciation, adjustments and interim statements are dealt with. Students complete a mercantile firm practice set. *Together with Accounting 21, equals Accounting 1.*

### 25 Automated Accounting (3) UC: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.*

An introductory course in Accounting using the microcomputer. The course 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.

### 37 Accounting Machine Practice (1-1)

*Prerequisite: Basic arithmetic skills, Business 38 or high school math.*

Laboratory 2 hours.

This laboratory course offers instruction in touch-key operation of ten-key and electronic printing and display calculators. Students are taught to use timesaving features on standard electronic calculators, including memory keys, constant and accumulative modes and decimal controls.

### Cooperative Work Experience Education

Accounting is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.



## ADMINISTRATION OF JUSTICE

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

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

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

Structure, definitions, and the most frequently used sections of the Penal Code and other criminal statutes pertaining to law enforcement are covered.

### 3 Legal Aspects of Evidence (3) UC:CSU

A careful study of the kinds and degrees of evidence and the rules governing the admissibility of evidence in court is made.

### 4 Principles and Procedures of the Justice System (3) UC:CSU

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

### 5 Criminal Investigation (3) CSU

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

### 6 Patrol Procedures (3) CSU

*Prerequisite: Administration of Justice 1 or employment in law enforcement.*

This course is a study of the responsibility, techniques and methods of police patrol. Topics include patrol distribution, selective enforcement, pull-over and approach methods, emergency pursuit driving, search of suspects and buildings, field interrogations, procedures in the handling of calls for police service and special police problems.

### 8 Juvenile Procedures (3) CSU

*Prerequisite: Administration of Justice 1 or equivalent.*

This course is a study of the organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.

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

Lecture 3 hours.

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

### 16 Recruitment Selection Process (3) CSU

Lecture 2 hours; discussion 1 hour.

This course provides an in-depth coverage of the legal selection process designed to assist students with employment in a law enforcement agency. Written exam techniques, oral exam techniques and the agility exam are covered. The background investigation, psych test and medical exam are explained. Practical ways to assist the candidate through the Academy are also included.

### 39 Probation and Parole (3) CSU

Community treatment in the correctional process; contemporary usage of presentence investigation and selection, supervision and release of probationers and parolees are examined.

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

This course covers the history and development of the laws and custom of arrest, search and seizure and the "Exclusionary Rules." Consideration is given to landmark decisions and current case law which directs the applications of procedures and techniques as they relate to law enforcement officers and others in the apprehension of criminals and the procuring of evidence.

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

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

### 72 Correctional Procedures (3) CSU

Current correctional procedures are studied in relation to jail management, receiving prisoners, custody and security, supervision of prisoners, staff services, prisoners' activities, custodial facilities, duties in coordinating inmate appearances in courts, and human relations in correctional facilities.

### 75 Introduction to Corrections (3) CSU

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

### Cooperative Work Experience Education

Administration of Justice is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

## AIRCRAFT ELECTRONICS TECHNOLOGY

### 1 Scientific Calculator

#### Electronics Mathematics (4) CSU

Lecture 3 hours; laboratory 3 hours.

A review of arithmetic, graphs, algebra and trigonometry as performed on the scientific calculator and their application to aircraft electronics circuits is presented.

*NOTE: This course is similar to Electronics 10 and 12 and is part of Core I of the Electronics curriculum.*

### 2 Aircraft Direct Current Theory and Laboratory (4) CSU

*Prerequisite: Aircraft Electronics Technology 1 or equivalent.*

Lecture 3 hours; laboratory 3 hours.

A study is made of series, parallel, semi-parallel and complex circuits involving more than one source of EMF voltage dividers, and the construction of basic meters is stressed. In the laboratory, practice is provided in the application of the basic laws of electricity to aircraft DC equipment.

*NOTE: This course is similar to Electronics 4 and is part of Core I of the Electronics curriculum.*

### 3 Aircraft Alternating Current Theory and Laboratory (4)

*Prerequisites: Aircraft Electronics Technology 2 or equivalent.*

Lecture 3 hours; laboratory 3 hours.

A study of inductance, transformers, filters, reactance, resonant circuits, power factors and impedance matching, with motor and generator applications, graphical and vector representations is made. In the laboratory instruction is offered in the construction and testing of aircraft electronics equipment using oscilloscopes, frequency meters, probe measurements, bridges and "Q" meters.

*NOTE: This course is similar to Electronics 6 and is part of Core I of the Electronics curriculum.*

### 4 Aircraft Semiconductor and Integrated Circuit Applications (4)

*Prerequisite: Aircraft Electronics Technology 3 or equivalent.*

Lecture 3 hours; laboratory 3 hours.

This course presents basic principles of semiconductors, crystal diodes, metallic rectifiers, transistors, Zener diodes, tunnel diodes and vacuum tubes. Instruction is offered in audio amplifier calculations, analysis of amplifier circuits using vacuum tubes and transistors. In the laboratory experience is provided in construction and testing of voltage and power amplifier and audio and RF amplifiers using vacuum tubes and transistors, including plotting characteristic curves, dynamic measurement, techniques of troubleshooting, gain and signal transfer measurements and distortion measurements.

*NOTE: This course is similar to Electronics 20 and is part of Core II of the Electronics curriculum.*

### 5 Aircraft Electronic Circuit Analysis (4) CSU

*Prerequisite: Aircraft Electronics Technology 4 or equivalent.*

Lecture 3 hours; laboratory 3 hours.

A study is offered in the special electronic circuits that include multivibrators, blocking oscillators, integrators, differentiators, clippers, clampers, sweep and counter circuits. In the laboratory practice is offered in the wave form analysis of these circuits and soldering techniques, including solderless connections, wiring bundles, harness construction and repair. *NOTE: This course is similar to Electronics 22 and is part of Core II of the Electronics curriculum.*

### 6 Aircraft Electronic Circuit Analysis II (4) CSU

*Prerequisite: Aircraft Electronics Technology 5 or equivalent.*

Lecture 3 hours; laboratory 3 hours.

A study is offered in the special electronic circuits that include multivibrators, blocking oscillators, integrators, differentiators, clippers, clampers, sweep and counter circuits. In the laboratory practice is offered in the wave form analysis of their circuit.

*Note: This course is similar to Electronics 24 and is part of Core II of the Electronics curriculum.*

### 7 Aircraft Receiver and Transmitter Principles I (4) CSU

*Prerequisites: Aircraft Electronics Technology 6 or equivalent.*

Lecture 3 hours; laboratory 3 hours.

Instruction is offered in the theory of operation of aircraft AM, FM, and single sideband receivers and transmitters for communication and navigation equipment. In the laboratory practice is provided in testing, alignment and troubleshooting procedures for aircraft communication receivers, transmitters and navigation receivers.

### 8 Aircraft Receivers and Transmitters Principles II (4) CSU

*Prerequisites: Aircraft Electronics Technology 7 or equivalent.*

Lecture 3 hours; laboratory 3 hours.

Advanced instruction is offered in the operation and maintenance of aircraft AM, FM, and single sideband receivers and transmitters for communication and navigation equipment. In the laboratory experience is provided in testing, alignment and troubleshooting procedures for aircraft communication receivers, transmitters and navigation receivers.

### 9 Radio Communications (4) CSU

*Prerequisites: Aircraft Electronics Technology 8 or equivalent.*

Lecture 3 hours; laboratory 3 hours.

Instruction is offered in FCC regulations, radio broadcast transmitter licensing, operation and maintenance leading to FCC first class radio telephone license. In the laboratory the students will analyze, align, troubleshoot and repair AM, FM, SSB and pulse-modulated radio transmitters.

### 10 Digital Computer Logic, and Auto Pilot Systems (4)

*Note: Student must have a minimum 2.0 GPA in Aircraft Electronics Technology prior to enrollment in AET 10, 11, 12.*

*Prerequisites: Aircraft Electronics Technology 3 or equivalent.*

Lecture 3 hours; laboratory 3 hours.

Instruction is offered in symbolic logic for digital and analog computers, basic concepts, operating techniques and circuit components of magnetic amplifiers, as well as closed servo loop data transmission systems. In the laboratory experience is gained in construction of digital circuits, truth tables and troubleshooting techniques, also analysis and troubleshooting servo loops.

### 11 Aircraft Multiplex Systems (4) CSU

*Note: Student must have a minimum 2.0 GPA in Aircraft Electronics Technology prior to enrollment in AET 10, 11, 12.*

*Prerequisites: Aircraft Electronics Technology 4 or equivalent.*

Lecture 3 hours; laboratory 3 hours.

Instruction is offered in the theory, operation and maintenance of multiplex systems as applied to modern aircraft. In the laboratory the student analyzes, tests and performs troubleshooting repair and alignment on multiplex systems.

### 12 Aircraft Entertainment and Intercom Systems (4) CSU

*Note: Student must have a minimum 2.0 GPA in Aircraft Electronics Technology prior to enrollment in AET 10, 11, 12.*

*Prerequisites: Aircraft Electronics Technology 8 or equivalent.*

Lecture 3 hours; laboratory 3 hours.

This course includes a study of the intercommunication system of pilot to crew and pilot to passengers, as well as music, video, and sky-phones systems. In the laboratory the students will analyze PA systems, AM, FM, and video units.

### 51 Aircraft Electronic Multiplexing (4)

*Prerequisites: Aircraft Electronics Technology 12 or F.C.C. 2nd or equivalent.*

Lecture 3 hours; laboratory 3 hours.

This course offers instruction in the theory, operation, testing, alignment, and troubleshooting procedures for airborne communication systems.

### 52 Avionic Modular Components & Systems (4)

*Prerequisites: Aircraft Electronics Technology 12 or F.C.C. 2nd or equivalent.*

Lecture 3 hours; laboratory 3 hours.

This course offers instruction in the theory, operation, testing, alignment, and troubleshooting procedures for airborne pulse systems.

### 53 Current Communication/Navigation Circuit Applications (4)

*Prerequisites: Aircraft Electronics Technology 12 or F.C.C. 2nd or equivalent.*

Lecture 3 hours; laboratory 3 hours.

This course offers instruction in the theory, operation, testing, alignment, and troubleshooting procedures for airborne navigation systems.

## AIRCRAFT PRODUCTION SKILLS

*(Requirements for the certificate of completion are met by completing courses 1 through 9, listed below.)*

### 1 Applied Mathematics for Aircraft Production Skills (2)

Lecture 2 hours.

This course presents the mathematics needed for aircraft production.

### 2 Aircraft Sub-Assembly Blueprint Reading (1)

Laboratory 3 hours.

Blueprint reading is offered as related to aircraft sub-assembly work.

### 3 Aircraft Basic Tools Procedure (1)

Lecture 1 hour.

The use, care and maintenance of basic tools are offered in this course.

### 4 Aircraft Structural Units and Materials (1)

Lecture 1 hour.

Instruction is offered in the properties of metals used in aircraft production. Emphasis is placed on structural units.

### 5 Aircraft Production Measuring Tools (2)

Lecture 2 hours.

The care, use, adjustment and maintenance of production assembly tools and measuring tools are offered in this course.

### 6 Aircraft Production Methods (1)

Laboratory 3 hours.

The practical applications of production skills are practiced in this course, utilizing the materials of aircraft construction.

### 7 Aircraft Riveting and Sub-Assembly (2)

Laboratory 6 hours.

Instruction is offered in aircraft sub-assembly and riveting procedures. Emphasis is placed on the development of production riveting skills.

### 8 Nomenclature and Coding of Aircraft Fasteners and Hardware (2)

Lecture 2 hours.

The course offers basic information in the coding and nomenclature of aircraft fasteners and hardware.

**9 Aircraft Fasteners and Hardware Assembly (1)**

Laboratory 3 hours.  
This course offers instruction in the installation of a variety of fasteners and hardware used in aircraft production.

**AMERICAN SIGN LANGUAGE****1 American Sign Language I (4) UC:CSU**

Lecture 3 hours; laboratory 2 hours.  
This course develops conversational skills in the American Manual Alphabet and Sign Language.

**2 American Sign Language II (4) UC:CSU**

*Prerequisite: American Sign Language I with a grade of C or better.*

Lecture 3 hours; laboratory 2 hours.  
This course is a continuation of American Sign Language I. In-depth study of the structure of American Sign Language as used by deaf adults is provided. Receptive and expressive skills and sign vocabulary are developed.

**ANATOMY****1 Introduction to Human Anatomy (4) UC:CSU**

*Prerequisite: Biology 5A/5B with grade of C or better; concurrent enrollment in or successful completion of English 28.*

Lecture 3 hours; laboratory 3 hours.  
This course presents the structure of the human body by subdividing it into individual body systems. The functional anatomy of each level of organization is then studied from the microscopic level of organization to the gross level. In addition, the embryological development of each body system and selected pathologies will be examined. Laboratory exercises include the study of histological slides, photomicrographs, x-rays, human skeleton and the dissection of a cat. This course is intended to meet the requirements of students majoring in nursing, dental hygiene, occupational therapy, psychology, physical education and life sciences, or for those who wish to extend their knowledge of the human body beyond the scope of introductory biology.  
*Note: Anatomy 1 and Physiology 1 taken together equal Physiology 6.*

**ANTHROPOLOGY****101 Human Biological Evolution (3) UC:CSU**

The course focuses on the relationship between human biology, culture and the physical environment, as interpreted within the framework of evolutionary theory and the science of genetics. It traces man's place in the animal kingdom, with special emphasis on primates. Archeological evidence, associated with human fossils, is examined and human physical variability is probed within the context of Mendelian and population genetics.  
*Acceptable for Anthropology 1-2, credit UCLA.*

**102 Human Ways of Life: Cultural Anthropology (3) UC:CSU**

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

*Acceptable for Anthropology 5, credit UCLA.*

**103 Archaeology: Reconstructing the Human Past (3) UC:CSU**

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

*Acceptable for Anthropology 6, credit UCLA.*

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

This course provides a socio-cultural understanding of religious behaviors. It deals with the components, function and symbolism of religious behavior, as manifested through practices such as magic, witchcraft, totemism, divination, shamanism, ancestor worship and cults. Belief in gods, demons, ghosts, spirits, mana, the other world, and the soul are probed. Special emphasis is given to tribal religious systems through the use of information gathered by anthropologists in the field. Non-tribal religious systems are included for comparative purposes. Extensive use is made of audio-visual materials.

**124 Sex Roles in Human Societies (3) UC:CSU**

This course acquaints students with the variety of strategies and traditions different societies have developed to teach their members what is "proper" male and female behavior. The assumptions underlying this varied socialization of the two sexes are probed and the resulting social and psychological consequences examined. Extensive use is made of audio-visual materials, as gathered by anthropologists in the field.

**132 North American Indians (3) UC:CSU**

The course focuses on the traditional ways of life of Indian societies of North America. In addition, problems resulting from contact with Europeans are examined in their historical context, including the question of life on the reservations and in the cities of today.

**133 The Peoples and Cultures of Africa (3) UC:CSU**

The student is introduced to the peoples of Africa in the context of their physical environment and history. It includes cross-cultural comparisons between the various African cultures in their traditional context and in the context of colonialism and the associated post-independence problems.

**150 Current Topics in Anthropology (3) UC:CSU**

This course presents specific areas of current anthropological research and interests. Sub-headings to the course title are published in the schedule of classes to identify the specific topic taught in a given semester.

**185 Directed Study - Anthropology (1) UC:CSU****285 Directed Study - Anthropology (2) UC:CSU****385 Directed Study - Anthropology (3) UC:CSU**

Conference 1 hour per unit.  
Allows student to pursue Directed Study in Anthropology on a contract basis under the direction of a supervising instructor.  
*Credit Limit: A maximum of 3 credits in Directed Study may be taken for credit.*

**ARCHITECTURE****1 Introduction to Architecture (1)**

A weekly meeting for all architecture students consisting of visits and talks by design professionals, representatives of the building industry and of advanced architecture schools familiarizes students with professional points of view and requirements in the various design fields.

**4 Beginning Architectural Graphics (3) UC:CSU**

Graphical communication techniques of orthographic projection, mechanical perspective and shades and shadows are dealt with.

**5 Architectural Drawing I (3) CSU**

*Prerequisite: Architecture 4, General Engineering 52 or one semester of high school drafting.*

Lecture 2 hours; laboratory 4 hours.  
This course covers the study of construction methods, materials and building ordinances and the preparation of working drawings for frame construction.

**6 Architectural Drawing II (3) CSU**

*Prerequisite: Architecture 5 with a grade of C or better.*

Lecture 2 hours, laboratory 4 hours.  
This course covers the study of construction methods, materials and building ordinance and the preparation of working drawings for frame construction. Consideration is given to problems involving two-story frame construction.



### 7 Architectural Drawing III (3) CSU

*Prerequisite: Architecture 6.*

Lecture 2 hours; laboratory 4 hours.

This course offers a study of construction methods, materials and building ordinances. Preparation of working drawings for a small two-story commercial type III construction, or problems of similar difficulty, are assigned.

### 8 Architectural Drawing IV (3) CSU

*Prerequisite: Architecture 7.*

Lecture 2 hours; laboratory 4 hours.

This course offers a study of construction methods, materials, and building ordinances. Preparation of working drawings for a small building, such as a small hospital, or problems of similar difficulty, are assigned.

### 10 Freehand Drawing I (2)

UC:CSU RPT 1

Laboratory 4 hours.

Techniques of graphic rendering using pencil, pen and ink and water color for the architectural student and draftsman are learned. Both freehand drawing and drafting board methods are stressed.

### 12 Architectural Rendering (2)

UC:CSU RPT 1

Laboratory 4 hours.

Techniques of graphic rendering using pencil, pen and ink and water color for the architectural student and draftsman are learned. Both freehand drawing and drafting board methods are stressed.

### 15 Applied Descriptive Geometry (2) CSU

*Prerequisite: Architecture 5 or General Engineering 2 or equivalent.*

This course in advanced graphical problem-solving techniques includes the representation of geometrical magnitudes; relations between point, line and plane; intersection and development of surface; and architectural and engineering applications.

### 17 Architectural Perspective (2)

UC:CSU

*Prerequisite: Architecture 4 and 10.*

This course covers the methods of making three-dimensional pictorial drawings. Projection systems presented include one-, two-, and three-point, measuring point, sketch, perspective grid, and shades and shadows.

### 185 Directed Study - Architecture (1) CSU

### 285 Directed Study - Architecture (2) CSU

### 385 Directed Study - Architecture (3) CSU

*Prerequisite: Consent of instructor.*

Conference 1 hour per unit.

Allows students to pursue Directed Study in Architecture, on a contract basis under the direction of a supervising instructor.

*Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.*

## ART

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

**TRANSFER CREDIT:** UC campuses have established the following transfer credit maximums: 12 units from Art 700, 706, 709, 710, 711, 712; Photography 9, 10, 21. 16 units from Art 201, 202, 203, 204, 205, 206, 208, 209, 300, 301, 302, 304, 305, 307, 308.

### 101 Survey of Art History I (3)

UC:CSU

*(Formerly Art 1)*

In this chronological survey of the visual arts from pre-history through the European Middle Ages, early civilizations in the Middle East, Egypt, India, China, the Mediterranean, Africa, Japan, and Western Europe are studied.

### 102 Survey of Art History II (3)

UC:CSU

*(Formerly Art 2)*

*NOTE: Art 101 is not a prerequisite to Art 102.*

This course surveys the visual arts of Western Europe, pre-Columbia, America, Africa, and Japan chronologically from the Italian Renaissance to modern times.

### 103 Art Appreciation I (3)

UC:CSU

*(Formerly Art 3)*

This broad introduction to the nature, vocabulary, media, and history of art is designed to expand awareness and understanding of the visual forms that are part of the environment.

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

*(Formerly Art 8)*

*Recommended: Art 102.*

Twentieth century trends in painting, sculpture and architecture are studied.

### 113 History of Costume (3) CSU

*(Formerly Art 7)*

Lecture 3 hours.

This course presents the development of costume through the ages. Reference is made to the influence of history of costume on present-day fashions and how inspiration for current fashion is affected by this study. This course is especially designed for students of fashion design and theater arts.

### 201 Drawing I (3) UC:CSU

*(Formerly Art 20)*

Lecture 2 hours; studio 2 hours.

This introduction to drawing places emphasis upon fundamental rendering of three-dimensional form in space. Pencil, pen and charcoal are used. Students are expected to complete an additional 2 hours per week of studio homework.

*Acceptable for Art 10A credit, UCLA.*

### 202 Drawing II (3) UC:CSU

*(Formerly Art 21)*

*Prerequisite: Art 201 with a grade of C or better or equivalent.*

Lecture 2 hours; studio 2 hours.

Compositional aspects of drawing as applied to still life, natural forms, landscape and the human figure are explored. Students are expected to complete an additional 2 hours per week of studio homework.

### 203 Drawing III (3) UC:CSU

*(Formerly Art 26)*

*Prerequisite: Art 202 with a grade of C or better or equivalent.*

Lecture 2 hours; studio 2 hours.

This course is a continuation of Art 202. Students are expected to complete an additional 2 hours per week of studio homework.



**204 Life Drawing I (3) UC:CSU***(Formerly Art 24)**Prerequisite: Art 201 with a grade of C or better or equivalent.*

Lecture 2 hours; studio 2 hours.

An introductory study of human structure and proportion is provided. Fundamental drawing approaches are explored in black and white media with emphasis upon the development of observation and skill in graphic representation. Students are expected to complete an additional 2 hours per week of studio homework.

**205 Life Drawing II (3) UC:CSU***(Formerly Art 25)**Prerequisite: Art 204 with a grade of C or better or equivalent.*

Lecture 2 hours; studio 2 hours.

This course consists of drawing from the human figure with emphasis upon the development of observation, structure and draftsmanship. Various media are explored stressing line and tone. Students are expected to complete an additional 2 hours per week of studio homework.

**206 Life Drawing III (3) UC:CSU***(Formerly Art 25)**Prerequisite: Art 205 with a grade of C or better or equivalent.*

Lecture 2 hours; studio 2 hours.

This course is a continuation of Art 205. Students are expected to complete an additional 2 hours per week of studio homework.

**208 Life Drawing Studio (2) UC:CSU***(Formerly Art 26)**Prerequisite: Art 503 and 205 with grades of C or better or consent of instructor.*

Studio 4 hours.

This course consists of drawing from the human figure with problems in anatomy, structure, draftsmanship and pictorial space. Various pictorial concepts motivated by the human image are explored. Students are expected to complete an additional 2 hours per week of studio homework.

**209 Perspective Drawing I (3) UC:CSU***(Formerly Art 30)*

Lecture 2 hours; studio 2 hours.

This course helps the drawing and architecture student to better understand three-dimensional form in space. Study is made of one-, two-, and three-point perspective drawing of objects as well as architectural interiors and exteriors. Elementary drafting skills as well as freehand sketching and rendering will be explored. Students are expected to complete an additional 2 hours per week of studio homework.

**300 Introduction to Painting (3) UC:CSU***(Formerly Art 22)**Prerequisite: Art 201 or 501 with a grade of C or better or equivalent.*

Lecture 2 hours; studio 2 hours.

This course continues the development of draftsmanship and exposure to art concepts related to imagery, paint quality, color and composition. Various media and mixed media in drawing and painting are explored with emphasis upon specific techniques. Students are expected to complete an additional 2 hours per week of studio homework.

*Acceptable for Art 20A credit, UCLA.***301 Watercolor Painting I (3) UC:CSU***(Formerly Art 23)**Prerequisite: Art 300 with a grade of C or better or equivalent.*

Lecture 2 hours; studio 2 hours.

This course is an introduction to and an exploration of watercolor media in varied styles, techniques and pictorial methods. Students are expected to complete an additional 2 hours per week of studio homework.

**302 Watercolor Painting II (3) UC:CSU***(Formerly Art 23)**Prerequisite: Art 301 with a grade of C or better or equivalent.*

Lecture 2 hours, studio 2 hours.

This is a continuation of Art 301. Students are expected to complete an additional 2 hours per week of studio homework.

**303 Watercolor Painting III (3) UC:CSU***Prerequisite: Art 302 with a grade of C or better or equivalent.*

Lecture 2 hours, studio 2 hours.

This is a continuation of Art 302.

**304 Acrylic Painting I (3) UC:CSU***Prerequisite: Art 300 or 501 with a grade of C or better or equivalent.*

Lecture 2 hours; studio 2 hours.

This course is an introduction to fundamental skills in acrylic media, canvas preparation and brush techniques. Composition and color theory are studied as applied to still life, landscape and natural forms. Students are expected to complete an additional 2 hours per week of studio homework.

**305 Acrylic Painting II (3) UC:CSU***Prerequisite: Art 304 with a grade of C or better or equivalent.*

Lecture 2 hours; studio 2 hours.

This course is a continuation of Art 304. Students are expected to complete an additional 2 hours per week of studio homework.

**501 Beginning Two-Dimensional Design (3) UC:CSU***(Formerly Art 11)*

Lecture 2 hours; studio 2 hours.

This course provides an introduction to organization on the two dimensional plane. Scale, shape, texture, motion and color are focused upon. Fundamentals of modulations, modification and variation are explored. Students are expected to complete an additional 2 hours per week of studio homework.

**502 Beginning Three-Dimensional Design (3) UC:CSU***(Formerly Art 13)**Prerequisite: Art 501 with a grade of C or better or equivalent. Art 503 may be taken concurrently.*

Lecture 2 hours; studio 2 hours.

This course provides an introduction to the organization of forms in three dimensions. Experimental problems in a variety of materials using various spatial constructions are dealt with. Students are expected to complete an additional 2 hours per week of studio homework.

**503 Intermediate Design (3) UC:CSU***(Formerly Art 12)**Prerequisite: Art 501 with a grade of C or better or consent of instructor.*

Lecture 2 hours; studio 2 hours.

This continuation of Art 501 stresses the individual's sensitivity to color enabling the painter, designer or layperson to utilize color for expression. Students are expected to complete an additional 2 hours per week of studio homework.

**706 Clay Sculpture I (2) UC: CSU**

Lecture 1 hour; studio 3 hours.

Design in three dimensions and in relief and basic sculptural processes in clay are explored. Students are expected to complete an additional 2 hours per week of studio homework.

**708 Introduction to Ceramics (3) UC:CSU***(Formerly Art 52)**Prerequisite: Art 501 with a grade of C or better or equivalent.*

Lecture 1 hour; studio 5 hours.

Instruction in wheel throwing and hand construction is provided. Simple experiments are conducted in the formulation of clay bodies and glazes. Analysis of form, function and decoration emphasizing the proper use of materials and tools in the basic methods of clay construction is stressed.

**709 Ceramics I (3) UC:CSU***(Formerly Art 53)**Prerequisite: Art 708 with a grade of C or better or equivalent.*

Lecture 1 hour; studio 5 hours.

Development of students' technical skills is continued with emphasis on individual growth in creative design abilities. Loading and firing of kilns and study of ceramic raw materials are included.

**710 Ceramics II (3) UC:CSU**

(Formerly Art 53)

*Prerequisite: Art 709 with a grade of C or better or equivalent.*

Lecture 1 hour; studio 5 hours.

This course is a continuation of Art 709.

**711 Ceramics III (3) UC:CSU**

*Prerequisite: Art 710 with a grade of C or better or equivalent.*

Lecture 1 hour; studio 5 hours.

This course is a continuation of Art 710.

**712 Ceramics Workshop (2) CSU**

(Formerly Art 74)

Studio 4 hours.

This course provides a studio experience for beginning and advanced potters. A variety of construction methods are undertaken simultaneously, including handbuilding, wheel-throwing and simple mold production. Techniques for surface enrichment, glazing and firing are explored at various levels of ability.

**185 Directed Study - Art Honors (1) UC:CSU**

**285 Directed Study - Art Honors (2) UC:CSU**

**385 Directed Study - Art Honors (3) UC:CSU**

*Prerequisite: Consent of instructor.*

Conference 1 hour per unit.

Allows students to pursue Directed Study in Art on a contract basis under the direction of a supervising instructor.

*Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.*

**ASTRONOMY**

**1 Elementary Astronomy (3) UC:CSU**

All areas of modern astronomy are discussed in this introductory course. Major topics include: the sun, moon and planets; stars and galaxies; telescopes and other instruments; constellations; and the history of astronomy. *Acceptable for Astronomy 3 credit, UCLA.*

**AVIATION MAINTENANCE TECHNICIAN**

**1 Maintenance Procedures (3) CSU**

*Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 2.*

Lecture 3 hours.

Instruction is offered in ground operation, servicing airplanes, maintenance publications, forms, records, and mechanic's privileges and limitations. Aircraft materials and processes are identified with emphasis on inspection procedures.

**2 Maintenance Procedures Laboratory (2)**

*Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 1.*

Laboratory 6 hours.

Instruction and practice is offered in the ground operation and servicing of airplanes. Maintenance publications, forms, and records are used in conjunction with inspection and repair procedures. Materials are identified and inspected to specifications.

**3 Basic Aircraft Science (3) CSU**

*Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 4.*

Lecture 3 hours.

Instruction is offered in applied mathematics, physics, aircraft drawing, application of aircraft coverings, doping, and corrosion control.

**4 Basic Aircraft Science Laboratory (2)**

*Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 3.*

Laboratory 6 hours.

Instruction and practical application is offered in basic mathematics, physics, aircraft drawings and prints. Instruction and practice is also given in wood structures, aircraft coverings, aircraft finishing and corrosion control.

**5 Basic Electricity and Auxiliary Systems (3) CSU**

*Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 6.*

Lecture 3 hours.

Instruction is offered in basic electricity, Ohm's law, DC and AC circuits, semi-conductors, metric prefixes, and scientific notation. Communication and navigation systems, cabin atmosphere control, position and warning systems and ice and rain control systems are also covered.

**6 Basic Electricity and Auxiliary System Laboratory (2)**

*Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 5.*

Laboratory 6 hours.

This course describes relationships between voltage, current and power and explains how to use testing and measuring equipment in the inspection, checking, servicing and repair of the following systems: air-conditioning, communication and navigation, position and warning, and ice and rain control.

**7 Electrical and Instrument Systems (3) CSU**

*Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 8.*

Lecture 3 hours.

Instruction is offered in the function of aircraft electrical systems and components, generators, and aircraft instruments, including flight, navigation, and engine instruments.

**8 Electrical and Instrument Systems Laboratory (2)**

*Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 7.*

Laboratory 6 hours.

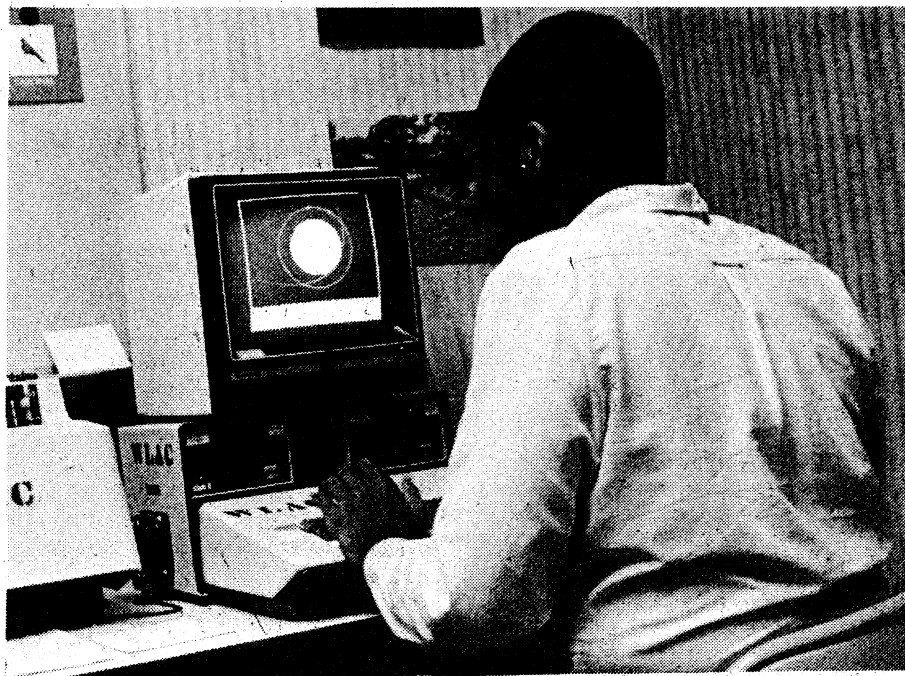
An analysis is made of series, parallel and complex electrical circuitry in D.C. and in A.C., supplemented by discussion of testing and measuring equipment. Description, operation, and maintenance procedures for aircraft instrumentation are also explained.

**9 Assembly, Rigging and Inspection (3) CSU**

*Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 10.*

Lecture 3 hours.

Instruction is offered in assembly and rigging techniques, with weight and balance theory and procedure emphasized, and in the fabrication and installation of fluid lines and fittings.



**10 Assembly, Rigging and Inspection Laboratory (2)**

*Prerequisite:* Must be taken concurrently with Aviation Maintenance Technician 9.

Laboratory 6 hours.

Instruction is provided in the skills and techniques needed for the assembly and rigging of airframe structures, including weight and balance computation. Opportunity is provided to fabricate fluid lines and fittings.

**11 Aircraft Metal Assembly (3) CSU**

*Prerequisite:* Must be taken concurrently with Aviation Maintenance Technician 12.

Lecture 3 hours.

This course offers a study of metal repair procedures, including the materials and methods of fastening by welding, riveting, and other accepted techniques.

**12 Aircraft Metal Assembly Laboratory (2)**

*Prerequisite:* Must be taken concurrently with Aviation Maintenance Technician 11.

Laboratory 6 hours.

Instruction and practice is offered in cutting, bending, forming, welding and fastening metal structures. Plastic enclosures and honeycomb are evaluated. Structural repairs using various fastening and bonding techniques are emphasized.

**13 Hydraulic, Landing Gear, and Fuel Systems (3) CSU**

*Prerequisite:* Must be taken concurrently with Aviation Maintenance Technician 14.

Lecture 3 hours.

Instruction is offered in the study of hydraulic, landing gear, and aircraft fuel systems. Emphasis is placed on component design, operation, relationships, and system troubleshooting.

**14 Hydraulic, Landing Gear, and Fuel Systems Laboratory (2)**

*Prerequisite:* Must be taken concurrently with Aviation Maintenance Technician 13.

Laboratory 6 hours.

Hydraulic, landing gear, and fuel systems are studied and operated, with components removed and reinstalled. Emphasis is placed on procedure and techniques, troubleshooting, and diagnosis.

**15 Propeller and Powerplant Systems (3) CSU**

*Prerequisite:* Must be taken concurrently with Aviation Maintenance Technician 16.

Lecture 3 hours.

Instruction is offered in propellers, powerplant lubrication, cooling, induction, and exhaust systems. Fire protection, including fire detection and extinguishing systems, is included.

**16 Propeller and Powerplant Systems Laboratory (2)**

*Prerequisite:* Must be taken concurrently with Aviation Maintenance Technician 15.

Laboratory 6 hours.

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 (2) CSU**

*Prerequisite:* Must be taken concurrently with Aviation Maintenance Technician 18.

Lecture 3 hours.

Instruction is offered in the principles and practices of aircraft powerplant ignition systems and fuel metering systems.

**18 Ignition and Fuel Metering Systems Laboratory (2)**

*Prerequisite:* Must be taken concurrently with Aviation Maintenance Technician 17.

Laboratory 6 hours.

Instruction and practice is offered in inspecting, checking, servicing, troubleshooting, and repairing aircraft ignition and fuel metering systems.

**19 Reciprocating Powerplant Overhaul (3) CSU**

*Prerequisite:* Aviation Maintenance Technician 15 and 17. Must be taken concurrently with Aviation Maintenance Technician 20.

Lecture 3 hours.

Instruction is offered in maintenance, publications, basic engine theory and overhaul procedures of reciprocating engines.

**20 Reciprocating Powerplant Overhaul Laboratory (2)**

*Prerequisite:* Aviation Maintenance Technician 16 and 18. Must be taken concurrently with Aviation Maintenance Technician 19.

Laboratory 6 hours.

Instruction and practice is offered in use of maintenance publication records relative to overhaul procedure. Complete engine overhaul procedures and methods and practice are presented.

**21 Powerplant Trouble Shooting and Testing (3) CSU**

*Prerequisite:* Aviation Maintenance Technician 19. Must be taken concurrently with Aviation Maintenance Technician 22.

Lecture 3 hours.

Instruction is offered in engine inspection and troubleshooting procedures for reciprocating engines. Course includes turbine engine theory and operation.

**22 Powerplant Trouble Shooting and Testing Laboratory (2)**

*Prerequisite:* Aviation Maintenance Technician 20. Must be taken concurrently with Aviation Maintenance Technician 21.

Laboratory 6 hours.

Instruction and practice is offered in the installation, operation, and troubleshooting of aircraft powerplants.

**23 Inspection and Evaluation (3) CSU**

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

*Prerequisite:* Aviation Maintenance Technician 1 through Aviation Maintenance Technician 22 or authorization for written exams. Must be taken concurrently with Aviation Maintenance Technician 24.

Lecture 3 hours.

Instruction is offered in conducting 100-hour inspections. General airframe and powerplant subjects for the Airframe and/or Powerplant License are reviewed. Emphasis is placed on preparation for Federal Aviation Administration written examinations.

**24 Inspection and Evaluation Laboratory (2)**

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

*Prerequisite:* Aviation Maintenance Technician 1 through Aviation Maintenance Technician 22 or authorization for written exams. Must be taken concurrently with Aviation Maintenance Technician 23.

Laboratory 6 hours.

Instruction and practice is offered in conducting a 100-hour inspection on an airframe and powerplant and using the appropriate reference material and correct procedures to determine airworthiness of an airframe or powerplant. Students perform general, airframe, and powerplant practical projects.

**25 Federal-Oral and Practical Examinations (3)**

*Prerequisite:* Aviation Maintenance Technician 1 through Aviation Maintenance Technician 24 and written exams passed, or Aviation Maintenance Technician 23 through Aviation Maintenance Technician 24 and written exams passed or meet requirements of Federal Air Regulation part 147 or written permission of instructor as per Federal Air Regulation 65.80.

Lecture 3 hours.

Instruction and practice is offered in oral and practical examinations for the airframe and powerplant technician. Using FAA guidelines, oral and practical examinations are conducted by a designated mechanic examiner.



## 26 Federal-Oral and Practical Examinations (2)

*Prerequisite: Aviation Maintenance Technician 1 through Aviation Maintenance Technician 24 and written exams passed or Aviation Maintenance Technician 23 through Aviation Maintenance Technician 24 and written exams passed, or written permission of instructor as per Federal Air Regulation 65.80.*

Laboratory 6 hours.

Instruction and practice is offered in oral and practical examinations for the airframe and powerplant technician. Using FAA guidelines, oral and practical examinations are conducted by a designated mechanic examiner.

## 31 Inspection Authorization for Aviation Mechanics (3)

*Prerequisite: FAA Mechanic Certificate with Airframe and Powerplant ratings.*

Lecture 3 hours.

Instruction is offered on the Certificated Aviation Mechanic reviewing regulations, inspection procedures and preparation for the Federal Aviation Administration Mechanic Inspection Authorization.

## 53 Aeronautical Ground School I (3) CSU

Lecture 3 hours.

This course fulfills the Federal Aviation Administration requirements of private pilot ground school instruction with the basic study of aeronautics, Federal Aviation Regulations, physiology of flight, fundamentals of flight, meteorology, navigation and flight planning.

## 61 Science of Aeronautics I (3) CSU

Lecture 3 hours.

Instruction is offered in basic aeronautical navigation procedures of dead reckoning and radio, with emphasis on flight planning and the use of published aids. This course is presented as preparation for the FAA Commercial Pilot Rating.

## 89 Preventive Maintenance for Pilots (3)

Lecture 3 hours.

Aircraft maintenance that is permitted by pilots is discussed and demonstrated. Part 43 of the Federal Aviation Agency is used as the guiding rule. A complete aircraft is used for demonstration.

# BIOLOGY

## 3 Introduction to Biology (4) UC:CSU

Lecture 3 hours; laboratory 3 hours.

Biological principles, activities and relationships of living organisms to each other and the world they live in, with emphasis on their correlations to the human organism are surveyed.

*Acceptable for Biology 2 with Lab, credit UCLA.*

## 4 Heredity and Human Development (3) UC:CSU

Lecture 3 hours.

This is an introductory genetics course for non-science majors. Emphasis is placed on the facts and fictions of heredity including its relationship to evolution, reproduction, genetic counseling and various human conditions and diseases.

## 5 Introduction to Human Biology (4) UC:CSU

*Prerequisite: Eligibility for English 28 and completion of Mathematics 30 or equivalent.*

*(NOTE: This course is presented in two modules: module A, lecture; module B, laboratory. Concurrent enrollment in the modules is required.)*

Lecture 3 hours; laboratory 3 hours.

This course provides a basic introduction to biological principles. In addition, emphasis is given to the study of the basic unit of life, the cell, and animal tissues. This course is the prerequisite for Anatomy 1, Microbiology 20 and Physiology 1. Recommended for non-biology science majors (Formerly Zoology 5.)

## 6 General Biology I (5) UC:CSU

*Prerequisite: Chemistry 1 with a grade of C or better.*

Lecture 3 hours; laboratory 6 hours.

The principles of molecular biology, cell structure and function, genetics, evolution and orga-

nization at the tissue level in plants and animals are studied. Biology 6 and 7 satisfy requirements of lower division zoology and botany for biological science majors.

*Acceptable for Biology 7, credit UCLA.*

## 7 General Biology II (5) UC:CSU

*(Biology 7 may be taken before Biology 6.)*

*Prerequisite: none.*

*Recommended: UCLA and CSUN recommend the completion of both Biology 6 and 7 as a core program.*

Lecture 3 hours; laboratory 6 hours.

This course covers the principles of organ and organ system physiology in plants and animals, ecology and the course of evolution. A survey of the various plant and animal groups is included.

*Acceptable for Biology 5, credit UCLA.*

## 10 Natural History I (4) UC:CSU

*Recommended: Some prior biology experience.*

Lecture 2 hours; laboratory 3 hours.

This course surveys the plants and animals of Southern California, their history, ecology, interrelationships and classification, with emphasis on the valley and marine environments of the local Santa Monica and San Gabriel Mountains. Laboratory experience includes field trips to each area.

*Acceptable for Biology 21 with Lab, credit UCLA.*



**185 Directed Study - Biology (1)**

UC:CSU

**285 Directed Study - Biology (2)**

UC:CSU

**385 Directed Study - Biology (3)**

UC:CSU

*Prerequisite: Consent of instructor.*

Conference 1 hour per unit.

Allows students to pursue Directed Study in Biology on a contract basis under the direction of a supervising instructor.

*Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.***BROADCASTING****1 Fundamentals of Radio and Television Broadcasting (3) CSU***Required of all Broadcasting majors. Open to others.*

Lecture 3 hours.

This course focuses on the basic phases of radio and television broadcasting, including its history, legal aspects, networks, FCC, programming, use of motion pictures and videotapes, sales, public service, studio procedure and station personnel.

**5 Radio and Television Acting (3)**

UC:CSU RPT 1

Lecture 3 hours; laboratory 1 hour.

Fundamentals of acting before a microphone or video camera are stressed. Students perform in commercials and scenes using VTR equipment. Through playback, analysis of technique and instructor critique, students develop their acting abilities.

*Acceptable for credit: 12 units maximum from Broadcasting 5, 46, and Theatre 42, 44, 45, 46, UC campuses.***26 TV-Film Aesthetics (3) CSU**

This course examines television and film art forms and covers the history, genres, production elements, cultural impact, and possible future development of these media. Classic programs on kinescope and videotape are shown to illustrate course material.

**46 Fundamentals of Television Production (4) CSU RPT 1***Prerequisite: Completion of, or concurrent enrollment in Broadcasting 1.*

Lecture 3 hours; laboratory 3 hours.

The history and development of television as a communications medium are studied. The uses of television and responsibilities of the broadcast media are discussed. Students analyze content and form of current programs. Fundamentals of television production are taught, and instruction is given in the operations and functions of broadcast facilities. A tour of a major network facility is included as part of the course.

*See acceptability Broadcasting 5.***BUSINESS**

Also listed alphabetically in this catalog: Accounting, Business, Business Data Processing, Finance, Law, Management, Marketing, Office Administration, Real Estate, Supervision.

**1 Introduction to Business (3)**

CSU

*(NOTE: Students who are business majors or who are considering a change to this major are advised to take this course as a foundation. It is a survey of the fundamental aspects of all phases of business.)*

Forms of business organization, finance, personnel problems, marketing, managerial aids and business-government relations are surveyed. Students are given an overview of all facets of business.

**31 Business English (3)***NOTE: English Placement exam required.*

This course offers intensive review of the mechanics of English: spelling, grammar, punctuation, sentence structure and word usage. These principles are applied to the writing of sentences and paragraphs. Business 31 also develops business vocabulary skills.

**32 Business Communications (3)**

CSU

*Prerequisite: Business 31 with a grade of C or better and the ability to type.*

Business 32 develops the ability to use techniques of expository and argumentative writing when composing business letters, memos, and reports. Emphasis is placed on the fundamentals of clear, direct expression, correct English usage, and the psychology of business letter composition and communication.

**38 Business Computations (3) CSU**

This course provides a brief review of the fundamentals of computations followed by applications of non-algebraic mathematics to wage payment methods and payroll preparations; percentage, markon, markup, markdown and turnover, cash and trade discounts; simple interest and applications of compound interest principles to investment, annuity and depreciation problems

**185 Directed Study - Business (1) CSU****285 Directed Study - Business (2) CSU****385 Directed Study - Business (3) CSU**

Conference 1 hour per unit.

Allows students to pursue Directed Study in Business on a contract basis under the direction of a supervising instructor.

*Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.***Cooperative Work Experience Education**

Business is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.



## BUSINESS DATA PROCESSING

All data processing classes are listed under Computer Science-Information Technology. Previous class designations along with their current numbers are as follows:

Old	Current
BDP-1	CO SCI-1
BDP-21	CO SCI-7
BDP-22	CO SCI-3
BDP-29	CO SCI-11
BDP-30	CO SCI-12
BDP-31	CO SCI-8
BDP-58	CO SCI-17

## CHEMISTRY

### 1 General Chemistry I (5) UC:CSU

**Prerequisites:** 1. Either high school chemistry or Chemistry 10 with a grade of C or better, and a satisfactory score on a chemistry placement examination given in advance of registration. Students should consult the Admissions Office, the Counseling Office or the Chemistry Department for dates of examinations.

2. A minimum of two years of high school mathematics or completion of Mathematics 220 or its equivalent. Both prerequisites must have been completed within the last two years. **Recommended:** Completion of English 28 or a more advanced reading and composition course with a grade of C or better; or eligibility for English 1.

Lecture and conference 5 hours; laboratory 4 hours.

This is a basic course emphasizing principles and theories. It includes discussions of chemical stoichiometry, atomic and molecular structure and the periodic table, gases, 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.

Chemistry 1 and Chemistry 2 are acceptable for Chemistry 11 ABC, BL, CL credit, UCLA. No credit for Chemistry 3 or 10 if taken after Chemistry 1.

One course maximum credit for 3 or 10.

### 2 General Chemistry II (5) UC:CSU

**Prerequisite:** Chemistry 1 with a grade of C or better within the last two years.

Lecture and conference 5 hours; laboratory 4 hours.

This course is a continuation of Chemistry 1, 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.

Chemistry 1 and 2 are acceptable for Chemistry 11 ABC, BL, CL credit, UCLA. No credit for Chemistry 3 or 10 if taken after Chemistry 1.

### 3 Introductory Chemistry (5) UC:CSU

**Prerequisites:** A knowledge of basic arithmetic as taught in Mathematics 105 (Arithmetic for College Students) is essential; Mathematics 115 (Elementary Algebra) or one year of high school algebra is highly recommended.

Also recommended is completion of English 21 or a more advanced reading and composition course with a grade of C or better; or eligibility for English 28.

Lecture and conference, 4 hours; laboratory, 3 hours.

This introductory course emphasizes the principles of chemistry, including inorganic and organic chemistry. It is intended for students in nursing, home economics, physical education, elementary education, and for liberal arts majors who need a physical science laboratory course. Students intending to take Chemistry 1 should take Chemistry 10 rather than Chemistry 3.

Acceptable for Chemistry 2 with Lab, credit UCLA.

### 4 Basic Chemistry (3) UC

A survey of chemistry as a science and its relationship to other sciences is made. Mathematics is held to a minimum while basic chemical ideas are developed. A laboratory section is not included in the course. Demonstrations are used to illustrate lectures. This course is not open to students who have completed Chemistry 1, 3, or 11. It is designed for the non-science major's general education requirements.

### 9 Introductory Organic and Biochemistry (4) UC:CSU

**Prerequisite:** Chemistry 1, 3 or 10, with a grade of C or better.

Lecture 3 hours; laboratory 3 hours.

This course is designed for students who are majoring in dental hygiene, home economics or nursing. Emphasis is placed on organic chemistry and the processes that occur in living tissues. The relationship between organic and biochemistry is presented at the molecular as well as the cellular level.

### 10 Introduction to General Chemistry (5) UC:CSU

**Prerequisite:** One year of high school algebra or Mathematics 115 and a satisfactory score on an entrance examination testing background for this course.

**Recommended:** Completion of English 21 or a more advanced reading and composition course with a grade of C or better; or eligibility for English 28.

Lecture and conference 5 hours; laboratory 2 hours.

This basic chemistry course presents elementary principles of general chemistry, including nomenclature and problem solving. Students whose previous chemistry background is inadequate for Chemistry 1 should take this course in preparation for Chemistry 1. Chemistry 10 is also recommended for students who have been away from high school chemistry for more than two years.

Acceptable for Physical Science M2 or Chemistry M2 credit, UCLA.

Maximum of one course from Chemistry 3 or 10. Maximum of 4 credits transferable to UC.

No credit for Chemistry 3 or 10 if taken after Chemistry 1.

### 14 Introductory Organic Chemistry (5) UC:CSU

**Prerequisite:** Chemistry 2 with a grade of C or better.

Lecture 3 hours; laboratory 6 hours.

The student is introduced to structure, bonding, stereochemistry and functional group chemistry with emphasis on mechanisms. In the laboratory the essential skills of preparation, isolation, purification and identification of organic compounds are presented.

Chemistry 14 acceptable for Chem. 21 with Lab credit, UCLA.



**15 Introductory Biochemistry (5)  
UC:CSU**

*Prerequisite: Chemistry 14 with a grade of C or better.*

Lecture 3 hours; laboratory 6 hours.

An introduction to the structure, properties, and metabolism of carbohydrates, fats, proteins, nucleic acids, vitamins and hormones. Relationships between metabolism and energy are presented. In the laboratory, the preparation and reactions of biologically important compounds, both chemical and enzymatic, are investigated.

*Chemistry 14 with 15 acceptable for Chem. 21. 23. 24 credit, UCLA.*

**30 Chemistry Review (1)**

*Prerequisite: Concurrent enrollment in Chemistry 3 or 10.*

This is a 1-hour-per-week review period in which students who have difficulty with problem-solving are provided opportunities for supervised study and work in chemical calculations.

**185 Directed Study - Chemistry  
(1) UC:CSU****285 Directed Study - Chemistry  
(2) UC:CSU****385 Directed Study - Chemistry  
(3) UC:CSU**

*Prerequisite: Consent of instructor.*

Conference 1 hour per unit.

Allows students to pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor.

*Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.*

**CHILD DEVELOPMENT****1 Child Growth and Development  
(3) UC:CSU**

Lecture 3 hours.

The process of human development from pre-birth to adolescence is studied. Emphasis is placed on development which enables children to reach physical, mental, emotional and social maturity.

**2 The Child and the School (3)  
CSU**

*Prerequisite: Verification of annual tuberculosis test.*

Lecture 3 hours.

This is a survey course of preschool education. The student becomes aware of various types of schools offering experiences to children between 2 and 5 years of age. The personal characteristics of preschool teachers and opportunities for careers in the field are studied. Curriculum suitable for preschool children is included.

**3 Creative Experiences for  
Children I (3) CSU**

*Recommended: Child Development 1 and 2.*

Lecture 3 hours.

Many types of creative experiences for young children are explored including painting, clay, music, drama, art materials and language development. The student has an opportunity to learn to set up, control and evaluate children's experiences in a classroom setting.

**6 The Residential Child Care  
Worker (3) CSU**

Lecture 3 hours.

This is a basic "How-to" training course for staff of children's institutions and group homes and for foster parents dealing with emotionally disturbed, neglected, dependent, retarded and physically handicapped children.

**10 Child Health (3) CSU**

*Recommended: Child Development 1 and 2.*

Lecture 3 hours.

This course includes information on the nutritional needs and physical and mental well-being of children from birth to adolescence. Information dealing with special problems/handicaps is included. Habits and attitudes toward health are discussed. Community resources which are available to assist in the physical and mental well-being of the child are explored.

**11 Home, School and Community  
Relations (3) CSU**

*Recommended: Child Development 1 and 2.*

Lecture 3 hours.

A study is made on the effect of children's homes, schools and communities on their development. Special emphasis is placed on the dynamics of human relations in the multi-cultured urban setting. The cooperation between all agencies connected with the young child is studied in depth.

**12 Parent Involvement in Early  
Childhood (3) CSU**

*Recommended: Child Development 1 and 2.*

Lecture 3 hours.

Emphasis is placed on familiarizing students with techniques used in parent-teacher conferences to enable them to relate better to the families of the children in their classrooms. Techniques such as role-playing and personal interviews are utilized to give students confidence in working with parents and their specific problems.

**21 Child Development Practices  
(3) CSU**

*Prerequisite: Child Development 1 and 2 or consent of instructor. Verification of annual tuberculosis test and fingerprinting required.*

Lecture 2 hours; laboratory 3 hours.

Teaching methods and program planning for preschool students are examined along with the use of materials and equipment in the classroom. Observation and limited participation in the preschool classroom are included as well as discussions on the development of well-adjusted personality during the preschool years.

**22 Laboratory in Child  
Development (4) CSU RPT 1**

*Prerequisite: Child Development 1, 2 and 21. Verification of annual tuberculosis test and fingerprinting required.*

Lecture 2 hours; laboratory 6 hours.

Work with nursery school children is conducted under the direction of a nursery school staff member and is supplemented by the supervision of the course instructor. Emphasis is placed on developing, implementing and evaluating classroom experiences for young children.



**30 Infant Studies (3) CSU**

*Prerequisite: Child Development 1.*

Lecture 3 hours.

A survey of infant-toddler development and current educational programs is provided. Principles of infant-toddler care and environmental and curricular design are studied. An opportunity for observation and participation in field and clinical work is offered.

**34 Observing and Recording Children's Behavior (3) CSU**

Lecture 2 hours; laboratory 1 hour.

This course includes observing, recording and interpreting children's behavior in a variety of settings. Diaries, anecdotes and other forms of written and oral records are explored and used.

**41 Organization and Administration of Nursery Schools (3) CSU**

*Prerequisite: Child Development 1 and 11 or consent of instructor. Recommended: Child Development 2.*

Lecture 3 hours.

The principles and practices of nursery school organization and administration covered include organizational structure, budgeting, personnel policies and practices, records, statistics, reporting and relationship with community resources.

**Cooperative Work Experience Education**

Child Development is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

**CINEMA**

*(For classes in Cinema see Theatre 501, 505, 507, 509.)*

**COMPUTER SCIENCE-INFORMATION TECHNOLOGY**

*For all Computer Science-Information Technology courses, a maximum of 3 courses (9 units) regardless of department is acceptable for transfer to UC campuses.*

**1 Principles of Business Data Processing I (3) UC:CSU**

Principles of Data Processing are covered, including a survey of electronic computer systems, components, languages and techniques. Examples of scientific and commercial applications are given. Elements and capabilities of electronic computers, programming, systems designing and flow charting are introduced. Computers and related equipment in the campus data center are used to familiarize the student with the actual operation of typical systems.

*See Business Data Processing I.*

**3 Business Computer Programming I (3) UC:CSU**

*Prerequisite: Computer Science 1 or equivalent experience with consent of instructor.*

This course introduces students to modern programming techniques and computer operations. The Pascal language is used to illustrate structured programming methods. An assembly language is used to explain the actual operations of a typical computer.

**7 RPG Programming (3) UC:CSU**

*Prerequisite: Computer Science-Information Technology 1 or equivalent experience with consent of instructor.*

This course provides instruction in the use of RPG programming language for production of business reports. The language used is the RPG implementation for the IBM system 34, commonly found in many small businesses.

**8 Business Data Processing Systems (3) UC:CSU**

*Prerequisite: Computer Science 3 or equivalent experience with consent of instructor.*

This course covers initiating, planning, executing, and implementing computer systems in business. The DBASE III Data Base Management system is used to give students hands-on experience in the design and implementation of meaningful on-line data processing systems.

**11 COBOL Programming I (3) UC:CSU**

*Prerequisite: Computer Science-Information Technology 3 or 7 or equivalent experience with consent of instructor.*

COBOL (Common Business Oriented Language) is a language which facilitates the programming of computers for business applications. The course is intended to cover the four divisions, flowcharting and logic used in COBOL. Students learn the concepts of structured programming, featuring modular programming, top-down design technique, GO TO-less programming and other techniques of structured programming. Students develop clear, understandable programs to be run on the computer.

**12 COBOL Programming II (3)**

*Prerequisite: Computer Science 11 or equivalent experience with consent of instructor.*

This course builds on CS11 by covering advanced features of COBOL and allowing students to write more complex programs typical of those found in the business environment. Subjects covered include sorting, ISAM, and random files, segmentation, screen design, and business processing techniques.

**17 Assembly Language Programming (3)**

This course provides instruction in the use of a MACRO assembler language. The 8086 assembler language implemented on the IBM-PC and many other micro-computers is utilized. This course covers the instruction set, interfaces with the operating system, and combination of assembler programs with those written in other languages.

**19 Programming in PASCAL (3) UC:CSU**

*Prerequisite: Computer Science 3 or equivalent experience with consent of instructor.*

This course presents the Pascal programming language, emphasizing its structure and application to business and scientific problems along with elements of good programming style and the production of high quality, maintainable programs. Students write Pascal programs on campus microcomputers.

**27 FORTRAN Programming (3) UC:CSU**

*Prerequisite: Computer Science-Information Technology 3 or equivalent experience with consent of instructor.*

Students learn to use the FORTRAN language to program typical, practical problems as would be encountered in scientific, industrial and commercial applications. Students write programs which are run on the campus computer. Emphasis is placed on the computer as a tool. The concepts of structured programming, featuring modular programming and top-down design techniques, are emphasized.

**38 Computer Operations (3) UC:CSU**

*Prerequisite: Computer Science 3 or its equivalent experience with consent of instructor.*

This course provides an introduction to the operation of modern computer systems. Operating systems and computer system software are described in general. Students learn to operate the computer and its peripheral equipment through job control language and become familiar with the operation and management of a computer center, by using the campus computer. On-line systems technology and processing are emphasized, and microprocessor operation systems are described.

**39 Advanced Computer Programming (3) UC:CSU**

*Prerequisite: Computer Science-Information Technology 3 or equivalent experience with consent of instructor.*

This course provides instruction in the use of advanced features of BASIC to solve business problems. Features covered include file handling, graphics, and sound. Students write programs on several 16 bit micro-computers.

**Cooperative Work Experience Education**

Computer Science-Information Technology is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

## COOPERATIVE EDUCATION

The following courses provide Cooperative Work Experience Education credit. See Cooperative Work Experience Education in the Educational Program Section of the Catalog. Limits to transfer credit are explained in the Cooperative Education Credit Guide.

### 191 Work Experience in Major I

(1) UC:CSU

### 291 Work Experience in Major I

(2) UC:CSU

### 391 Work Experience in Major I

(3) UC:CSU

### 491 Work Experience in Major I

(4) UC:CSU

*Prerequisite:* Employment in a field related to the students' major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the students' educational goals on campus.

*Limits to transfer credit:* See Cooperative Education Credit Guide.

### 192 Work Experience in Major II

(1) UC:CSU

### 292 Work Experience in Major II

(2) UC:CSU

### 392 Work Experience in Major II

(3) UC:CSU

### 492 Work Experience in Major II

(4) UC:CSU

*Prerequisite:* Completion of course 191, 291, 391 or 491, Work Experience in Major I, and employment in a field related to the students' major as verified by the signature of the Cooperative Education Advisor.

Advanced supervised training is conducted in the form of on-the-job training in an employment area that will enhance the students' educational goals on campus.

*Limits to transfer credit:* See Cooperative Education Credit Guide.

### 193 Work Experience in Major III

(1) UC:CSU

### 293 Work Experience in Major III

(2) UC:CSU

### 393 Work Experience in Major III

(3) UC:CSU

### 493 Work Experience in Major III

(4) UC:CSU

*Prerequisite:* Completion of course 191, 291, 391 or 491, Work Experience in Major I and course 192, 292, 392 or 492, Work Experience in Major II and employment in a field related to the students' major as verified by the signature of the Cooperative Education Advisor.

Advanced supervised training is conducted in the form of on-the-job training in an employment area that will enhance the students' educational goals on campus.

*Limits to transfer credit:* See Cooperative Education Credit Guide.

### 194 Work Experience in Major IV

(1) UC:CSU

### 294 Work Experience in Major IV

(2) UC:CSU

### 394 Work Experience in Major IV

(3) UC:CSU

### 494 Work Experience in Major IV

(4) UC:CSU

*Prerequisite:* Completion of course 191, 291, 391 or 491, Work Experience in Major I; course 192, 292, 392 or 492, Work Experience in Major II; course 193, 293, 393 or 493, Work Experience in Major III and employment in a field related to the students' major as verified by the signature of the Cooperative Education Advisor.

Advanced supervised training is conducted in the form of on-the-job training in an employment area that will enhance the students' educational goals on campus.

*Limits to transfer credit:* See Cooperative Education Credit Guide.

### 195 Work Experience - General I

(1)

### 295 Work Experience - General I

(2)

### 395 Work Experience - General I

(3)

*Prerequisite:* None.

Supervised training is provided in the area of general employment practices with emphasis on attitude, ethics, and integrity. On-the-job training need not be in the college major, but must be educational.

*Limits to transfer credit:* See Cooperative Education Credit Guide.

### 196 Work Experience - General II

(1)

### 296 Work Experience - General II

(2)

### 396 Work Experience - General II

(3)

*Prerequisite:* Completion of course 195, 295 or 395, Work Experience - General I.

Supervised training is provided in the area of general employment practices with emphasis on attitude, ethics, and integrity. On-the-job training need not be in the college major, but must be educational.

*Limits to transfer credit:* See Cooperative Education Credit Guide.

## DENTAL HYGIENE

(Courses are open to Dental Hygiene Majors only.)

### 100 Principles of Clinical Dental Hygiene (2)

Lecture 2 hours.

This course provides beginning dental hygiene students with the scientific knowledge and understanding of the basic principles of dental techniques and procedures for applying complete oral hygiene services.

### 101 Clinical Dental Hygiene I (2)

Laboratory 6 hours.

This introductory course to clinical dental hygiene is designed to develop the skills and techniques required for performing the oral prophylaxis and orienting students to the role and function of the dental hygienist as a member of the preventive dentistry team.

### 102 Radiology I - Introduction to Radiology (1)

Lecture 1 hour.

This course includes a study of the theory and development of radiation; radiation safety and the technique of exposing, processing and mounting radiographs. Lectures include the rationale for and interpretation of radiographs as they relate to dental hygiene.

### 103 Radiology I - Laboratory (1)

Laboratory 3 hours.

Clinical laboratory experience in intraoral radiological techniques; darkroom processing and mounting procedures and interpretation of radiographs for preliminary evaluation are discussed and applied.

### 104 Tooth Morphology (2)

Lecture 2 hours.

A detailed study is made of permanent and deciduous dentition including morphology, eruption, function and occlusion. Laboratory sessions include comparison of various extracted teeth and the functional relationships of teeth.

### 105 General Pathology (2)

Lecture 2 hours.

This course focuses on the major diseases and disorders which students will encounter in practice. Scientific terms and disease mechanisms are introduced by stressing the patient as well as the disease.

### 106 Anatomy and Embryology of the Head and Neck (2)

Lecture 2 hours.

A detailed study of the Anatomy and Embryology of the human head, neck, face and jaw through lecture and demonstration.

### 108 Introduction to Periodontics (2)

*Prerequisite:* Enrolled student in Dental Hygiene program.

Lecture 2 hours.

This class emphasizes the role of the dental hygienist in the prevention, diagnosis, and treatment of periodontal diseases.

### 150 Preventive Dentistry (1)

*Prerequisite:* Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 1 hour.

This course provides the fundamentals for the clinical application of preventive dentistry procedures. Content centers on the use of dental fluorides, caries susceptibility testing, dietary analysis, plaque control therapy and communications skills for effective patient counseling.

**151 Clinical Dental Hygiene II (3)**

*Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.*

Under supervision in a clinical environment at UCLA, students apply knowledge and basic clinical skills learned in DH 101 and other pre-clinical classes toward proficiency in the care and treatment of the dental hygiene patient.

**152 Special Patient Care (1)**

*Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.*

Lecture 1 hour.

This course is intended to familiarize students with advanced intra-oral, extra-oral and specialized radiographic techniques. A knowledge and understanding of panoramic, cephalometric and photographic surveys and equipment are discussed. More advanced interpretive radiographic evaluations as they pertain to dental hygiene are emphasized.

**153 Radiology II - Laboratory (1)**

*Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.*

Laboratory 3 hours.

Clinical laboratory experience in extra-oral, specialized intra-oral and preliminary radiographic interpretations are developed.

**154 Oral Pathology (2)**

*Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.*

Lecture 2 hours.

This course provides an introduction to interpretation of clinical and histological pathologic conditions. Students view oral abnormalities with the use of slides and radiographs.

**155 Dental Materials (2)**

*Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.*

Lecture 2 hours.

The purpose of this course is to study the properties, composition and manipulation of materials used in the field of dentistry and dental hygiene. The study of dental materials enables the dental hygienist to understand the behavior of these materials and thus subsequent manipulation.

**156 Histology of Oral Tissues (2)**

*Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.*

Lecture 2 hours.

The embryonic development of the head, neck, face and jaws is discussed with special emphasis on the development of the oral cavity and teeth; microscopic structure of tissues of the oral cavity and head and neck are correlated with gross anatomic structure.

**200 Introduction to Dental Pathology (1)**

*Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.*

Lecture 1 hour.

This course provides an introduction to the understanding, recognition and proper treatment of dental tissue pathology. Lectures and discussion cover the aspects of occlusal dysfunction, dental caries, pulpal pathology, alterations and injuries to tooth tissue, treatment planning and principles of advanced instrumentation.

**201 Clinical Dental Hygiene III (4)**

*Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.*

Clinic 12 hours.

Under supervision in a clinical environment, students apply specific knowledge and skills learned in pre-clinical and clinical courses, as well as from other clinic related classes. Rotating assignments into various dental specialty clinics provide an opportunity to learn about the role of the dental hygienist in these areas. Care and treatment of the special patient is discussed in a core course with UCLA dental students.

**202 Dental Specialties and Expanded Functions (2)**

*Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.*

Lecture 2 hours.

This course is designed to enable the dental hygiene student to understand and appreciate the various aspects of dentistry to which dental hygiene is allied. The specialized areas of dental practice are presented to establish a proper perspective of dental hygiene in its relationship to the subdivisions of dentistry.

**203 Dental Specialties and Expanded Functions - Laboratory (1)**

Laboratory 3 hours.

Expanded functions for the dental hygienist deals with the integration of the hygienist into the dental team as a flexible auxiliary for present and future positions in the oral health delivery system. Areas of study include: placement and removal of rubber dams; myofunctional therapy; sizing of stainless steel crowns; sizing, placement and removal of temporary crowns; mouthguard construction; placement and removal of anterior and posterior matrices; placement and condensation of composite restorations; placement, condensation and finishing of amalgam restorations and design of restorative preparations.

**204 Dental Health Education (1)**

*Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.*

Lecture 1 hour.

This introductory course to dental health education is designed to orient dental hygiene students in the role of the dental health educator. This course applies educational techniques in teaching elementary pre-school aged children and those with special handicaps.

**205 Dental Health Education - Practicum (1)**

*Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.*

Practicum 3 hours.

This course is the practical experience which coordinates with the lecture course, Dental Health Education, DH 204.

**206 Periodontics (1)**

*Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.*

Lecture 1 hour.

This course is designed to provide dental hygiene students with a basic background in periodontics. The role of the dental hygienist in the prevention and treatment of periodontal disease is emphasized. Lectures on anatomy, histology and pathology of the periodontium are correlated with the clinical aspects of periodontal treatment and various therapeutic measures currently in use. Emphasis is placed on root planing and soft tissue curettage.

**207 Pain Control (1)**

*Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.*

Management of pain control through the use of local anesthetics nitrous oxide and oxygen sedation is studied through lectures and laboratory practice.

**208 Pharmacology (3)**

*Prerequisite: Enrollment limited to 2nd year Dental Hygiene students.*

Lecture 3 hours.

This course presents the general principles of pharmacology including the pharmacodynamics, pharmacokinetics, adverse reactions, and contraindications of drugs. Emphasis will be placed on those drug groups especially relevant to dental practice including the general anesthetics, local anesthetics, sedatives, analgesics, antiseptics, autonomic drugs, and antibiotics.



**210 Emergencies in Dental Practice (1)**

*Prerequisite:* Enrolled student in Dental Hygiene.

This course is designed to provide the student with the background and practice to recognize and manage any emergency situation that might develop. Emphasis will be placed on prevention, prompt recognition, and effective treatment of life-threatening emergency situations that can occur in the practice of dentistry.

**250 Advanced Periodontal Seminar (1)**

*Prerequisite:* Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 1 hour.

In seminars, students discuss auxiliary procedures for the periodontally involved patient. Cases are presented and discussed. Emphasis is placed on treatment planning and evaluation of treatment.

**251 Clinical Dental Hygiene IV (4)**

*Prerequisite:* Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Clinic 12 hours.

Under supervision in a clinical environment, students apply knowledge and clinical skills learned in pre-clinical and clinical courses, as well as from other clinic related classes toward increasing proficiency in treatment of the dental hygiene patient. Rotating assignments into various dental specialty clinics provide an opportunity to observe and participate as a dental hygienist in these areas.

**252 Essentials of Dental Hygiene Practice (2)**

*Prerequisite:* Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 2 hours.

Through lecture, class discussion and group activities, students focus on the changes which are confronting health care professionals. Areas of discussion are role delineation, legal considerations, ethics and practice management.

**253 Community Dental Health (2)**

*Prerequisite:* Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 2 hours.

This course is an introduction to the principles of dental public health. It includes the history and trends in dental care delivery, the functions of governmental and voluntary health agencies, dental disease prevention, epidemiology and statistics.

**254 Community Dental Health - Practicum (1)**

*Prerequisite:* Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Practicum 2 hours.

The purpose of this course is to introduce students to problems, ideas, concepts and program planning in public health and community dentistry. The major emphasis of the course is the application of systematic planning, implementation and evaluation of community education programs. Through the course project students are directly involved in identifying dental health problems, identifying and analyzing the target group, collecting baseline data, writing program objectives, writing basic health education methodologies and evaluating a dental health education program.

**DRAFTING****1 General Drafting I (3) CSU**

*Prerequisite:* None.

Lecture 1 hour; laboratory 5 hours.

This course provides basic training in the preparation of industrial drawings, including the underlying principles of mechanical drawing, the use of drawing instruments, geometric construction, freehand technical sketching, single-view and multi-view drawings, sectioning, and dimensioning.

**2 Applied Technical Drafting I (4) CSU**

*Prerequisite:* Drafting 1 or General Engineering 52.

Lecture 1 hour; laboratory 5 hours.

This course continues development of Drafting 1 techniques and includes ANSI and MIL.STD. conventions, auxiliaries, fasteners, tolerancing, assemblies, and detail drawings.

**3 Applied Technical Drafting II (4) CSU**

*Prerequisite:* Drafting 2.

Lecture 1 hour; laboratory 5 hours.

Emphasizing advanced detail drawings, this course includes secondary auxiliary drawings, advanced developments and intersections, comprehensive treatment of section views and an introduction to positional and geometrical tolerancing.

**185 Directed Study - Drafting (1) CSU****285 Directed Study - Drafting (2) CSU****385 Directed Study - Drafting (3) CSU**

*Prerequisite:* Consent of Instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Drafting on a contract basis under the direction of a supervising instructor.

*Credit Limit:* A maximum of 3 units in Directed Study may be taken for credit.

**ECONOMICS****1 Principles of Economics I (3) UC:CSU**

This introductory course provides the student with an understanding of the basic economic principles and forces which govern the production and distribution of goods and services. Topics include: forms of business organizations; the role of government in the economic system; value and price in a free enterprise system; labor-management relations and contemporary economic developments.

*Acceptable for Economics 1 credit, UCLA.*

**2 Principles of Economics II (3) UC:CSU**

This is an introductory course in the principles of macroeconomics. Topics considered include: the national income, business fluctuations, the financial system, public finance, international economics and application of economic principles to contemporary economic developments.

*Acceptable for Economics 2 credit, UCLA.*

**4 Economics for the Consumer (3) UC:CSU**

Students study economics from the consumer viewpoint. The course deals with the consumer's place in the economy, budgeting, family financial management, consumer choice, consumer credit, saving and investment, estate planning, insurance and consumer aids.

**10 Economic History of the United States (3) UC:CSU**

This course stresses the economic aspects of United States history. Topics considered are colonial commerce and agriculture, economic aspects of the Revolution, rise of the factory system, internal transportation and communication, the agrarian revolution, the consolidation of business, the labor movement, business cycles and world economic relations. Same as History 15.

*Acceptable for Economics 10 credit, UCLA.*

**EDUCATION****1 Introduction to Teaching (3) UC:CSU**

*Recommended for those interested in or planning to enter the teaching profession.*

A general introduction to various fields of educational thought and practice is provided. The nature of teaching and the qualifications which lead to success in the field of education are studied. Vocational opportunities and current practice in the classroom are discussed. Same as Education 2 with Education 3.

*A student may receive credit only for Education 1 or for Education 2 and 3. No credit will be given for all three courses or for combinations of Education 1 and 2 or Education 1 and 3.*

*UCLA: Maximum credit: 3 units for any combination of Education 1, 2 or 3.*



**2 Introduction to Education I (1)****UC:CSU**

Students are provided with an opportunity to ascertain their interest in and aptitude for a career in education. Course assignments include observation of teachers at work.

*Education 2 with Education 3 is equivalent to Education 1.*

*UCLA: Maximum credit: 3 units for any combination of Education 1, 2 or 3.*

**3 Introduction to Education II (2)****UC:CSU**

*Prerequisite: Tuberculin Test or Chest X-Ray required before tutoring.*

This course provides a survey of current educational trends and includes an analysis of personal qualifications required for success in the field. Opportunities to tutor individual students on the elementary, secondary or community college level are also provided. Additional time is required for tutoring.

*Education 2 with Education 3 is equivalent to Education 1.*

*UCLA: Maximum credit: 3 units for any combination of Education 1, 2 or 3.*

**4 Principles and Practices for Teacher-Aides (3)**

Theory and techniques of teacher-aide involvement in assisting regular teachers in practical ways in the school and the classroom are covered.

**5 Introduction to Instructional Media (3)**

This course provides an introduction to the innovative field of educational technology and media — including an overview of the area relating educational media to the learning process. Students select, use and evaluate actual media materials in the College Study Center Laboratory. It provides students with options to utilize media for their own purposes or to assist other students in utilizing media. Individual sections of the course may be taken separately (5A-5B-5C) and may be repeated, utilizing different media packages.

**10 Principles of Teacher Assisting (3) CSU**

This course assists the educational aide in gaining a greater understanding of the teacher-student aid relationship and its effect on the learning environment in the classroom. Development of communication skills and of tutoring techniques is stressed.

**Cooperative Work Experience Education**

Education is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

**ELECTRONICS**

*Applicable laboratory material fees will be announced by the instructor.*

**2 Introduction to Electronics (3) CSU**

*Recommended: Electronics Technology majors should enroll in Electronics 10 concurrently.*

Lecture 3 hours.

An overview of the field of applied electronics and its employment opportunities is presented along with an introduction to components, nomenclature and symbols and a familiarization of equipment specifications and physical units.

**4 Fundamentals of Electronics I (4) CSU**

*Prerequisite: One year of high school algebra or Mathematics 115. Day Students: Recommended that Electronics 2 and 10 be taken concurrently.*

*Evening Students: Recommended that Electronics 10 be taken concurrently.*

Lecture 3 hours; laboratory 3 hours.

The detailed study of direct current theory and applications is made. Topics include DC circuits, Ohm's Law, power sources, magnetism, capacitance, inductance and transient circuits. Emphasis is placed on solving DC circuits using Kirchoff's Laws, mesh and nodal methods, Thevenin's and Norton's Theorems. This course prepares the student for alternating current circuits. Laboratory experience in Ohm's Law, Kirchoff's Laws and instrumentation circuits is given. Laboratory practices include component evaluation and identification, breadboard construction of basic circuits, resistor and capacitor color codes, schematic reading and an introduction to the theory and use of electronic instruments. Students begin measurements with the volt-ohm-milliammeter and digital voltmeter. A scientific pocket calculator is required.

**6 Fundamentals of Electronics II (4) CSU**

*Prerequisite: Electronics 4 or equivalent with at least a grade of C, Electronics 10 with at least a grade of C. Recommended: Electronics 6 and 12 should be taken concurrently.*

Lecture 3 hours; laboratory 3 hours.

A study of the theory and practice of alternating current principles providing a foundation for understanding transistor circuits is presented. Topics include series and parallel LCR circuits, resonance, transformers, coupling, filters and an introduction to pulse waveform terms and values. The laboratory course includes experiments covering material discussed in the lecture. Extensive use is made of signal generators, the laboratory time-base oscilloscope, the digital voltmeter, Q-meter and the impedance bridge.

*A scientific pocket calculator is required.*

**10 Mathematics of Electronics I (3) CSU**

*Prerequisite: One year of high school algebra or Mathematics 115.*

Lecture 3 hours.

The first course in the mathematics techniques used to solve electronic problems is presented. Scientific notation and units are followed by algebraic operation in fractions, fractional equations, factoring and quadratic equations. A scientific pocket calculator is required. Mathematics 31, Elementary Algebra, may be substituted when Electronics 10 is not offered.

**12 Mathematics of Electronics II (3) CSU**

*Prerequisite: Electronics 10 or Mathematics 115 with a grade of C or better or consent of instructor.*

Lecture 3 hours.

This second course in the techniques of electronics mathematics prepares students for Electronics 6. Trigonometry is applied to electronic circuit problems. Triangle solutions, periodic functions, plane vectors and vector algebra are included with calculator applications and logarithms. A scientific pocket calculator is required.

**20 Electronic Circuits I (4) CSU**

*Prerequisite: Electronics 6, concurrent enrollment or consent of instructor.*

Lecture 3 hours; laboratory 3 hours.

This is the first course in linear circuit analysis and design. The lecture develops and analyzes transistor circuits. It includes a study of the theory and the operation of solid state diodes and bipolar and field-effect transistors with a complete analysis of their basic circuitry. Circuits include voltage and power amplifiers, oscillators and power source circuits. Integrated circuits are introduced. The laboratory supports the principles of the solid state circuits studied in the lecture. Students breadboard, test and evaluate power sources, audio, video and DC amplifiers. Extensive use is made of the transistor curve tracer, signal generators and the time-base oscilloscope.

*A scientific pocket calculator is required.*

**22 Electronic Circuits II (4) CSU**

*Prerequisite: Electronics 20 or consent of instructor.*

Lecture 3 hours; laboratory 3 hours.

A continuation of solid-state linear circuit analysis and design from Electronics 20 includes design details of cascade resistance and direct coupled amplifiers, integrated differential and operational amplifiers, power amplifiers and sine wave oscillators. There is an introduction to feedback and distortion. The laboratory provides test and evaluation of the circuits and systems studied in lecture. Extensive use of the digital voltmeter time-base oscilloscope and signal generator are continued.

*A scientific pocket calculator is required.*

**24 Electronic Circuits III (4) CSU**

*Prerequisite: Electronics 20 and 22 and/or completion of Core I and II or consent of instructor.*

Lecture 3 hours; laboratory 3 hours.

This is the third course in the circuit design and analysis sequence of solid state switching circuits, pulse techniques, bistable and monostable multivibrators, blocking and time-base oscillators, waveshaping and sweep circuits. Digital logic circuit introduction is made. The laboratory permits the students to breadboard and test advanced solid-state switching circuits using high performance test equipment. Use of the pulse generator, function generator and delayed time-base oscilloscope are made.

*A scientific pocket calculator is required.*

**44 Communications Electronics (3)**

*Prerequisite: Electronics 20 and/or completion of Core I and II or consent of instructor.*

Lecture 3 hours.

This course includes electronic circuit analysis relative to data/information transmittal and reception and aids students to attain one of various FCC commercial or amateur licenses. Topics of study include electromagnetic waves, propagation, antennas, amplitude and frequency modulation. Emphasis is on the analysis of AM and FM radio receivers and transmitters, including methods of testing, alignment and adjustment. A study is made of radio laws and operating procedures.

**54 Computer Logic (4) CSU**

*Prerequisite: Electronics 20 and/or completion of Core I and II or consent of instructor. Concurrent enrollment in Electronics 22 is desirable.*

Lecture 3 hours; laboratory 3 hours.

An introduction to electronic computers is made. A brief treatment of programming, number systems and Boolean Algebra is presented. Analysis, design and utilization of principal computer circuits such as logic gates, flipflops and memory networks are presented. Design of binary counters and application of Boolean Algebra to perform binary arithmetic are presented. Laboratory work verifies logic circuit design and includes basic computer circuit breadboarding and analysis methods with fault location techniques.

**56 Computer Circuits (3) CSU**

*Prerequisite: Electronics 22 and/or completion of Core I and II or consent of instructor. Concurrent enrollment in Electronics 24 is desirable.*

Lecture 3 hours.

Detailed study of the function of digital computers and logic requirements is done along with instruction in logic tables and trees. An introduction to programming and numbering systems is presented. The laboratory includes the application and evaluation of the logic equations and requirements developed in lecture class. Microcomputers, CRT terminals and other hardware are utilized with high performance instrumentation to teach the standard fault location techniques in computer systems.

**57 Computer Circuits Laboratory (1) CSU**

*Prerequisite: Concurrent enrollment in Electronics 56.*

Laboratory 3 hours.

The laboratory provides evaluation of digital computer circuits through the use of computer trainers. Stored program concepts are covered using machine programming to develop software diagnostics. The analysis of fault location in computer circuits is also covered.

**Cooperative Work Experience Education**

Electronics is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

**ENGINEERING, GENERAL****1 Introduction to Science, Engineering and Technology (2) UC:CSU**

This course is a series of lectures for all students in engineering and technology. The lectures acquaint the students with the various branches of engineering and technology and with the employment opportunities in these branches. Professional engineers, specialists and technicians describe their work and the educational requirements of their respective fields.

**2 Introduction to Engineering Drafting (3) UC:CSU**

*Prerequisite: High school drafting, college drafting or General Engineering 52.*

Lecture 1 hour; laboratory 5 hours.

Intermediate level multi-view and pictorial drawings are covered. Emphasis is placed upon practical application to detail and assembly drawing. Sketching, auxiliary views and linear tolerancing are included.

**3 Engineering Drawing Systems (3) UC:CSU**

*Prerequisite: General Engineering 2.*

Lecture 1 hour; laboratory 5 hours.

This course consists of making a variety of engineering drawings typical in major fields of engineering. Technical sketching is emphasized. Various tables and handbooks and their uses are considered.

**4 Engineering Descriptive Geometry (3) UC:CSU**

*Prerequisite: General Engineering 2.*

Lecture 1 hour; laboratory 5 hours.

This course presents the fundamental principles of engineering descriptive geometry and their application to engineering problems; orthographic projection, including auxiliary views and oblique views; point, line and plane problems; and intersections and developments.

**7 Statics (3) UC:CSU**

*Prerequisite: Mathematics 261.*

Lecture 2 hours; laboratory 3 hours.

Force systems and equilibrium conditions are studied, with emphasis on engineering problems covering structures, machines, distributed forces and friction. This course is required of all engineering majors.

**52 Elementary Engineering Drafting (3)**

Lecture 1 hour; laboratory 5 hours.

Instruction is provided in the proper use and care of drawing instruments, in technical lettering, geometric construction, orthographic and pictorial views, sectional views, developments, fasteners and dimensioning.

**53 Technical Illustration I (3)**

*Prerequisite: General Engineering 52 or equivalent High School or College Drafting.*

Principles and techniques in isometric projection as they apply to technical publications, production illustration and illustration within engineering departments are covered. A basic study of exploded and cutaway views is included.

**54 Technical Illustration II (3)**

*Prerequisite: General Engineering 53.*

Lecture 1 hour; laboratory 5 hours.

This course deals with drawing principles and techniques in dimetric projection, trimetric projection and rotation, as they apply to technical publications, production illustration and illustration within engineering departments. Basic aerospace structures are also included.

**185 Directed Study - Engineering, General (1) UC:B UC:CSU****285 Directed Study - Engineering, General (2) UC:B UC:CSU****385 Directed Study - Engineering, General (3) UC:B UC:CSU**

*Prerequisite: Consent of instructor.*

Conference 1 hour per unit.

Allows students to pursue Directed Study in Engineering, General on a contract basis under the direction of a supervising instructor.

*Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.*

**Cooperative Work Experience Education**

Engineering is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

**ENGLISH****1 College Reading and Composition I (3) UC:CSU**

*Prerequisite: Satisfactory score on placement test or completion of English 28 with a grade of C or better.*

This course develops skills in writing essays and in reading nonfiction materials critically. The prerequisite to these techniques is an understanding of the elements of punctuation, sentence structure, spelling and paragraph development.

*Acceptable for English 3 credit, UCLA.*

**2 College Reading and Composition II (3) UC:CSU**

*Prerequisite: English 1 with a grade of C or better.*

This course extends the reading and writing skills obtained in English 1. Critical reading and interpretation of literary works in the genres of the novel, the short story, the play and the poem are emphasized. Students are required to write critical essays about these literary forms.

*Acceptable for English 4 credit, UCLA.*

**3 World Literature I (3) UC:CSU**

*Prerequisite: English 1.*

This survey of world literature in translation begins with works of the Near and Far East, continues with the Greek epic and drama, follows with Latin and Italian literature and closes with major writings from Spain, France and Germany through the sixteenth century. Critical papers are required.

*Acceptable for Humanities 1A credit, UCLA.*

**4 World Literature II (3) UC:CSU**

*Prerequisite: English 1.*

This course surveys continental and oriental literature which has been translated, from the seventeenth century to the present and emphasizes works from France, Germany, Scandinavia, Russia, Japan and China. Critical papers are required.

*Acceptable for Humanities 1B credit, UCLA.*

**5 English Literature I (3) UC:CSU**

*Prerequisite: English 2 or consent of instructor.*

This survey of English literature begins with Beowulf and continues to the decline of neoclassicism in the 18th century, with special emphasis on the major figures and works. The writing of critical papers is required.

*Acceptable for English 10A credit, UCLA.*

**6 English Literature II (3) UC:CSU**

*Prerequisite: English 2.*

This survey of English literature includes writings from the Romantic Age to the English writers of the present. The writing of critical papers is required.

*English 5, 6 acceptable for English 10 ABC credit, UCLA.*

**7 American Literature I (3) UC:CSU**

*Prerequisite: English 1.*

This survey of American literature, from the earliest period through the Civil War, includes major literary works which express the social and political concerns of a pluralistic society. The writing of critical papers is required.

**8 American Literature II (3) UC:CSU**

*Prerequisite: English 1.*

This survey of the United States' literature, from the Civil War to the present, places special emphasis upon those writers who significantly treat the social, political and philosophical problems of the period. The writing of critical papers is required.

**11 Fiction (3) UC:CSU RPT 1**

*Prerequisite: English 1.*

A discussion of selected great novels and short stories from French, German, Russian, English and American literature is conducted. The writing of critical papers is required.

**12 Poetry (3) UC:CSU**

*Prerequisite: English 1. (English 2 recommended but not required.)*

Lecture 3 hours.

Emphasizes reading, discussion and analysis of selected poems. Designed to increase the student's understanding and appreciation of all forms of poetry.

**13 Dramatic Literature (3) UC:CSU**

*Prerequisite: English 1.*

An historical survey of dramatic literature is made, with emphasis on the works of major playwrights, such as Sophocles, Shakespeare, Moliere, Shaw, Ibsen, O'Neill and Williams. The writing of critical papers is required.

**14 Contemporary Literature (3) UC:CSU**

*Prerequisite: English 1.*

This course concentrates on significant American and British literature since 1900. Some attention is paid to historical, social and cultural influences on this literature. The writing of critical papers is required.

**15 Shakespeare I (3) UC:CSU**

*Prerequisite: English 1.*

Poems and plays selected from the works of Shakespeare are studied. Some attention is paid to the background of his times and to the Renaissance theater. The writing of critical papers is required.

*Acceptable for English 90 credit UCLA.*

**18 Children's Literature (3) UC:CSU**

*Prerequisite: English 1.*

This course is a survey of the literature suitable for children of different age levels and is recommended for prospective nursery, kindergarten and elementary teachers. Parents will also find the course material helpful in discovering what reading material is available for a child's home library.

**19 The Literature of American Ethnic Groups (3) UC:CSU**

*Prerequisite: English 28 or equivalent.*

This course considers noteworthy fiction and other literature arising from the traditions and contemporary problems of several ethnic groups, each of which offers a unique contribution to American life.

**21 English Fundamentals (3)**

*Prerequisite: Satisfactory performance on English placement exam or completion of English 47 with a grade of C or better.*

This course stresses instruction in writing for the student who needs to improve basic communication skills. The primary objective of the course is the mastery of the basic sentence and its variations. The term "mastery of the sentence" implies more than the ability to choose correct answers in exercise books; it implies competence at writing related clusters of sentences and simple paragraphs.

**22 Technical English (3)**

Technical English is designed for students in the business, industrial and technical fields. Instruction covers writing, reading and speaking. Emphasis is placed upon the writing of business and technical correspondence, procedures and a variety of reports; the summarizing of trade reports, technical reports and other technical data and the preparation and presentation of oral reports.

**23 Vocabulary Building (3) CSU**

*Prerequisite: Satisfactory score on English placement test or English 1.*

This beginning course in the technique of enlarging and enriching the individual's vocabulary looks toward a more adequate understanding and use of words. It includes the history of language and a survey of the varied elements which make up our individual vocabularies. The student is given an introduction to the laws of word formation, derivatives from Latin, Greek and Old English and the application of prefixes and suffixes to the roots of words. This course counts towards the graduation requirement of six units in Communications.

**27 Writers' Round Table (3) UC:CSU RPT 2**

*Prerequisite: English 1 or equivalent.*

English 27 deals with the writing of poetry, fiction and drama by introducing the student to the basic elements of each genre through reading and writing assignments. Class discussion of student writing is an important part of the course.

**28 Intermediate Reading and Composition (3)**

*Prerequisite: Completion of English 21 with a grade of C or better or satisfactory score on English placement test.*

English 28 is a composition course designed for two types of students: those who need additional help and preparation before continuing with English 1 and those who wish to improve their basic English skills in a terminal writing course. The primary stress in English 28 is on writing — short paragraphs at first, progressing by the end of the course to two or three full-length compositions, a total of ten to fifteen papers.

**30 Communications I: Understanding Literature (3)**

This course helps students increase their enjoyment and understanding of literature and provides instruction in sentence-writing techniques. Students analyze the reading selections for characterization, theme, plot, point of view and tone.

**33 Basic Vocabulary (3)**

This course familiarizes students with the wealth of information contained in dictionaries, and instructs them in their usage as a tool for communication. The student's vocabulary is increased through a systematic study of word structure, prefixes, suffixes and combining forms. The student becomes aware of the utility and beauty of language.

**35 Special Readings (3)**

This course is primarily concerned with selected readings and discussions of fictional and non-fictional literature. The material is chosen to broaden the students' interest in themselves as individuals and in their role as members of society. This course counts towards the graduation requirement of 6 units in communications.

#### 40 Literature and the Motion Picture (3) UC:CSU

*Prerequisite: English 28 or equivalent.*  
Lecture 3 hours.

This course is designed to develop skills in analyzing and evaluating the comparative arts of literature and the motion picture. The student will be given the opportunity to view feature length films of cultural and artistic significance and read related works of literature including novels, short stories, plays, and film scripts.

#### 43 College Conversational English as a Second Language (3) UC:CSU RPT 1

Continued practice is provided in conversation and composition based on readings in order to develop vocabulary and fluency in the English language.

*Acceptable for credit: 8 units maximum from English 43, 44, 45 and Speech 9 with only 3 units allowable from Speech 9, UC campuses.*

#### 44 College English as a Second Language I (5) UC:CSU

*Prerequisite: Foreign Student status or completion of any W.L.A.C. English course with a grade of "C" or better.*

Only students whose native language is not English are allowed to take this course. The fundamentals of English as a second language include drill in the construction of sentences and their word order, grammar, idioms, punctuation, capitalization, vocabulary and spelling. Reading for comprehension and practice in writing compositions are included.  
*See Acceptability English 43.*

#### 45 College English as a Second Language II (5) UC:CSU

*Prerequisite: English 44 with a grade of C or better or equivalent.*

This course is planned for students to whom English is a second language. It continues work on the fundamentals of English, providing drill in grammar, idioms, vocabulary and spelling. Greater emphasis is placed upon writing of essays and reading of textual materials.  
*See Acceptability English 43.*

#### 46 Reading and Study Improvement (3)

*Prerequisite: Satisfactory score on English placement test or completion of English 47 with a grade of C or better.*

This course is designed to aid the student in increasing reading and study efficiency. Each student is assisted in analyzing reading skills and, by means of intensive practice with a variety of reading equipment, learns how to read more effectively for a variety of purposes: textbook reading, on-the-job reading tasks and other situations where rapid reading and high retention are desirable.

#### 47 Reading Clinic (3) RPT 1

*Prerequisite: Appropriate score on English placement test and concurrent registration in Psychology 21. The two courses are the first in the basic skills program: One hour of additional practice is required in the Instructional Center.* English 47 offers the student the opportunity to increase reading and study skills to college

level. Emphasis is placed on sight vocabulary, reading comprehension, study techniques and specific weaknesses, as revealed by diagnostic tests.

#### 64 Reading and Writing: Basic Skills (3) RPT 1

This course provides individual diagnosis and instruction in: reading comprehension skills, grammar and punctuation emphasizing the reading and writing of sentences, phonics for spelling and comprehension improvement. Students who have completed any other English course may elect to take English 64 to reinforce the skills.

#### 67 Writing Laboratory (.5)

*Prerequisite: None.*

Laboratory: 1 hour.

This course is designed to improve the student's writing abilities by providing supervised instruction. English 67 emphasizes individual conferences and completion of specific assignments based on personal needs and skills required in both English and other college courses.

#### 82 Introduction to College English as a Second Language (3)

*Prerequisite: Satisfactory performance on ESL/English Placement Exam.*

Intended for students whose native tongue is not English, this course will introduce students to English pronunciation patterns, sentence patterns, basic reading, and communication skills. It will emphasize reading improvement for comprehension, developing a sight vocabulary and learning word-attack skills.

#### 83 Conversational College English as a Second Language (3)

*Prerequisite: Appropriate test score.*

Lecture 3 hours.

Intended for students whose mother tongue is not English. Emphasizes basic language acquisition skills, including intonation patterns, American idioms, sentence patterns, grammar as check for language correctness. Also included are listening skills, reading for vocabulary and comprehension, and guided writing.

#### 84 English Fundamentals for Foreign Students (5)

*Prerequisite: Appropriate test score.*

Lecture 5 hours.

Intended for students whose mother tongue is not English. An intensive multi-skills course emphasizing basic aspects of English grammar, punctuation, spelling, sentence structure. Includes speaking and listening skills, reading for vocabulary and comprehension, and guided writing.

#### 85 College English as a Second Language I (5)

*Prerequisite: Appropriate test score or completion of English 84.*

Lecture 5 hours.

For students whose mother tongue is not English. Includes drill in the construction of sentences and their word order, grammar, idioms,

punctuation, capitalization, vocabulary, and spelling. Also includes reading for comprehension and practice in paragraph writing.

#### 86 College English as a Second Language II (5)

*Prerequisite: Appropriate test score or completion of English 85 with a grade of "C" or better.*  
Lecture 5 hours.

For students whose mother tongue is not English. Continues to work on the fundamentals of English as a second language. Places emphasis on writing, syntax, and reading.

#### 185 Directed Study - English (1) UC:CSU

#### 285 Directed Study - English (2) UC:CSU

#### 385 Directed Study - English (3) UC:CSU

*Prerequisite: A grade of C or better in English 1 and/or consent of instructor.*

Conference 1 hour per unit.

Allows students to pursue Directed Study in English on a contract basis under the direction of a supervising instructor.

*Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.*

## ENVIRONMENTAL SCIENCE

### 1 The Human Environment: Physical Processes (3) UC:CSU

This introductory course discusses the effects of humans on their physical environment. Particular emphasis is placed upon modifications of physical processes due to industrialization and urbanization. Energy and pollution are stressed. Topics include energy sources and the environment, air pollution, climatic change, solid waste and water pollution as well as topics of current interest.

### 2 The Human Environment: Biological Process (3) UC:CSU

A study of the interactions of humans and their environment, this course covers the problems of population, pollution, food production and consumption and energy flow from the biological view point.

## FAMILY AND CONSUMER STUDIES

### 1 Career Opportunities (2) CSU

Lecture 2 hours.

This is an introductory course in Family and Consumer Studies with emphasis on employment in the field, general consumer education and personal development.

### 2 Consumer Studies and Management (3) CSU

Lecture 3 hours.

This course is designed to improve quality of life by emphasizing definition and clarification of values and goals and stressing the decision-making process. Knowledge of economics and environmental factors which affect everyday

life is emphasized. The art of being a consumer is studied, as well as the understanding of the use of life's major resources: time, money and energy — all to improve contemporary living.

## 20 Contemporary Nutrition (3) UC:CSU

Lecture 3 hours.

This is a nontechnical course designed to inform the student of the importance of nutrition and to apply this knowledge in establishing good eating habits. It provides the student with experience with meal planning, food selection, preparations, and understanding food labels.

## 21 Nutrition (3) UC:CSU

Lecture 3 hours.

This basic survey course is important to all those interested in nutrition. The fundamentals of nutrition which affect human growth and health maintenance, including weight control and dietary requirements, throughout the life cycle are studied. Food compositions and the nutritional aspects of food preparation are explored.

## Cooperative Work Experience Education

Family and Consumer Studies is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

## FINANCE

### 1 Principles of Finance (3) CSU

Principles of money, banking, corporate organization, stocks, bonds, the marketing of securities, financial policies of corporations, insurance, real estate and the Federal Reserve System are taught.

### 2 Investments (3) CSU

The principles of investment, the various types of investments, the operations of investment markets and sources of information are covered.

### 8 Personal Finance and Investments (3) CSU

This course includes lectures, discussions and practice in applying the principles of accounting, banking, finance office methods, management, production and merchandising to one's personal affairs. Family budgeting, consumer credit, home ownership, life and property insurance, investment and savings plans, social security and retirement plans and personal record keeping are stressed.

## Cooperative Work Experience Education

Finance is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

## FIRE SCIENCE

### 1 Introduction to Fire Protection (3) CSU

An Introduction to the fire service and fire protection, career opportunities in fire protection and related fields; history of fire protection; fire

loss analysis; public, quasi-public and private fire protection services; specific fire protection functions; fire chemistry and physics are considered.

### 2 Fire Company Organization and Procedure (3) CSU

*Prerequisite: Fire Science 1, concurrent enrollment in Fire Science 1, employment as a fire fighter or approval of instructor.*

This course in practical application of records, reports and company training covers the history and authority of the fire company; equipment and building maintenance; work organization, discipline and morale.

### 3 Hazardous Materials I (3) CSU

This course covers the basic fundamentals of chemistry used in fire service; types of chemicals and processes and laws at federal, state and local levels pertaining to use, storage and transportation of chemicals.

### 5 Related Codes and Ordinances (3) CSU

Lecture 3 hours.

Instruction is given in national, state and local ordinances which are applicable to the fire service; electrical, plumbing and building codes; the Health and Safety Code; the functions of the State Fire Marshall and inter-governmental coordination and relations.

### 6 Fundamentals of Fire Prevention (3) CSU

*Prerequisite: Fire Science 1 or concurrent enrollment in Fire Science 1, employment as a fire fighter or approval of instructor.*

This course covers fundamentals of fire prevention; techniques, procedures, regulations and enforcement; discussion of hazards in ordinary and special occupancies, supplemented by field trips and lectures from industry and organization and functions of the Fire Prevention Bureau.

### 9 Fire Fighting Tactics and Strategy I (3) CSU

Lecture 3 hours.

Instruction is given in the art of using manpower, equipment and apparatus on the fire ground. Practical method of how to attach, control and extinguish structural, watershed, waterfront, oil and other types of fires are emphasized. Field exercises are included.

### 13 Fire Investigation (3) CSU

Lecture 3 hours.

Methods of determining point of fire origin, path of fire travel and fire causes, recognizing and preserving evidence, interviewing witnesses, arson laws and types of arson fires, court testimony and reports and records are topics studied in this course.

### 14 Rescue Practices I (3) CSU

Lecture 3 hours.

Instruction is given in life-saving practices pertaining to the fire company. Training for resuscitator squads, the use of rescue equipment, the fire department's role in civil defense and other disaster acts are covered. Chemicals and diseases that affect breathing are considered as well as California law on first aid and the uses of breathing apparatus.

## 21 Fire Protection Equipment and Systems (3) CSU

Lecture 3 hours.

The course includes a study of portable fire extinguishing equipment, sprinkler systems for special hazards and fire alarm and detection systems.

## FOREIGN TRADE

(See Transportation 8)

## FRENCH

### 1 Elementary French I (5) UC:CSU

This course stresses the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases and the ability to understand, read, write and speak simple French. Extensive use is made of films, slides and tapes to convey the language, culture and customs of France. Same as French 21 with French 22; or French 51 with French 61.

*Acceptable for French 1, credit UCLA. French 1-2 together are equivalent to French 1, 2, 3 credit at UCLA.*

### 2 Elementary French II (5) UC:CSU

*Prerequisite: French 1 with a grade of C or better, two years of high school French or equivalent.*

This course completes the basic grammar of the French language. Films and filmstrips are employed to improve comprehension, enrich vocabulary and to serve as topics for oral discussion and written composition. Same as French 52 with French 62.

*Acceptable for French 3, credit UCLA. French 1-2 together are equivalent to French 1, 2, 3 credit at UCLA.*

### 3 Intermediate French I (5) UC:CSU

*Prerequisite: French 2 with a grade of C or better or three years of high school French.*

This course provides a review of the fine points of grammar and seeks to perfect fluency, comprehension and cultural knowledge through dramatic films, short novels, poetry, plays, music and magazines. Same as French 53 with French 63.

*Acceptable for French 4, credit 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 the literary and visual media. Same as French 54 with French 64.

*Acceptable for French 5, credit UCLA.*

### 5 Advanced French I (5) UC:CSU

*Prerequisite: French 4.*

This course continues the study of advanced composition and grammar through literature, film and music. The readings are the basis for regular composition work and student discussion in French.



**6 Advanced French II (5) UC:CSU**

*Prerequisite: French 5.*

This course completes the study of advanced composition and grammar through literature, film, and music. The readings are the basis for regular composition work and student discussion in French.

**8 Conversational French (2) UC:CSU RPT 3**

*Prerequisite: French 2 or equivalent with a grade of C or better or consent of instructor.*

This course helps students develop the ability to express themselves fluently, idiomatically and correctly in French. Conversational material is selected from magazines, newspapers and selected books.

*Acceptable for credit, French 10 ABCD, UCLA for a maximum of 8 units.*

**10 French Civilization (3) UC:CSU**

This course consists of lectures and discussions in English on the geography, history, government and institutions of France; the life and customs of its people; its literature, arts and sciences and its contributions to civilization. It is especially recommended to all students of French. *Same as History 22.*

**21 Fundamentals of French I (3) UC:CSU**

Lecture 2 hours; laboratory 1 hour.

This course stresses the speaking, reading and writing of simple French. The student is introduced to basic conversational patterns and to the systematic study of practical grammar.

*French 21 and French 22 together are equivalent to French 1, credit UCLA.*

**22 Fundamentals of French II (3) UC:CSU**

*Prerequisite: French 21 or equivalent.*

Lecture 2 hours; laboratory 1 hour.

This course is a continuation of French 21. *French 21 and French 22 together are equivalent to French 1, credit UCLA.*

**101 French Language Lab (1)**

A mediated, independent study course which allows students to enhance their French language skills through audio, video, and computer work in the language lab.

**185 Directed Study - French (1) UC:CSU****285 Directed Study - French (2) UC:CSU****385 Directed Study - French (3) UC:CSU**

*Prerequisite: Consent of instructor.*

Conference 1 hour per unit.

Allows students to pursue Directed Study in French on a contract basis under the direction of a supervising instructor.

*Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.*

**GEOGRAPHY****1 Physical Geography (3) UC:CSU**

A systematic study of the elements of the physical environment (e.g. weather, climate, landforms, water, soil and vegetation) and an analysis of their interrelationships and patterns of world distribution are considered.

*Acceptable for Geography 1 credit, UCLA.*

**2 Cultural Elements of Geography (3) UC:CSU**

*Geography 1 is not a prerequisite for Geography 2.*

The cultural elements of geography and their correlation with the physical environment are introduced. Population patterns, cultural diversity, livelihood, settlement, environmental modification and perception are emphasized. *Acceptable for Geography 3 credit, UCLA.*

**3 Introduction to Weather and Climate (3) UC:CSU**

Atmospheric elements and controls, storms, human modification and the regional distribution of climates are studied.

*Acceptable for Atmospheric Science 3 credit, UCLA. Same as Meteorology 3.*

**7 World Regional Geography (3) UC:CSU**

This introductory course provides information about the major regions of the world including their occupancy and modification by man. It is especially recommended for teaching majors and anyone desiring a general understanding of contemporary world conditions.

**GEOLOGY****1 Physical Geology (3) UC:CSU**

This course surveys the materials and structures of the earth and the agents and processes which modify it. A study of rocks and their

mineral composition; the work of rivers, winds, glaciers and oceans as agents of erosion; and volcanoes and earthquakes as forces which change the surface of the earth are covered. The main purpose of the class is to stimulate student interest in the geological aspects of the environment in which they will spend their lives. *Acceptable for Earth and Space Science 1, credit UCLA.*

**2 Earth History (3) UC:CSU**

*(Formerly Historical Geology)*

*Prerequisite: Geology 1 or consent of instructor.*

Principles of interpretation of earth history are covered. The evolution of continents, oceans, mountain systems and other features of the earth and the development and evolution of life are dealt with. North American geology is stressed.

*Acceptable for Earth and Space Science 2, credit UCLA.*

**6 Physical Geology Laboratory (2) UC:CSU**

*Prerequisite: Geology 1 or concurrent enrollment in Geology 1.*

Laboratory 3 hours.

This course deals with laboratory exercises which aid students in the identification of rock-forming minerals, igneous, metamorphic and sedimentary rocks and the interpretation of topographic and geologic maps.

*Acceptable for Earth & Space Science 1L, credit UCLA.*

**7 Earth History Laboratory (2) UC:CSU**

*Prerequisite: Geology 2 or concurrent enrollment in Geology 2, Geology 6 or consent of instructor.*

Laboratory 3 hours.

This course deals with laboratory exercises which aid students in the identification of fossils and the use of fundamental principles of histor-





ical geology in solving practical geological problems. Field trips are held during class time. *Acceptable for Earth & Space Science 2L, credit UCLA.*

**185 Directed Study - Geology (1)**  
**UC:CSU**

**285 Directed Study - Geology (2)**  
**UC:CSU**

**385 Directed Study - Geology (3)**  
**UC:CSU**

*Prerequisite: Consent of instructor.*

Conference 1 hour per unit.

Allows students to pursue Directed Study in Geology on a contract basis under the direction of a supervising instructor.

*Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.*

## GERMAN

**1 Elementary German I (5)**  
**UC:CSU**

This course corresponds with the first two years of high school German. The student learns the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases and the ability to understand, read, write and speak simple German. The course includes basic facts on the geography, customs and culture of German-speaking nations and an introduction to German songs, poems and proverbs. Emphasis is placed on the spoken language. Same as German 51 with German 61.

*Acceptable for German 1, credit UCLA. German 1 and 2 together are equivalent to German 1, 2, 3, credit UCLA.*

**2 Elementary German II (5)**  
**UC:CSU**

*Prerequisite: German 1 with a grade of C or better, two years of high school German or equivalent.*

This course completes the study of elementary grammar and continues the mastery of basic sentence patterns, vocabulary and useful phrases and idioms, with practice in oral and written expression. It includes readings dealing with literature, art, music and history of German-speaking nations. More songs, poems and proverbs are learned. Emphasis is on the spoken language. Same as German 52 with German 62.

*Acceptable for German 3, credit UCLA. German 1 and 2 together are equivalent to German 1, 2, 3, credit UCLA.*

**3 Intermediate German I (5)**  
**UC:CSU**

*Prerequisite: German 2 with a grade of C or better or three years of high school German.*

This course provides a review of grammar, study of more advanced texts (both practical and literary), practice in speaking and writing and outside reading in German literature. Same as German 53 with German 63.

*Acceptable for German 4, credit UCLA.*

**4 Intermediate German II (5)**  
**UC:CSU**

*Prerequisite: German 3 or four years of high school German.*

This course continues a review of grammar, with an emphasis on more advanced language use. Readings from classic and modern literature are included. Same as German 54 with German 64.

*Acceptable for German 5, credit UCLA.*

**51 Grammar, Reading and Writing I (3) UC:CSU**

This course stresses practice in understanding, reading and writing simple German and provides an introduction to German civilization through readings. Emphasis is placed upon grammar and the written language.

*German 51 and 61 together equal German 1.*

**52 Grammar, Reading and Writing II (3) UC:CSU**

*Prerequisite: German 1 or equivalent.*

This course includes review and further study of the fundamentals of the German language with emphasis on mastery of vocabulary, useful phrases and idioms, practice in written expression and continued study of German civilization through selected readings. Emphasis is placed upon grammar and the written language.

*German 52 and 62 together equal German 2.*

**53 Grammar, Reading and Writing III (3) UC:CSU**

*Prerequisite: German 2 or equivalent.*

This course provides a review of grammar and practice in the use of idiomatic construction. Intensive and extensive reading and discussion of short stories are included. The course is conducted in German. Emphasis is placed upon grammar, reading and written language skills.

*German 53 and 63 together equal German 3.*

**54 Grammar, Reading and Writing IV (3) UC:CSU**

*Prerequisite: German 3 or equivalent.*

This course provides a review of grammar, practice in the use of idiomatic construction and intensive and extensive reading and discussion of German short stories. The course is conducted in German. Emphasis is placed upon grammar, reading and written language skills.

*German 54 and 64 together equal German 4.*

**61 Elementary Conversation I (2)**  
**UC:CSU**

This course introduces the fundamentals of the German language, with emphasis on correct pronunciation, mastery of vocabulary, useful phrases and idioms, practice in oral expression and communication skills. Emphasis is placed upon the spoken language.

*German 51 and 61 together equal German 1.*

**62 Elementary Conversation II (2)**  
**UC:CSU**

*Prerequisite: German 1 or equivalent.*

This course includes review and further study of the fundamentals of the German language, with emphasis on correct pronunciation, mastery of vocabulary, useful phrases and idioms,

practice in oral expression and communication skills. Emphasis is placed upon the spoken language.

*German 52 and 62 together equal German 2.*

**63 Intermediate Conversation I (2) UC:CSU**

*Prerequisite: German 2 or equivalent.*

This course provides an opportunity for students to review and reinforce basic skills so that they will be able to speak German with a fair degree of accuracy, and to comprehend and express themselves accurately in conversational situations involving German literature, customs, lifestyles, social forces, travel, etc. Emphasis is placed upon the spoken language and conversational practice.

*German 53 and 63 together equal German 3.*

**64 Intermediate Conversation II (2) UC:CSU**

*Prerequisite: German 3 or equivalent.*

This course provides an opportunity for students to review and reinforce basic skills so that they will be able to speak German with a fair degree of accuracy, and to comprehend and express themselves accurately in conversational situations involving German literature, customs, lifestyles, social forces, travel, etc. Emphasis is placed upon the spoken language and conversational practice.

*German 54 and 64 together equal German 4.*

**101 German Language Lab (1)**

A mediated, independent study course which allows students to enhance their German language skills through audio, video, and computer work in the Language Lab.

## HEALTH

**2 Fitness and Health (3)**

Lecture 2 hours; laboratory 2 hours.

This course surveys issues that particularly affect physical fitness and health. Laboratory activities develop an understanding of activities that promote lifelong fitness.

**9 Health for the Mature Individual (3) UC:CSU**

This course is designed to meet the personal needs and interests of the mature, older student in the area of protection, preservation and prolongation of physical and emotional health during the later years of life. Emphasis is placed upon those personal methods and public institutional services which can promote greater freedom from the discomforts and anxieties associated with aging. This course does not duplicate Health 10 and meets the graduation requirements.

*Maximum 1 course from 9 and 10, UC campuses.*

**10 Health Education (2) UC:CSU**

*(Not an activity class.)*

Each student is given the opportunity to develop a scientific understanding of personal and community health and to form basic principles of healthful living. No credit is given for students who have completed Health 11. The class fulfills State requirements in health education for all students.

*Maximum 1 course from 9 and 10, UC campuses.*

**12 Safety Education and First Aid (3) UC:CSU**

The prevention of accidents, care of common injuries and emergency procedures at the scene of accidents are dealt with. This course meets the certification requirements of both the standard and advanced first aid courses offered by the American Red Cross.

**HEBREW****1 Elementary Hebrew I (5) UC:CSU**

Fundamentals of the language, the essentials of grammar, practical vocabulary, useful phrases and the ability to understand, read, write and speak simple Hebrew are stressed. Emphasis is placed upon the spoken language.

Acceptable for Near East Language 1A, credit UCLA.

**21 Fundamentals of Hebrew I (3) UC:CSU**

This course introduces the fundamentals of pronunciation and grammatical structure. Hebrew 21 and Hebrew 22 together are equivalent to Hebrew I. 21 and 22 are acceptable for Near East Language 1A, credit UCLA.

**22 Fundamentals of Hebrew II (3) UC:CSU**

Prerequisite: Hebrew 21.

This course completes the elementary grammar of Hebrew. Hebrew 21 and Hebrew 22 together are equivalent to Hebrew I. 21 and 22 are acceptable for Near East Language 1A, credit UCLA.

**23 Fundamentals of Hebrew III (3) UC:CSU**

Prerequisite: Hebrew 1 or Hebrew 22.

This course constitutes the first half of Hebrew 2. It continues to develop the fundamentals of Hebrew grammar as applied to the conversational and written idiom. Readings of cultural materials serve to reinforce both aspects of language learning.

Hebrew 23 and 24 together are equivalent to Hebrew II. 23 and 24 are acceptable for Near East Language 1C, credit UCLA.

**24 Fundamentals of Hebrew IV (3) UC:CSU**

Prerequisite: Hebrew 1 and Hebrew 23 or equivalent.

This course constitutes the second half of Hebrew 2. It continues to develop the fundamentals of Hebrew grammar as applied to the conversational and written idiom. Readings of cultural materials will serve to reinforce both aspects of language learning.

Note: Hebrew 23 and Hebrew 24 together are equivalent to Hebrew II. 23 and 24 are acceptable for Near East Language 1C, credit UCLA.

**HISTORY****1 Introduction to Western Civilization I (3) UC:CSU**

This course provides a broad historical study of the main cultural, economic and political trends and events, from the rise of civilization in the Near East to the Age of Absolutism.

Acceptable for History 1A credit, UCLA. History 1 with 2 acceptable for History 1ABC credit, UCLA.

**2 Introduction to Western Civilization II (3) UC:CSU**

This course surveys western civilization from the intellectual and revolutionary ferment of the seventeenth century to contemporary times. Attention is given to the philosophical writers whose ideas have had the greatest impact on American political and cultural institutions.

Acceptable for History 1C credit, UCLA. History 1 with 2 acceptable for History 1ABC credit, UCLA.

**3 History of England and Great Britain I (3) UC:CSU**

The political, economic and cultural development of the British Isles and the Empire from the earliest times to the eve of the American Revolution is covered.

**4 History of England and Great Britain II (3) UC:CSU**

This course deals with the history of Great Britain from the American Revolution to the present. It particularly directs the American student to a study of British political and cultural forces that have shaped relevant institutions in the United States.

**11 Political and Social History of the United States I (3) UC:CSU**

The political, social, economic and constitutional history of the United States from the colonial settlements through the Civil War is surveyed.

Credit not granted for History 11 if credit is obtained for History 14, 16 or 41.

NOTE: One course maximum from 11, 14, 16, 33 and 41 transferable to UC. One course maximum from 12, 13, 16 and 42 transferable to UC. Acceptable for History 7A credit UCLA.

**12 Political and Social History of the United States II (3) UC:CSU**

The political, social, economic and cultural history of the United States from the Reconstruction to the present is surveyed.

Credit not granted for History 12 if credit is obtained for History 13, 16 or 42. See NOTE History 11. Acceptable for History 7B credit UCLA.

**13 The United States in the Twentieth Century (3) UC:CSU**

The major political, economic, intellectual and cultural movements and events of the twentieth century are surveyed.

Credit not granted for History 13 if credit is obtained for History 16 or 42. See NOTE History 11. Acceptable for History 7B credit UCLA.

See NOTE: History 11. Acceptable for History 7B credit UCLA.

**14 Selected Issues of United States History (3) UC:CSU**

The basic issues in the history of the United States, including a study of the philosophy underlying the Declaration of Independence and the Constitution, the conflicting viewpoints of Hamilton and Jefferson, the causes of the Civil War, the impact of the Industrial Revolution, an evaluation of the Progressive Movement and the New Deal and the significance of America's emergence as a world power are discussed critically.

Credit not granted for History 14 if credit is obtained for History 11, 16, 33 or 41.

See NOTE: History 11.

**15 Economic History of the United States (3) UC:CSU**

Same as Economics 10.

Acceptable for Economics 10 credit UCLA.

**16 History of the Afro-American (3) UC:CSU**

A survey of Afro-American history from the colonial period to the present is conducted.

Credit not granted for History 16 if credit is obtained for History 11, 12, 13, 14, 41 or 42.

See NOTE: History 11.

**20 History of California and the Pacific Coast (3) UC:CSU**

A general survey of the History of the Pacific Coast of North America from the period of the explorations to the present.

**22 French Civilization (3) UC:CSU**

Same as French 10.

**23 Latin American Civilization (3) UC:CSU**

Same as Spanish 10.

**29 Asian Civilization: The Middle East (3) UC:CSU**

This course is an introductory survey of the principal social, cultural and political institutions of the Middle East.

**41 The Afro-American in the History of the United States I (3) UC:CSU**

This course provides a survey of U.S. History from early Colonial Era through the Civil War, with special emphasis on the contribution of the Afro-American. It provides a background in the political and social development of the United States for students majoring in the Social Sciences and for those who wish to gain a better understanding of the Afro-American in American civilization.

Credit not granted for History 41 if credit is obtained in History 11, 14, 16; or 33.

See NOTE: History 11.

Acceptable for History 7A credit UCLA.

**42 The Afro-American in the History of the United States II (3) UC:CSU**

A survey of U.S. History from the end of the Civil War to the present time, this course provides information about the Afro-American's part in the social and political development of American Civilization.

*Credit not granted for History 42 if credit is obtained in History 12, 113 or 16.*

*See NOTE: History 11.*

*Acceptable for History 7B credit UCLA.*

**185 Directed Study - History (1) UC:CSU**

**285 Directed Study - History (2) UC:CSU**

**385 Directed Study - History (3) UC:CSU**

*Prerequisite: Consent of instructor.*

*Conference 1 hour per unit.*

Allows students to pursue Directed Study in History on a contract basis under the direction of a supervising instructor.

*Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.*

**HUMANITIES**

**1 Cultural Patterns of Western Man (3) UC:CSU**

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.

**2 Studies in Selected Cultures (3) UC:CSU RPT 1**

This course provides an in-depth study of various selected areas and cultures of the world. Historical background, key personalities, contributions and significance of the various arts are presented. Students should check in the schedule of classes each semester for countries, areas or cultures to be studied.

**5 Interdisciplinary Studies in the Liberal Arts (3) UC:CSU**

This course provides an opportunity for an interdisciplinary study of a particular historical era, its leading themes and definitive issues, or it provides an opportunity for an interdisciplinary study of one or more of the timeless themes of humankind. Art, music, literature, philosophy and science of the age are stressed. The specific age or themes will be announced in the Schedule of Classes.

**30 The Beginnings of Civilization (3) UC:CSU**

This survey of the cultural heritage of western civilization from ancient Greece to the 17th century presents a history of ideas through emphasis on philosophical, religious, artistic, and literary traditions, using a wide variety of visual materials.

**31 Man in Contemporary Society (3) UC:CSU**

Presenting a history of ideas, this course surveys the cultural heritage of western civilization from the 17th century to the present, including philosophical, religious, artistic, and literary traditions, as it analyzes the changing relationship with varied visual materials.

**72 The Art of Being Human (3) UC:CSU**

This course provides a modularized introduction to the humanities as an approach to living. Each unit of study represents a major theme, such as humanism itself, esthetics, myth, Eastern consciousness, morality, love and death.

**73 Humanities through the Arts (3) UC:CSU**

Through film, drama, music, literature, painting, sculpture and architecture this course surveys the humanities; emphasizing the history, technique, meaning and evaluation of individual works of western art.

**185 Directed Study - Humanities (1) UC:CSU**

**285 Directed Study - Humanities (2) UC:CSU**

**385 Directed Study - Humanities (3) UC:CSU**

*Prerequisite: Completion of one humanities course with a grade of B or better and consent of instructor.*

*Conference 1 hour per unit.*

Allows students to pursue Directed Study in Humanities on a contract basis under the direction of a supervising instructor.

*Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.*

**JAPANESE**

**1 Elementary Japanese I (5) UC:CSU**

The fundamentals of pronunciation and grammar, basic vocabulary and the ability to understand, read, write and speak simple Japanese are taught.

*1-2 acceptable for Oriental Language 9ABC, credit UCLA. Acceptable for Oriental Language 9A, credit UCLA.*

**2 Elementary Japanese II (5) UC:CSU**

*Prerequisite: Japanese 1.*

This course continues the study of the fundamentals of the Japanese language and provides training in the reading of elementary Japanese texts and in oral and written composition. Emphasis is on the spoken language.

*1-2 acceptable for Oriental Language 9ABC, credit UCLA. Acceptable for Oriental Language 9C, credit UCLA.*

**9 Japanese Civilization I (3) UC:CSU**

*Lecture 3 hours.*

This course is a survey of the development of Japanese culture and its relationship to the

Asiatic mainland from its beginnings to the Meiji Restoration. Lectures and readings are presented in English.

*9-10 acceptable for Oriental Language 40B, credit UCLA.*

**10 Japanese Civilization II (3) UC:CSU**

*Lecture 3 hours.*

This course continues the survey of the development of Japanese culture from the Meiji Restoration to the present time.

**JOURNALISM**

**1 Collecting and Writing News (3) UC:CSU**

*Prerequisite: Eligibility for English 28.*

This introductory course stresses instruction and practice in news gathering and news writing. Extensive practical writing experience is geared to the campus newspaper. It also includes a study of newspaper, radio and television news. Adherence to professional writing style and legal and ethical aspects of the profession are covered.

*Acceptable for credit, 6 units maximum from Journalism 1, 2, 16 and 18, UC campuses.*

**2 Advanced Newswriting (3) UC:CSU**

*Prerequisite: Journalism 1 with a grade of C or better.*

This course provides students with principles and practice in writing specialized types of newspaper stories and increases their mastery of fundamental reporting techniques. Interpretative writing skills, editorial writing and feature writing are included.

*Acceptable for credit, 6 units maximum from Journalism 1, 2, 16 and 18, UC Campuses.*

**4 Feature and Editorial Writing (3) CSU RPT 1**

This course emphasizes research for and creativity in the writing of features, editorials and articles for newspapers, magazines and other professional publications. Students study the needs of individual publications and gain experience in writing to meet those demands.

**5 Mass Communication (3) UC:CSU RPT 1**

This course is a survey and evaluation of the mass media. Special attention is given to newspapers, magazines, radio, TV, motion pictures, public relations and advertising, as well as to their impact on society and the individual. Career opportunities in the fields are discussed.

**8 Article Writing (3) CSU RPT 2**

This course offers instruction in the writing of material for a magazine, including articles, editorials or reviews suitable for publication as well as practice in editing and in the use of illustrative materials.

## 16 Copyreading and Headline Writing (3) UC:CSU

*Prerequisite:* Journalism 1 or permission of instructor.

Lecture 1 hour; laboratory 2 hours.

Rules, principles and techniques of editing copy, rewriting, headline writing, make-up, correcting proof and other details of editing, with practical work on the desk of the College newspaper, are included.

*Acceptable for credit:* 6 units maximum from Journalism 1, 2, 16 and 18, UC Campuses.

## 17 Publication Laboratory (2) CSU RPT 3

*Prerequisites:* Journalism 1 or consent of instructor.

This course stresses constructive criticism of students' writing styles and news evaluation. Publication production plans are developed. The instruction is directed by the campus newspaper adviser, editor and staff members.

## 18 Practical Editing (3) UC:CSU RPT 3

*Prerequisites:* Journalism 1 or consent of instructor.

This course provides practical instruction and practice in writing and editing the campus newspaper. Editions are evaluated in regularly scheduled class meetings.

*Acceptable for credit, UCLA:* 6 units maximum from Journalism 1, 2, 16 and 18.

## 20 Magazine Editing (3) CSU RPT 3

This course presents a study of the theory and practice of writing and editing such printed material as magazines, literary publications, yearbooks, handbooks, brochures and catalogs. Artistic design, principles of harmony and unity and creativity in layout are stressed. Writing and editing copy; designing pages; selecting photographs, illustrations and design materials and preparing them for production; arranging production schedules; and other aspects of publishing are included.

## 43 Public Relations Techniques (3) CSU RPT 1

This course is a comprehensive study of the various public relations techniques which are utilized in campaigns by businesses, educational institutions, public agencies and other organizations. Case histories are used to stimulate student initiative in problem-solving. The social impact of the various communications media and their role in public relations are also stressed.

## LAW

### 1 Business Law I (3) UC:CSU

Essentials of the law of contracts, in its application to everyday problems pertaining to business and to the individual, are covered.

Elementary safeguards regarding sales and sales contracts are also considered. Case discussion and lecture method are utilized. Credit is not granted for students enrolled in or with credit in Business 5.

*Acceptable for credit, UCLA maximum one course from Law 1, 2 or 30 and Business 8, UC campuses.*

### 2 Business Law II (3) UC:CSU

This course covers essentials of the law of negotiable instruments, security devices, partnerships, corporations, estates and bankruptcy in their application to everyday problems of business.

*Acceptable for credit, maximum one course from Law 1, 2 or 30 and Business 8, UC campuses.*

### 30 Law for the California Layman (3) UC:CSU

A general viewpoint on the problems of preventive law is given so that students may learn to recognize the legal ramifications of their activities. Consideration is given to the law of contracts, sales, negotiable instruments, consumer protection, torts, real property, business associations, probates, family law, criminal law and other related areas.

*Acceptable for credit, maximum one course from Law 1, 2 or 30 and Business 8, UC campuses.*

### Cooperative Work Experience Education

Law is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

## LIBRARY/MEDIA TECHNOLOGY

### 2 Library Resources (3) UC:CSU

The aim of this course is to help students become knowledgeable in the use of the card catalog, indexes, reference books and other library materials useful for research. Students learn how to look for information; where to look for it and how to assemble and present it properly.

### 15 Library Research Methods (1)

Lecture 1 hour.

This course teaches the student how to make independent use of library resources for maximum educational and life-long personal benefit. Standard research techniques are emphasized and specialized information sources are examined. Students learn how to find information efficiently.

## LINGUISTICS

### 1 Introduction to Language and Linguistics (3) UC:CSU

Principles of both structural and historical linguistics and their application to language use, language learning and language teaching are considered.

## MANAGEMENT

*(See Business also)*

### 1 Principles of Management (3) CSU

*Prerequisite:* Business 1 or equivalent and consent of instructor.

This course provides an introduction to the principles of management. Detailed analysis of basic managerial functions including planning,

organizing, staffing, directing and controlling in a business or administrative environment is made.

### 2 Organization and Management Theory (3) CSU

*Prerequisite:* Business 1 or equivalent and consent of instructor.

This course provides an introduction to the theories of organization and management. Organizational structure, technology and systems; administrative behavior; communications; motivation and leadership and organizational change and manpower development including organizational development, are examined.

### 6 Public Relations (3) CSU RPT 1

This course covers the basic concepts and fundamentals involved in the organization of a public relations program. Community relations, customer relations, stockholder relations, press relations, public relations and special group relations are emphasized.

### 11 Management Practice (3) CSU

*Prerequisite:* Completion of all program requirements or consent of instructor; course to be taken in student's last semester.

This course is designed to be taken in the management student's final semester. It offers a simulated real world environment in which the student integrates knowledge from all business disciplines and engages in a decision-making game.

*Offered only Spring of odd-numbered years.*

### 13 Small Business Management I (3) CSU

*Prerequisites:* Business 1 and Management 1.

This course teaches the student how to organize and operate a small business.

### 31 Human Relations for Employees (3) CSU

*Prerequisite:* Management 1 or equivalent and consent of instructor.

This course increases the student's leadership effectiveness by developing a better understanding of the human element in the management process. Emphasis is placed on effective communications; understanding one's self-perception; examination of factors affecting motivation, attitudes and behavior patterns within individuals and exposure to the styles of leadership.

*Credit not granted to students with credit in Supervision 3.*

### 32 Basic Interviewing (3) CSU

This introductory course acquaints students with elementary concepts and techniques of interviewing and counseling in the employment situation. An opportunity for the student to develop a beginning skill in the areas of discussing employee performance, grievance and disciplinary problems, employment interviewing and interviewing the public is provided.

**33 Personnel Management (3) CSU**

*Prerequisite: Management 1 or equivalent and consent of instructor.*

The growth and development of the field of personnel administration; unions and their relationship to business enterprises; employee selection, training, rating, promotion, discharge, hours of work and method of payment; the handling of personnel problems; diagnosing organizational stability and employee service and programs are dealt with.

*Offered only Spring of even-numbered years.*

**51 Management by Objectives (3) CSU**

This course explores the benefits and problems of installing a management system based on results of achievement of specific goals. Major emphasis is placed on the action steps managements must take to install, evaluate and maintain such a system which heavily emphasizes management accountability.

**Cooperative Work Experience Education**

Management is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

**MARKETING**

*(Formerly Merchandising)*

**1 Principles of Selling (3) CSU**

This course emphasizes the practices and principles used in creative selling. Consumer buying behavior, advertising and sales promotion, the nature of personal selling, developing the sales plan, the selling process, industrial selling, retail selling and sales management are covered. Sales presentations, video tapes and case studies are used.

**11 Fundamentals of Advertising (3) CSU**

The student is given a working knowledge of advertising's place in the American economy. The fundamentals of advertising media and how these activities relate to the operation of the advertising agency are taught.

**21 Principles of Marketing (3) CSU**

This course introduces students to various activities in the field of marketing. It provides a broad understanding of the principles involved in the distribution of commodities from the producer to the user or consumer. It covers the consumer market, consumerism, packaging and brands, pricing, wholesaling, retailing, sales promotion, personal selling and international marketing. Presentations, case studies and video tapes are used.

**31 Retail Merchandising (3) CSU**

A study of the fundamental principles of wholesaling and retailing operations including a study of store location, store layout, store organization, merchandise buying, pricing, stock planning and retail sales promotion is made. Personal duties and responsibilities are also studied including the work of the department manager, store buyer, merchandise manager, publicity director, store superinten-

dent and store controller. Field trips, speakers and video tapes are used.

**32 Fashion Merchandising (3) CSU**

This course provides detailed information about ready-to-wear merchandise. Technical functions of apparel merchandising such as seasonal buying procedures, specific selling points, consumer buying habits and knowledge concerning fashion trends and the fashion industry are included.

**Cooperative Work Experience Education**

Marketing is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

**MATHEMATICS**

*In general, prerequisites to mathematics courses should have been completed within the past two calendar years. This means that the student should have a working knowledge of the subject matter of the prerequisite course. Students should contact a mathematics instructor if there are any questions about prerequisites. For all computer courses see Computer Science-Information Technology.*

**100 Mathematics Workshop (1)**

*(Formerly Mathematics 88)*

*Recommended: For students concurrently enrolled in any mathematics course.*

Laboratory 3 hours

This course is designed to increase comprehension of all levels of mathematics utilizing tutorial assistance, calculations, programmed texts, and other review material. Metric mathematics review included.

*Credit/No Credit only.*

**105 Arithmetic for College Students (3)**

*(Formerly Mathematics 30)*

This course is designed to give the student an understanding of and a competency in the basic operations of elementary arithmetic. To attain this mastery, the student must have a genuine desire to remove arithmetic deficiencies. Topics include operations with whole numbers, common and decimal fractions, percentages, the study of the metric system and simplified calculations.

**115 Elementary Algebra (5)**

*(Formerly Mathematics 31)*

*Prerequisite: Math 105 with a grade of C or better. All others must take a placement examination.*

This is a first course in algebra. It covers the fundamental operations on natural numbers and carries on a logical development through all the real numbers. The course includes the solution of linear and quadratic equations and their graphs, factoring and statement problems.

**120 Plane Geometry (5)**

*(Formerly Mathematics 32)*

*Prerequisite: Mathematics 115 with a grade of C or better. All others must take a placement examination.*

This is a basic course in the fundamentals of Euclidean plane geometry, stressing the development of logical proof in a mathematical system.

**215 Principles of Mathematics I (3) UC:CSU**

*(Formerly Mathematics 35)*

*Prerequisite: Mathematics 115 with a grade of C or better. All others must take a placement examination.*

This course helps students understand topics in mathematics, including sets, number bases, number systems, logic and probability.

It is recommended for prospective elementary school teachers.

*Acceptable for Mathematics 38A credit, UCLA.*

**220 Intermediate Algebra (5) CSU**

*(Formerly Mathematics 20)*

*Prerequisites: Mathematics 115 and 120 with a grade of C or better. All others must take a placement examination.*

Manipulative skills in algebra are developed and strengthened in the course. The topics include rational exponents, the complete number system of algebra, algebraic and graphical solutions to linear and quadratic equations, logarithmic and exponential functions, elementary theory of equations and inequalities and conics. A wide variety of statement problems are included in the course.

**225 Introductory Statistics (3) UC:CSU**

*(Formerly Mathematics 14)*

*Prerequisite: Mathematics 220 with a grade of C or better within the last 3 years. All others must take a placement examination. Students must enroll concurrently in Math 226.*

The principles of elementary statistics which are studied include measures of central tendency, measures of dispersion, the normal distribution, probability, the histogram, chi-square test, correlation and prediction, test involving variance, and non-parametric tests. Applications are made of the central limit theorem to the testing of hypotheses.

*Acceptable for Mathematics 50A credit, UCLA. Mathematics 226, when offered, must be taken concurrently with Mathematics 225.*

**226 Elementary Statistics Problem Solving (1) UC:CSU**

*(Formerly Mathematics 54)*

*Prerequisite: Concurrent enrollment in Mathematics 225*

This course is intended for those students enrolled in Math 225. It supplements the statistics course work through problem analysis, problem solving, and the use of hand-held calculators.

**235 Mathematical Analysis for Business and Social Sciences I (5) UC:CSU**

*(Formerly Mathematics 23)*

*Prerequisite: Mathematics 220 or equivalent with a grade of C or better. All others must take a placement examination.*

This course covers finite mathematics consisting of sets, graphing, linear programming, vectors, matrices, linear systems, combinations,



probability, statistics, game theory and Markov chains with emphasis on applications to business and social sciences.

Acceptable for Mathematics 2 credit, UCLA. Maximum of 5 units allowed at UC.

### 236 Mathematical Analysis for Business and Social Sciences II (5) UC:CSU

(Formerly Mathematics 24)

Prerequisite: Mathematics 235 or equivalent with a grade of C or better or consent of instructor and Math 220 and 120 or equivalent. All others must take the math placement examination.

Lecture 5 hours.

This course consists of elementary differential and integral calculus; exponential and logarithmic functions, and their applications to business and social sciences. Offered Spring semester only.

Acceptable for Mathematics 4A credit, UCLA.

### 240 Trigonometry (3) CSU

(Formerly Mathematics 3)

Prerequisite: Mathematics 120 and 220 with a grade of C or better or consent of instructor. All others must take a placement examination.

This course of analytical trigonometry includes solutions of triangle problems, radian measure, graphs of trigonometric functions, trigonometric equations, identities, polar coordinates and inverse trigonometric function and complex numbers.

### 260 Introduction to Analysis (5) UC:CSU

(Formerly Mathematics 40)

Prerequisite: Mathematics 240 or equivalent with a grade of C or better. All others must take a placement examination.

This course in pre-calculus mathematics combines the traditional courses of college algebra and analytic geometry and covers such topics as inequalities, functions, matrices and determinants, the binomial theorem, properties of the straight line, conics, algebraic and transcendental functions and parametric equations in rectangular and polar systems.

### 261 Calculus I (5) UC:CSU

(Formerly Mathematics 41)

Prerequisite: Mathematics 260 with a grade of C or better. All others must take a placement examination.

A study is made of the differentiation and integration of algebraic functions; applications of the derivative to maximum-minimum problems; related rates, motion of a particle and curve sketching; applications of the integral to the area between two curves; volumes of solids of revolution and work; the Fundamental Theorem of Integral Calculus.

Acceptable for Mathematics 31A credit, UCLA. Mathematics 261 and 262 together are acceptable for Mathematics 31AB credit, UCLA.

### 262 Calculus II (5) UC:CSU

(Formerly Mathematics 42)

Prerequisite: Mathematics 261 with a grade of C or better or consent of instructor.

The second course of calculus deals with the differentiation and integration of transcendental functions, standard techniques of in-

tegration, curves in polar coordinates and sequences and series.

Acceptable for Mathematics 31B credit, UCLA. Mathematics 261 and 262 together are acceptable for Mathematics 31AB credit, UCLA.

### 263 Calculus III (5) UC:CSU

(Formerly Mathematics 43)

Prerequisite: Mathematics 262 with a grade of C or better or consent of instructor.

The third course of calculus deals with such topics as multivariable calculus, partial differentiation, two and three-dimensional vectors, Stokes and divergence theorems, and differential equations.

Acceptable for Mathematics 32A credit, UCLA. Mathematics 270, 275, and 263 together are acceptable for Mathematics 32A and 33AB credit at UCLA.

### 270 Linear Algebra (3) UC:CSU

(Formerly Mathematics 13)

Prerequisite: Mathematics 263 which may be taken concurrently.

A study of vector spaces, linear transformations and matrices, matrix algebra, determinants and solutions of systems of equations is made.

Mathematics 270 and 275 together are acceptable for Mathematics 33A credit at UCLA.

Mathematics 270, 275, and 263 together are acceptable for Mathematics 32A and 33AB credit at UCLA. Offered fall semester only.

### 275 Ordinary Differential Equations (3) UC:CSU

(Formerly Mathematics 15)

Prerequisite: Mathematics 263 (which may be taken concurrently with Mathematics 275).

This study covers first order differential equations and linear differential equations. Special methods for solution of these equations are developed and applied. Laplace Transforms are developed and used for the solution of differential equations and systems of equations. Existence theorems are stated and proofs are outlined. Series solutions and operator methods are included.

Mathematics 270 and 275 together are acceptable for Mathematics 33A credit at UCLA.

Mathematics 270, 275, and 263 together are acceptable for Mathematics 32A and 33AB credit at UCLA. Offered Spring semester only as an evening class.

## METEOROLOGY

### 3 Introduction to Weather and Climate (3) UC:CSU

Atmospheric elements and controls, storms, human modification and the regional distribution of climates are studied.

(Same as Geography 3.)

Acceptable for Atmospheric Science 3, credit UCLA.

## MICROBIOLOGY

### 20 General Microbiology (4) UC:CSU

Prerequisite: Biology 5A/5B with a grade of C or better, concurrent enrollment in or successful completion of English 28.

Recommended: Chemistry 3 or 10.

An introduction to the fundamental principles of microbiology. Included are general aspects of the structure, metabolism, multiplication, genetics and classification of bacteria, fungi, protozoa, and viruses; the methods used to control these microorganisms, the human body's natural defense mechanisms, and some selected microbial pathogens. The laboratory portion of the course covers microscopic and cultural techniques for studying and identifying microorganisms.

## MUSIC

### 101 Fundamentals of Music (3) UC:CSU

Basic rudiments of musical notation, scales, keys, intervals, common musical terms and elementary keyboard are studied. This is a preparatory course for Music 201 and Music 211. Acceptable for Music 1 credit, UCLA.

### 111 Music Appreciation I (3) UC:CSU

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.

Acceptable for Music 2A credit, UCLA.

### 112 Music Appreciation II (3) UC:CSU

NOTE: Music Appreciation I is not a prerequisite to Music Appreciation II.

Designed for non-music majors, this course meets humanities/fine arts requirements by surveying a variety of twentieth century musical styles. The emphasis is on perceptive listening, along with expository readings. Music 112 differs from Music 111 in that the focus is on twentieth century composers and styles.

Acceptable for Music 2B credit, UCLA.

### 121 Music History and Literature I (3) UC:CSU

Prerequisite: Music 101 or Music 200, or consent of instructor.

Changes in style and the techniques of composition are traced from Gregorian chant through the development of polyphony in the Middle Ages, the secular and sacred music of the Renaissance and the vocal and instrumental music of the Baroque period.

### 122 Music History and Literature II (3) UC:CSU

Prerequisite: Music 101 or equivalent.

Styles, techniques and forms of music from 1750 to the present are traced. Special emphasis is placed on the development of the orchestra and its forms. The artistic philosophy of each style period is examined.

Note: Music History and Literature I is not prerequisite to Music History and Literature I

### 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 its begin-



nings to the present. The emphasis is on perceptive listening, along with expository readings.

### 181 Applied Music I (1) UC:CSU

### 182 Applied Music II (1) UC:CSU

### 183 Applied Music III (1) UC:CSU

### 184 Applied Music IV (1) UC:CSU

*Prerequisite: Open to music majors by audition.*

This course is designed for both vocal and instrumental students and provides credit for independent study. Fifteen one-hour lessons and a minimum of five hours of weekly independent music practice is required for the semester. The development of vocal/instrumental technique is emphasized. Workshop and recital participation is required.

*Acceptable for credit, UC campuses; 12 units maximum from Music 181, 182, 183, 184, 321, 322, 323, 324, 341, 411, 412, 413, 414, 501, 561, 701, 705, 721, 731, 741 and 775.*

### 200 Introduction to Music Theory (4) UC:CSU

This course prepares the music major for Music 201 and Music 211 through intensive study of the notational structure of music, development of elementary sight singing and ear-training skills and emphasis on keyboard harmony. (Students enrolling in Music 200 should not enroll in Music 101 as this will result in a duplication of subject material.)

### 201 Harmony I (3) UC:CSU

*Required of all music majors.*

*Prerequisite: Music 101, 200 or equivalent and concurrent enrollment in Music 211. Also some pianistic ability and/or concurrent enrollment in an elementary piano course.*

This course deals with the fundamental harmonic principles of music including chord structure, diatonic harmony, inversions, harmonic progression, harmonic structure of the phrase, harmonization of a given part and nonharmonic tones. Harmonic skill is developed through written exercises, analysis of classic examples and keyboard exercises.

### 202 Harmony II (3) UC:CSU

*Prerequisite: Music 201 and concurrent enrollment in Music 212.*

This course extends principles initiated in Music 201, including the structure of seventh chords, secondary dominants, altered nonharmonic tones and modulation to closely related keys.

### 203 Harmony III (3) UC:CSU

*Prerequisite: Music 202 and concurrent enrollment in Music 213.*

This course extends principles developed in Music 202, including augmented sixth chords, the Neapolitan sixth, altered dominants, diminished seventh chords, chromatic third-relation harmony, modulation to foreign keys and extended chords such as ninths, elevenths and thirteenth.

### 211 Musicianship I (2) UC:CSU

*Required of all music majors.*

*Prerequisite: Music 101, 200 or equivalent and concurrent enrollment in Music 201.*

Correlated with Harmony 1, this course consists of a study of sight reading, one-part melodic dictation, simple harmonic dictation, elementary theory, including scale structure, keys, intervals, musical terminology and notation, and the basic principles of musicianship. *Acceptable for Music 1 credit, UCLA.*

### 212 Musicianship II (2) UC:CSU

*Prerequisite: Music 211 and concurrent enrollment in Music 202.*

This course consists of sight reading, ear-training and keyboard application of the subject matter covered in Music 202.

### 213 Musicianship III (2) UC:CSU

*Prerequisite: Music 212 and concurrent enrollment in Music 203.*

This course consists of sight reading, ear-training and keyboard application of the subject matter covered in Music 203.

### 251 Jazz Improvisation Workshop (2) CSU RPT 3

*Prerequisites: Proficiency on a musical instrument, Music 201 and 211, or equivalent.*

This course is designed for the proficient instrumentalist who desires to develop improvisational skills in the jazz idiom. Topics covered include scales, harmonic progressions, rhythms, phrasing, interpretation and form as related to the Jazz style.

### 299 Music Honors (1) UC:CSU RPT 3

*Prerequisite: Designed for the advanced Music major with consent of department chairperson.*

This course provides the gifted student in music with an opportunity for concentrated independent study in selected areas under the direct supervision of an instructor.

### 321 Elementary Piano I (2) UC:CSU

*Student must have access to a piano as daily practice is required.*

This course presents an introduction to music reading, scale playing, and the use of the pedals. The artistic performance of appropriate repertoire is emphasized. *See acceptability Music 184.*

### 322 Elementary Piano II (2) UC:CSU

*Prerequisite: Music 321 or equivalent.*

*Student must have access to a piano as daily practice is required.*

This course is a continuation of skills and concepts started in Elementary Piano I. *See acceptability Music 184.*

### 323 Elementary Piano III (2) UC:CSU

*Prerequisite: Music 322 or equivalent.*

*Student must have access to a piano as daily practice is required.*

This course is a continuation of skills and concepts developed in Elementary Piano II. *See acceptability Music 184.*

### 324 Elementary Piano IV (2) UC:CSU

*Prerequisite: Music 323 or equivalent.*

*Student must have access to a piano as daily practice is required.*

This course is a continuation of skills and concepts developed in Elementary Piano III. *See acceptability Music 184.*

### 341 Intermediate Piano (2) UC:CSU

*Prerequisite: Music 324 or equivalent.*

The performance of appropriate repertoire is developed with emphasis on memorization and artistic interpretation.

*See acceptability Music 184.*

### 411 Elementary Voice I (2) UC:CSU

This course is an introduction to the proper use of the voice including attention to posture, breath control, tone quality, power, diction, range, and stage presence. Repertoire includes simple art songs and arrangements of folk songs and spirituals.

*Acceptable for Music 65 credit, UCLA.*

*See acceptability Music 184.*

### 412 Elementary Voice II (2) UC:CSU

*Prerequisite: Music 411 or equivalent.*

An extension of principles introduced in Music 411 with a greater emphasis on interpretation.

*Acceptable for Music 65 credit, UCLA.*

*See acceptability Music 184.*

### 413 Elementary Voice III (2) UC:CSU

*Prerequisite: Music 411 and 412 or equivalent.*

All aspects of solo singing are stressed, especially English, Italian, French and German diction. Repertoire includes art songs in the original language and less vocally demanding arias from opera and oratorio.

*Acceptable for Music 65 credit, UCLA.*

*See acceptability Music 184.*

### 414 Elementary Voice IV (2) UC:CSU

*Prerequisite: Music 411, 412 and 413, or equivalent.*

This course is a continuation of principles and concepts presented in Music 413. The development of the student's ability to analyze and interpret the song repertoire is stressed.

*Acceptable for Music 65 credit, UCLA.*

*See acceptability Music 184.*

### 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.

*Acceptable for Music 70B credit, UCLA.*

*See acceptability Music 184.*

**561 Chamber Chorale (1) UC:CSU  
RPT 3**

*Open to all students by audition.*

Rehearsal and performance of choral music for small ensembles. The music is chosen from all stylistic periods. Emphasis is placed upon reading skills, interpreting the score and the development of a professional attitude toward public performance.

*Acceptable for Music 70C credit, UCLA see acceptability Music 184.*

**701 Instrumental Ensemble (1)  
UC:CSU RPT 3**

*Open to all musicians who play orchestral instruments.*

This course provides an opportunity for instrumentalists to develop their technique and to increase their playing experience through the rehearsal and performance of music written for various instrumental ensembles.

*See acceptability Music 184.*

**725 Community Orchestra (1)  
UC:CSU RPT 3**

*Open to all students who play orchestral instruments by audition.*

Standard orchestral literature is rehearsed and performed.

*Acceptable for Music 70H credit, UCLA.*

*See acceptability Music 184.*

**731 Rehearsal Band (1) UC:CSU  
RPT 3**

*Open to all students who play orchestral instruments without audition.*

This course provides the opportunity for inexperienced instrumentalists to have a large ensemble experience through sight-reading and rehearsing standard band literature.

*See acceptability Music 184.*

**775 Jazz Ensemble (1) UC:CSU  
RPT 3**

*Open to all instrumentalists by audition.*

This course provides the instrumentalist with the opportunity to rehearse and perform music of the past in the "big band" tradition as well as contemporary compositions written for this ensemble.

*See acceptability Music 184.*

**NURSING**

The following courses listed under LEVEL I, II, III, and IV are required as part of the basic nursing curriculum. Prior Admission to the Nursing Program is required before a student may enroll in any of these courses. The courses are offered in a modular basis, usually 2-5 weeks duration. The number of hours of lecture and laboratory listed in short-term modules represents an average of the number of hours taught over the entire semester, not the actual number taught during each week of the module. Nursing students may petition to complete any required nursing course listed in the catalog by credit by examination.

**809 Pharmacology (3)**

*Prerequisite: Currently enrolled nursing student; RN or LVN; or completion of Physiology 1 and Microbiology 1 with a grade of B or better, or consent of Nursing Admissions Committee.*

This course presents the basic principles of pharmacology including the pharmacodynamics, pharmacokinetics, adverse reactions, and contraindications of selected drug groups. Emphasis will be placed on those drug groups especially relevant to general nursing including the automatic drugs, analgesics, sedatives, general anesthetics, cardiovascular drugs, antihistamines, corticosteroids, antibiotics and antineoplastic drugs.

**LEVEL I (First Semester)**

*Generic Nursing Students register for Nursing 810. It is not necessary to register for individual nursing modules 811 through 815. They are included in Nursing 810.*

**810 Nursing Assessing and Meeting Fundamental Patient Needs I (9.5) CSU**

*Prerequisite: Admission to Nursing Program.*

Lecture 4.5 hours; laboratory 15 hours  
Students examine fundamental nursing concepts and learn to perform basic nursing procedures. Nursing process is defined and utilized to identify and meet basic physical and psychosocial needs. Focus on physical and psychological safety emphasizes legal, moral-ethical, and ethno-cultural considerations, communication, and performance of therapeutic procedures using medical-surgical asepsis. This course incorporates Nursing Modules N 811, 812, 813, 814 and 815. A generic nursing student registers for this course *instead* of the 5 individual modules.

**811 Orientation to Basic Patient Needs (1) CSU**

*Prerequisite: Admission to Nursing Program.*

Lecture 0.5 hours; laboratory 1.5 hours.  
Students examine nursing philosophy and trends. Legal, moral and cultural aspects are covered. Expectations of students and faculty are examined and common goals are identified. Anxiety as it manifests itself in students and patients is discussed.

**812 Meeting Basic Patient Needs (2) UC:CSU**

*Prerequisite: Admission to Nursing Program, and Nursing 811.*

Lecture 1 hour; laboratory 3 hours.  
Students learn basic skills and theoretical principles that allow them to identify patient needs, formulate a nursing diagnosis, develop a plan of care, implement the plan and evaluate the results.

**813 Psycho-Social Needs of Patients (2.5) CSU**

*Prerequisite: Admission to Nursing Program, and Nursing 811 and 812.*

Lecture 1 hour; laboratory 4.5 hours.  
Using the nursing process students provide care for patients experiencing dysfunction of their sexual and reproductive organs. Students care for pre and post operative GYN and GU patients. Students explore the concept of pain as a human experience, observing physiological and psychological manifestations. Theories of pain etiology, nursing diagnosis and pain management are included.



**814 Meeting Needs of Patients with Altered Sensorium (2) CSU**

*Prerequisite: Admission to Nursing Program, and Nursing 811, 812 and 813.*

Lecture 1 hour; laboratory 3 hours.

Using the nursing process, students care for patients with altered sensorium. Included are individuals with eye or ear dysfunction and/or neurological impairment. Emphasis is on psychological and physiological comfort and safety.

**815 Physical and Psychological Safety (2) CSU**

*Prerequisite: Concurrent enrollment in Nursing 811, 812, 813 and 814.*

Lecture 1 hour; laboratory 3 hours.

This module has a dual focus. Psychological safety covering communication skills and physical safety covering procedures such as irrigations, instillations, medication administration and medical and surgical asepsis are the two areas focused upon.

**LEVEL II (Second Semester)**

*Prerequisite: Completion of Level I or qualification for Advanced Standing on Advisement of Nursing Admissions Committee or qualified L.V.N. admitted to Career Ladder Option II. Nursing students register for Nursing 820. It is not necessary to register for individual nursing modules N 821 through 825. They are included in Nursing 820.*

**820 Effects of Illness on Meeting Fundamental Patient Needs (9.5) CSU**

Students examine concepts of holistic health and disease, and bio-psycho-social consequences to the individual responding to loss, change in role, body image, sensory or sleep deprivation. Using nursing process, students provide care for patients with homeostatic disturbances of nutrition/elimination, gaseous exchange, endocrine balance, or neoplastic processes. This course incorporates Nursing Modules N 821, 822, 823, 824 and 825. A generic nursing student registers for this course *instead* of the 5 individual modules.

**821 Nature of Disease (1) CSU**

*Prerequisite: Successful completion of all Level 1 Nursing Modules with a grade of C or better, LVN Career Mobility option 2, or consent of Nursing Admissions Committee.*

Lecture 0.5 hours; laboratory 1.5 hours.

Students study the overall concept of health and disease including the significance of disease for the individual, changing concepts, disease causation and human responses with emphasis on endocrine responses. The holistic approach and therapeutic roles of the nurse are covered.

**822 Disturbances in Nutrition and Elimination (2) CSU**

*Prerequisite: Completion of all Nursing Level I modules with a grade of C or better, LVN Career Mobility Option 2, or consent of Nursing Admissions Committee.*

Lecture 1 hour; laboratory 3 hours.

Students use the nursing process to meet the needs of patients experiencing disturbances of

the digestive system including upper and lower gastro-intestinal tract, liver, biliary tract and pancreas.

**823 Disturbances in Gaseous Exchanges (2) CSU**

*Prerequisite: Completion of all Nursing Level I modules with a grade of C or better, LVN Career Mobility Option 2, or consent of Nursing Admissions Committee.*

Lecture 1 hour; laboratory 3 hours.

Utilizing the nursing process students provide care for individuals experiencing disturbance in their homeostatic mechanism. Emphasis is on nursing problems resulting from the patients response to pathophysiology of gaseous exchange, cardio-peripheral-vascular anomalies and chronic obstructive lung disease.

**824 Care of the Patient with Neoplastic Disorders (2) CSU**

*Prerequisite: Completion of all Nursing Level I modules with a grade of C or better, LVN Career Mobility Option 2, or consent of Nursing Admissions Committee.*

Lecture 1 hour; laboratory 3 hours.

Using the nursing process, students meet the needs of patients experiencing disturbances of homeostasis resulting from malignant and benign tumors and neoplasms of the blood and blood-forming organs. Students care for select patients who have, are or will be experiencing chemotherapy, radiation therapy, radical surgery and other new or experimental modalities of treatment.

**825 Understanding Illness (2.5) CSU**

*Prerequisite: Concurrent enrollment in Nursing 822, 823, 824.*

Lecture 1 hour; laboratory 4.5 hours.

In this module, students study predictable responses of individuals within a variety of cultures and how they respond to illness. Concepts of altered body image and the grieving process are explored and integrated into the clinical area. Special focus is on the psychological and physiological responses. Students study predictable responses of individuals to sensory overload and sensory deprivation, in a variety of cultures. A study of sleep deprivation is included.

**LEVEL III (Third Semester)**

*Prerequisite: Completion of all Level I and II Nursing Courses or qualification for Advanced Standing on Advisement of Nursing Program Admissions Committee. Qualified LVN's may apply for Admission to the Nursing Program on this Level. Continuing generic nursing students or Career Mobility Option II or III nursing students register for Nursing 830. It is not necessary to register for individual nursing modules 831 through 835. They are now included in 830. Transfer students or Career Mobility Option IV students obtain individual schedule from Nursing Director.*

**830 Advanced Nursing Concepts I (9) CSU**

This course explores the transition to the role of the professional nurse using medical/surgical, psychiatric and obstetrical settings. Using nursing process students provide care for pa-

tients with acute homeostatic disturbances due to disease, trauma, surgery and psychological distress, and during the maternity cycle. Community health, cultural and legal concepts and pharmacology are integrated. This course includes the content formerly taught in Nursing Modules 831, 832, 833, 834 and 835.

**832 Nursing During the Maternity Cycle (2) CSU**

*Prerequisite: Consent of Nursing Admissions Committee.*

Lecture 1 hour; laboratory 3 hours.

Utilizing the nursing process, students provide care for families during all phases of the maternity cycle.

**833 Psychiatric Nursing (2) CSU**

*Prerequisite: Consent of Nursing Admissions Committee.*

Lecture 1 hour; laboratory 3 hours.

Students study the expanded role of the nurse in a psychiatric setting. Concepts of mental health and etiology of disordered behavior are included.

**LEVEL IV (Fourth Semester)**

*Prerequisite: Completion of all Level I, II, III modules with a grade of C or better; or admission to Advanced Standing on Advisement of the Nursing Program Admissions Committee; or completion of Level III modules with a grade of C or better by continuing student in L.V.N. to R.N. Program. Continuing generic nursing students or Career Mobility Option II or III Nursing Students register for Nursing 840. It is not necessary to register for individual nursing modules 841 through 845. They are now included in 840. Transfer students or Career Mobility Option IV students obtain individual schedule from Nursing Director.*

**840 Advanced Nursing Concepts II (9) CSU**

Students examine their philosophy of nursing and relate nursing history to current politico-social issues and health care delivery systems. Using nursing process students care for acutely ill individuals or groups of patients, adult or children, with complex disturbances in homeostatic mechanisms. Patient care management, team leadership, primary nursing, horizontal and vertical communication and developmental tasks are emphasized. Students plan for their professional future, exploring employment and educational opportunities, reality shock, stress, and burn out. Principles of stress management are integrated. In the final portion of this course, students summarize and analyze their nursing education experience, personal and program strengths/weaknesses, and consider the nurse as a change agent.

**841 History and Current Trends (1) CSU**

*Prerequisite: Successful completion of all Level 1, 2 and 3 Nursing Modules or consent of Nursing Admissions Committee.*

Lecture .5 hours; laboratory 1.5 hours.

Students examine their philosophy of nursing in relation to today's world. Current political issues affecting nursing are identified and discussed. Health care delivery systems and how they are meeting society's needs, along with nursing history, are covered.

**843 Nursing Care of Children (2) CSU**

*Prerequisite: Consent of Nursing Admissions Committee.*

Lecture 1 hour; laboratory 3 hours. Students utilizing the nursing process, provide care for children who are experiencing moderate to severe disturbances in their homeostatic mechanism. Included are developmental tasks of children and child rearing families.

**ENRICHMENT COURSES FOR NURSING STUDENTS**

The following are semester length enrichment courses which are not required to receive a certificate of completion for the Nursing Program. They are recommended for those who wish to expand their basic knowledge: Nursing 807, Nursing 809, Nursing 862, Nursing 885. Nursing 809 and 862 meet the criteria for Continuing Education for Nurses (see course description).

**807 Calculation & Administration of Drugs and Solutions (3) CSU**

*Prerequisite: Pre-Nursing Student; Nursing Student; L.V.N.; R.N.*

Lecture 3 hours.

Measurement of drugs and computation of solutions as they relate to nursing.

**809 Pharmacology (3) CSU**

*Prerequisite: Enrollment in Nursing Program, OR, completion of Physiology I and Microbiology 1 with grades of "B" or better or R.N. or L.V.N.*

Lecture 3 hours.

This course presents the basic principles of pharmacology including the pharmacodynamics, pharmacokinetics, adverse reactions, and contraindications relevant to general nursing including the autonomic drugs, analgesics, sedatives, general anesthetics, cardiovascular drugs, antihistamines, corticosteroids, antibiotics, and antineoplastic drugs.

**862 Physical Assessment Skills (3) CSU**

*Prerequisite: RN/LVN or senior RN student. This course is approved for Continuing Education units by BRN. Provider #01005. Contact Nursing Director for information.*

Lecture 3 hours.

This course focuses on the process of Health Assessment using the tools of history taking, physical examination and diagnostic tests in the data collection process. The major emphasis will be on the normal individual and the normal variations across the age line. Some attention will be given to common abnormalities. The course will include lecture, demonstration and supervised practice of the assessment methodology.

**Continuing Education for Nurses**

The BVNPE will accept courses for continuing education credit that have been approved by this board and/or the California Board of Registered Nursing. A number of college courses have been approved for this credit. Contact the Nursing Department for further information.

**185 Directed Study - Nursing (1) CSU****285 Directed Study - Nursing (2) CSU****385 Directed Study - Nursing (3) CSU**

*Prerequisite: Enrollment in Nursing Program or permission of Health Science Department.*

Conference 1 hour per unit.

Allows students to pursue Directed Study in Nursing on a contract basis under the direction of a supervising instructor.

*Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.*

**OCEANOGRAPHY****1 Introduction to Oceanography (3) UC:CSU**

The student is introduced to the general field of oceanography, including a study of the features of the sea floor, the chemical and physical properties of sea water, currents, tides, waves and their effects on marine organisms. Special reference is made to the Southern California environment and the problem of man and the sea.

**2 Introduction to Marine Biology (3) UC:CSU**

*Recommended: Biology 3 or any other biology course.*

An opportunity to investigate the intertidal and immediate offshore sea coast habitats is provided. The lectures, laboratory and field trips are directed to give the student a practical working knowledge of seacoast plants and animals, their ecology and morphology. Also included are conservation topics that relate to human influence on the marine wildlife resource.

**11 Introduction to Marine Biology: Laboratory (1) UC:CSU**

*Prerequisite: Concurrent or prior completion of Oceanography 12.*

This course offers laboratory experiences to accompany and reinforce topics discussed in Oceanography 12. Micro-technique, identification of marine plants and animals, use of a classification key, investigation of the similarities and differences between various marine groups, and field trips. (This course partially meets life science general education requirements but does not meet biology major requirements.)

**12 Lectures in Marine Biology (3) UC:CSU**

*Not open to students with credit in Oceanography 2.*

Intertidal and immediate offshore seacoast habitats are investigated. The study of seacoast plants and animals, their ecology and morphology and the influence of humans on marine wildlife resources is emphasized.

**185 Directed Study - Oceanography (1) UC:CSU****285 Directed Study - Oceanography (2) UC:CSU****385 Directed Study - Oceanography (3) UC:CSU**

*Prerequisite: Consent of instructor.*

Conference 1 hour per unit.

Allows students to pursue Directed Study in Oceanography on a contract basis under the direction of a supervising instructor.

*Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.*

**OFFICE ADMINISTRATION****1 Typewriting I (3) CSU**

*Students with one year of high school typewriting or ability to type 35 w.p.m. should enroll in Office Administration 2. (Students who have completed a beginning typewriting course with a grade of "D" should enroll in Office Administration 9.)*

Five hours weekly.

Mastery of the keyboard and the basic operations of electric typewriters are developed. Emphasis is placed on fundamentals of letter writing, manuscript typing, rules for centering and tabulation and rough draft typing. The student should achieve a minimum 5-minute typing speed of 30 w.p.m.

**2 Typewriting II (3) CSU**

*Prerequisites: Office Administration 1, one year of high school typewriting or ability to type 35 w.p.m.*

Five hours weekly.

Skills developed include correct techniques in the operation of electric typewriters and speed and accuracy in typing letters, business forms, tabulation problems and manuscripts. The student should achieve a minimum 5-minute typing speed of 40 w.p.m. with a maximum of 5 errors.

**3 Typewriting III (3) CSU**

*Prerequisite: Office Administration 2 or the ability to type 45 w.p.m.*

Five hours weekly.

Skills developed include correct techniques and speed and accuracy in typing business letters and memorandums, special business forms, rough drafts, statistical and business reports. The student should achieve a minimum 5-minute typing speed of 50 w.p.m. with a maximum of 5 errors.

**6 Adding and Calculating Machines (1)**

*(Same as ACCTG 37)*

**7 Machine Transcription (3)**

*Prerequisite: Office Administration 2 (with a grade of C or better) or ability to type 45 w.p.m.; Business 31.*

Three hours weekly.

Skills developed include proficiency in operating transcribing machines; production typing of

mailable letters and memorandums from machine dictation; and review of business letter styles, word division, spelling, punctuation, and capitalization.

### 9 Typing Improvement (1) RPT 1

*Prerequisite:* Completion of beginning typing course with a grade of D or better.

Three hours weekly.

Speed and accuracy are improved through timed writings and corrective drills. Students may enroll for two semesters, but the semesters may not be taken consecutively. This course may be taken in addition to Office Administration 2 or Office Administration 3 if the student needs additional speed and/or accuracy building.

### 10 Shorthand I (5) CSU

*Prerequisite:* Office Administration 1 and Business 31, which may be taken concurrently. Students who have studied shorthand previously and can take dictation at 50 w.p.m. should enroll in Office Administration 11.

In this beginning course in Gregg Shorthand (Series 90), students learn shorthand theory and learn to take dictation at speeds of 50 to 70 w.p.m. Transcription is also introduced.

### 11 Shorthand II (5) CSU

*Prerequisite:* Office Administration 1 and 10, and Business 31, with grades of C or better, and ability to take dictation at 50 w.p.m. for 3 minutes. Concurrent enrollment in Office Administration 18 is suggested. Students who have studied shorthand previously are requested to enroll in this course where they are tested and reclassified if necessary.

Gregg Shorthand (Series 90) is reviewed; students who have learned other shorthand systems may also enroll. Dictation speeds of 70 to 90 w.p.m. are attained. Shorthand is transcribed into mailable copy, and skill in transcribing is developed.

### 12 Shorthand III (5) CSU

*Prerequisite:* Office Administration 2, 11, and 18, with grades of C or better. Students who have studied shorthand elsewhere should enroll in Office Administration 11 where they will be tested and reclassified to Office Administration 12, if qualified.

The theory of Gregg Shorthand (Series 90) is reviewed. Emphasis is placed on building business and professional vocabulary; attaining dictation speeds of 90 to 120 w.p.m.; transcribing rapidly and producing mailable transcripts.

### 15 Script Shorthand (3) CSU

Three hours weekly.

Prepares the student to utilize Speedwriting Shorthand for office work, civil service tests, and personal note taking. Uses letters of the alphabet, rather than symbols. Speeds of 80 or 90 words per minute may be developed in one semester.

### 16 Shorthand Review I (3)

*Prerequisites:* Office Administration 10 (or equivalent) and ability to type at least 40 w.p.m.

Gregg Shorthand Theory is reviewed. Skill is developed in writing brief forms and phrases. Dictation and transcription speeds are increased. Emphasis is placed upon mailable transcripts of letters, memoranda and enrich-

ment of business and professional vocabularies. Students with backgrounds in other shorthand systems may also enroll.

### 17 Shorthand Review II (3) CSU

*Prerequisite:* Office Administration 16 and ability to type 40 w.p.m.

A review of the principles of Gregg Shorthand is provided. Intensive speed building practice is given to enable students to increase their speed in taking dictation and transcribing their notes. Students with a background in other shorthand systems may also enroll.

### 18 Beginning Transcription (3) CSU

*Prerequisites:* Ability to type 35 w.p.m. and take shorthand at 50 w.p.m. for 3 minutes; concurrent enrollment in Office Administration 11 or 12.

The ability to transcribe from shorthand notes with speed and accuracy is developed. The skills of shorthand, typing, punctuation, grammar, spelling and proofreading are emphasized and combined to enable students to produce mailable, well-arranged letters and reports.

### 20 Medical Assistant Office Procedures (5)

*Prerequisite:* Office Administration 1 or ability to type 40 w.p.m.

Comprehensive training is given in all types of medical office procedures. Speed and accuracy are developed in the typing of medical copy such as case histories, reports, correspondence and insurance forms. Medical terminology and abbreviations are taught. Telephone techniques, medical record keeping, filing and other office skills are reviewed. Grooming, professional ethics and personal relationships are stressed. No shorthand is required.

### 23 Legal Secretarial Procedures I (5)

Students are introduced to the legal terminology of the law office. Students are also introduced to the forms used in the law offices and in the courts and to the procedures used in performing the duties of a legal secretary.

### 24 Legal Secretarial Procedures II (5)

*Prerequisite:* Office Administration 23.

Students' knowledge of legal terminology is further strengthened. Students develop the ability to quickly and accurately prepare legal papers which are used in the law office and which must be prepared for the courts. Emphasis is given to responsibility in the performance of duties by the legal secretary.

### 31 Business English (3)

*Recommended:* Concurrent enrollment in Office Administration 34.

Lecture 3 hours.

This course is required for Office Administration majors.

*Note:* Same as Business 31.

### 32 Business Communications (3) CSU

*Prerequisite:* Office Administration 31 or equivalent. Ability to type 30 w.p.m.

Lecture 3 hours.

This course is required for Office Administration majors.

*Note:* Same as Business 32.

### 34 Business Vocabulary and Spelling (2)

Two hours weekly.

Vocabulary building and spelling skills are stressed. Emphasis is placed on phonics, spelling rules, confusing words, commonly misspelled words and the formation of plurals. The course allows application of skills through written expression.

### 35 Word Processing: Concepts in Information Systems (3) CSU

*Prerequisite:* Ability to type 35 w.p.m.

Three hours weekly.

Basic word processing concepts are taught through a combination of lecture and "hands-on" experiences. Students are taught the significance of word processing in the office arena, the history of word processing, generations of word processing equipment, career opportunities created by word processing, comparison of the traditional and automated office environment and the office of the future. Words processing "buzz words" are taught. Standard and unique features found on word processing equipment are studied. Films, tours, and guest speakers enrich the course.

### 37 Secretarial Accounting (3)

Three hours weekly.

The principles and concepts of accounting relevant to office personnel are developed. Basic accounting principles, record keeping and preparation of financial statements are included. Use of electronic calculators and typewriting skills are interrelated in calculating and typing business statements and forms.

### 39 Word Processing, Keyboarding and Operations (3) RPT 2

*Prerequisite:* Ability to type 50 w.p.m.; completion of O.A. 35

Lecture 2 hours; laboratory 3 hours.

O.A. 39 teaches basic keyboarding, revisions, formatting, and machine commands on a variety of word processing systems.

### 44 Medical Terminology (3)

Three hours weekly.

The student develops a comprehensive medical vocabulary applicable to all specialties of medicine through the learning of Greek and Latin prefixes, suffixes, word roots, etc. A basic understanding of anatomy and physiology is provided. Training in the spelling, pronunciation and definition of medical terms is given as well as training in the use of a medical dictionary.



**46 Machine Transcription for Medical Secretaries (2)**

*Prerequisites: Office Administration I or equivalent, Bus Eng or equivalent, OA 44 or equivalent medical terminology background.*  
Two hours weekly.

This course develops skill in correct transcription procedures, and in transcribing medical materials. Production typing on recorded material stressing terminology from medical reports, diagnoses, case histories and correspondence based on various areas of specialization is included. Grammar, punctuation and correct spelling of medical terms are reviewed.

**59 Supervision of a Word Processing Center (3)**

*Prerequisite: Completion of Office Administration 39 and permission of the instructor.*  
Three hours weekly

Students learn how to plan, organize, and administer the operation of a word processing center. Production, quality control, and turnaround time are analyzed and evaluated. Consideration is given to the human factor in WP, conducting a WP study, analyzing and implementing a WP system, WP equipment features, operating procedures, administrative support services, human relations and staffing, techniques of selecting, training, and evaluating WP personnel, work standards and control, evaluating WP output and determining costs, office layout and environment for WP, how WP ties in to larger systems, WP future trends.

**79 Word Processing Applications (3)**

*Prerequisite: Office Administration 35 and 39 and/or permission of instructor, ability to type 50 w.p.m.*

Three hours weekly.  
Opportunities for reinforcement of basic word processing skills are provided and students are trained to generate documents employing advanced techniques. The principles of telecommunications, electronic mail, and software are discussed. Proofreading skills are reinforced.

**185 Directed Study - Office Administration (1)****285 Directed Study - Office Administration (2)****385 Directed Study - Office Administration (3)**

*Prerequisite: Ability to type 50 w.p.m., Office Administration 39, and permission of instructor.*

Conference 1 hour per unit.  
Allows students to pursue Directed Study in Office Administration on a contract basis under the direction of a supervising instructor.  
*Credit limit: A minimum of 3 units in Directed Study may be taken for credit.*

**Cooperative Work Experience Education**

Office Administration is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

**PERSONAL DEVELOPMENT****1 Introduction to College (1)**

This course provides students with information concerning college and how to survive as a student. They are assisted in evaluating their ability, aptitude and interests; in planning their educational and vocational goals and in adjusting effectively to college life. Students are introduced to various support services provided by the college.

**4 Career Planning (1) CSU**

This course includes an overview of career development, personal appraisal and career testing, a computerized career testing, a computerized career information search, a personal skills evaluation, and educational planning and decision-making. Topics include personal career strategy, jobs of the future, and career indecision.

**8 Career Planning (2) CSU**

"Voyage", a series of video taped lessons provide tools with which to assess one's skills, interests, values, and motivational pattern for career and life planning. Instructor in charge guides the student's progress.

**15A Business and Interpersonal Communications Skills (1)**

This workshop develops verbal communication skills to help students manage their feelings of insecurity and/or inadequacy in both business and social settings.

**15B Test Anxiety Management (1)**

This workshop teaches students techniques and attitudes helpful in overcoming fears and anxieties which interfere with successful test taking and with other anxiety-provoking situations in life.

**15C Strategies for Success in College and Life (1)**

This course is designed to teach students methods that enhance their success in college and life. Utilizing a *product* approach, students will develop workable, realistic goals for their education and life pursuits.

**PHILOSOPHY**

*There are no prerequisites to any philosophy course although eligibility for English 1 is recommended for some courses.*

**1 Introduction to Philosophy I (3) UC:CSU**

*Recommended: Eligibility for English 1.*  
A critical analysis of traditional problems of knowledge, metaphysics, philosophy of science and philosophy of religion is made.

**2 Introduction to Philosophy II (3) UC:CSU**

*Recommended: Eligibility for English 1.*  
A critical analysis of problems in ethics, political philosophy and aesthetics is made.

**3 History of Greek Thought (3) UC:CSU**

*Recommended: Eligibility for English 1.*  
A critical presentation of western thought from the Greek Classical philosophers to the medieval philosophers is made.  
*Acceptable for Philosophy 1 credit, UCLA.*

**4 History of Modern Thought (3) UC:CSU**

*Recommended: Eligibility for English 1.*  
A critical presentation of western thought from the Renaissance to the present is made.  
*Acceptable for Philosophy 21, credit UCLA.*

**6 Logic in Practice (3) UC:CSU**

Application of the logical principles of sound thinking to morals, politics and everyday life is made with emphasis upon the analysis of language as an aid to sound thinking.

**8 Deductive Logic (3) UC:CSU**

This introductory course is designed to promote clear deductive thinking. It begins with a general discussion of the nature of logic and language and informal fallacies. Traditional Aristotelian logic is then studied and modern symbolic logic is introduced. Techniques of proof, translation, and logical analysis of arguments are covered.

**9 Symbolic Logic I (3) UC:CSU**

This course provides an introduction to formal logic, including truth, validity, truth tables, tautologies, contradictions, contingencies, quantification and methods of deduction.

**20 Ethics (3) UC:CSU**

*Recommended: Eligibility for English 1.*  
An introduction to the study of human values, the grounds of reasonable choice and the standards of right and wrong is provided.

**23 The World's Great Religions (3) UC:CSU**

An historical and philosophical study of major faiths and their ethical and theological principles is conducted.

**24 An Introduction to the Philosophy of Literature (3) UC:CSU**

*Recommended: Eligibility for English 1.*  
A philosophical inquiry, is made into such themes as freedom, guilt, love, self-knowledge, God, Evil, reality, death, and the meaning of life by examination of the great literary works in the western tradition.

- 185 Directed Study - Philosophy (1) UC:CSU**
- 285 Directed Study - Philosophy (2) UC:CSU**
- 385 Directed Study - Philosophy (3) UC:CSU**

*Prerequisites: Completion of two courses in the subject field with a minimum grade point average of 3.5 for those courses and recommendation of instructor with whom student will work. Conference 1 hour per unit.*

Allows students to pursue Directed Study in Philosophy on a contract basis under the direction of a supervising instructor.

*Credit limit: A maximum of 3 units in Directed Study may be taken for credit.*

## PHOTOGRAPHY

### 9 Introduction to Cameras and Composition (3) UC:CSU

*(Formerly Journalism 21)*

*Prerequisite: Must have use of a 35mm camera.*

This course emphasizes composition of news and feature pictures for use in mass communications media. Use of the photograph as an art form in telling the story, familiarity with the cameras used for news photography and procedures and techniques in darkroom processing are covered.

### 10 Beginning Photography (3) UC:CSU

Lecture 3 hours; laboratory 2 hours.

This is an introductory course designed for students without prior photographic training who do not wish to major in photography. Basic camera and laboratory photo techniques are studied to enable the student to communicate visual images as creative photographic statements.

## PHYSICAL EDUCATION

### Water Activities (1) UC:CSU

*RPT 3 except as noted*

Activity 2 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester: taught each semester:

102 Swimming - Skills

### Individual and Dual Activities (1) UC:CSU RPT 3

Activity 2 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

200 Archery - Skills

212 Tennis - Skills

222 Racquetball - Skills

228 Body Conditioning

229 Body Dynamics

230 Weight Training - Skills

259 Golf - Skills

262 Track and Field - Skills

289 Bowling - Skills

### Team Sports (1) UC:CSU RPT 3

Activity 2 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

301 Baseball - Skills

304 Basketball - Skills

310 Flag-Touch Football - Skills

322 Volleyball - Skills

328 Softball - Skills

### Dance Activities (1) UC:CSU RPT 3

Activity 2 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

401 International Folk Dance - Skills

431 Modern Dance - Skills

434 Ballet Techniques - Skills

437 Modern Jazz Dance Skills

440 Social Dancing - Skills

443 Square Dancing - Skills

### Intercollegiate Sports (2) UC:CSU RPT 1

Activity 10 hours in the sports season.

503 Baseball

504 Basketball

506 Cross Country

508 Football

514 Tennis

515 Track and Field

516 Volleyball

### Professional Sports Skills (1) UC:CSU

*These classes meet the required credit for Physical Education activity. Required for Physical Education and Recreation majors and minors.*

Activity 3 hours for 10 weeks.

Theory and practice in the beginning, intermediate and advanced levels as they relate to the following activities:

603 Baseball

605 Basketball

609 Football

*Acceptable for credit: CSUN, P.E. 242, 243, 244, 245, 246, 247, 248.*

### Physical Education Major's Classes UC:CSU

*These classes may or may not meet the required credit for Physical Education activity. Required for Physical Education and Recreation majors and minors.*

### 702 Water Safety Instruction (3)

*This class meets the required credit for Physical Education activity.*

*A qualifying swimming test is required.*

Lecture 2 hours; plus 2 hours related swimming.

This class grants the Red Cross Water Safety Instruction Certificate to students who successfully complete the requirements.

### 710 Officiating Competitive Sports I (2)

*This class does not meet the required credit for Physical Education activity.*

Lecture 1 hour; laboratory 2 hours.

This course provides the theory, practice and techniques of officiating softball, baseball,

track and field and other athletic activities normally conducted during the spring semester. *Acceptable for credit: CSUN, P.E. 710 or P.E. 711 accepted as P.E. 288(W) or P.E. 289.*

### 711 Officiating Competitive Sports II (2)

*This class does not meet the required credit for Physical Education activity.*

Lecture 1 hour; laboratory 2 hours.

This course provides the theory, practice and techniques of officiating volleyball, football, basketball, and other athletic activities normally conducted during the fall semester.

*Acceptable for credit: CSUN, P.E. 710 or P.E. 711 accepted as P.E. 288(W) or P.E. 289.*

### 712 Introduction to Physical Education (3)

*This class does not meet the required credit for Physical Education activity.*

Lecture 3 hours.

This introductory course is designed to offer the major examples of the requirements of a physical education teacher.

*Acceptable for credit: CSUN, P.E. 241.*

### 716 Games and Rhythms for the Elementary School I (3) UC:CSU

*This class does not meet the required credit for Physical Education activity. Recommended for Elementary Education majors.*

Lecture 2 hours; laboratory 2 hours.

This course covers the physical, social and psychological characteristics of the elementary school child. Practice is provided in teaching games and rhythms suitable for playground, elementary schools and camps.

### Dance Major's Classes UC:CSU

*These classes may or may not meet the required credit for Physical Education activity. Required for the Dance major.*

### 801 Modern Dance I (3)

Lecture 1 hour; laboratory 5 hours.

Analysis of movement in terms of how and where it is produced anatomically is stressed.

### 802 Modern Dance II (3)

*Prerequisite: P.E. 801, P.E. 432, or consent of instructor.*

Lecture 1 hour; laboratory 5 hours.

This course is a continuation of P.E. 801. It differs only in the student's ability to execute moves on a higher performance level each successive semester.

### 803 Modern Dance III (3)

*Prerequisite: P.E. 802 or consent of instructor.*

Lecture 1 hour; laboratory 5 hours.

Techniques geared to students theoretically equipped with skills in modern dance basics are covered.

### 805 Ballet I (2)

Lecture 1 hour; laboratory 3 hours.

Ballet techniques and principles, including terminology, history and appreciation of ballet are studied.

**806 Ballet II (2)**

*Prerequisite: P.E. 805.*

Lecture 1 hour; laboratory 3 hours.

A continuation of P.E. 804, ballet techniques and principles are studied. Terminology, history, and appreciation of ballet are included.

**814 Dance Production I (2) RPT 1**

Lecture 1 hour; activity 2 hours.

This course provides laboratory experience in developing the skills involved in dance production: choreography, set design, lighting, directing and costume design.

**815 Dance Production II (2) RPT 1**

1

*Prerequisite: P.E. 814.*

Lecture 1 hour; activity 2 hours.

This course is a continuation of P.E. 814.

**816 Dance Production III (3) RPT 1**

1

Laboratory 9 hours.

This course consists of rehearsal for spring performance.

**PHYSICS****5 Allied Health Physics (3) CSU**

*Prerequisite: One year of high school algebra or Mathematics 115.*

Lecture 3 hours.

This specialized course is designed to meet the need for the understanding of selected physics principles which are vital in the proper training and job performance of an individual in health care delivery, particularly in the field of nursing.

**6 General Physics I (4) UC:CSU**

*Prerequisite: Mathematics 240, equivalent trigonometry or concurrent enrollment with consent of instructor.*

Lecture 3 hours; recitation 1 hour; laboratory 2 hours.

Physics 6 and 7 constitute a two-course sequence in general physics designed primarily for medicine, dentistry, pharmacy, optometry and geology majors. The areas of physics involved in this course are mechanics, energy, fluid mechanics, mechanical waves, thermal behavior, kinetic theory and the laws of thermodynamics.

*Acceptable for Physics 3ABC and 3AL-BL and CL credit, UCLA, when both Physics 6 and 7 are completed. See NOTE: Physics 12.*

**7 General Physics II (4) UC:CSU**

*Prerequisite: Physics 6.*

Lecture 3 hours; recitation 1 hour; laboratory 2 hours.

Physics 6 and 7 constitute a two-course sequence in general physics designed primarily for medicine, dentistry, pharmacy, optometry and geology majors. This course is a continuation of Physics 6, covering electricity, magnetism, electromagnetism, alternating currents, electromagnetic waves, optics, the atom, quantum physics and relativity.

*Acceptable for Physics 3ABC and 3AL-BL and CL credit, UCLA, when both Physics 6 and 7 are completed. See NOTE: Physics 12.*

**8 Mechanics, Wave Motion and Heat (5) UC:CSU**

*Prerequisite: Mathematics 261 or equivalent with a grade of C or better. A student with a grade of B or better in a high school calculus course may take Mathematics 261 concurrently with the consent of the physics instructor.*

Lecture and demonstration 4 hours; laboratory 3 hours.

This course is part of the sequence of physics courses, Physics 8, 9 and 10, which fulfills the physics requirements for those majors who must have physics taught with calculus. Topics studied include vectors, motion in one and two dimensions including some special relativity, particle dynamics, linear momentum, work and energy, gravitation, rotational kinematics, introduction to rotational dynamics, statics, fluids, simple harmonic motion, wave motions, thermal behavior and an introduction to kinetic theory.

*Acceptable for credit, UCLA, Physics 8, 9 and 10 sequence satisfies the UCLA Physics 8ABCDE sequence.*

*Physics 8 and 9 satisfies the UCLA Physics 8ABC sequence. Students should plan to complete the sequence at WLAC. Transfer when part of the sequence is completed will be difficult and loss of credit is likely.*

*See NOTE: Physics 12.*

**9 Electricity, Magnetism, Light, Particle and Nuclear Physics (5) UC:CSU**

*Prerequisite: Physics 8 and Mathematics 262. Students who had mathematical analysis in high school and took Mathematics 261 concurrently with Physics 8 may take Mathematics 262 concurrently with Physics 9 if they received grades of B or better in Mathematics 261 and Physics 8.*

Lecture and demonstration 4 hours; laboratory 3 hours.

This course is part of the sequence of physics courses, Physics 8, 9 and 10, which fulfills the physics requirements for those majors who must have physics taught with calculus. Topics studied include: the basic concepts of electrostatics, basic direct and alternating currents, DC circuits, series AC circuits, electromagnetic waves, magnetism, geometrical and physical optics, introduction to quantum physics and nuclear reactions.

*Acceptable for credit, UCLA, Physics 8, 9 and 10 sequence satisfies the UCLA Physics 8ABCDE sequence. Physics 8 and 9 satisfies the UCLA Physics 8ABC sequence. Students should plan to complete the sequence at WLAC. Transfer when part of the sequence is completed will be difficult and loss of credit is likely. See NOTE: Physics 12.*

**10 Topics for Engineering and Science Majors (4) UC:CSU**

*Prerequisite: Physics 9 and Mathematics 262.*  
Lecture and demonstration 3 hours; laboratory 3 hours.

This course is part of the sequence of physics courses, Physics 8, 9 and 10, which fulfills the physics requirements for those majors who must have physics taught with calculus. Topics studied include: special relativity, expansion of

rotational dynamics, expansion of AC circuits to include networks, expansion of the Kinetic Theory of gases, damped and forced vibrations, electric and magnetic fields in matter, entropy, wave mechanics and solid state.  
*Acceptable for credit, UCLA, Physics 8, 9 and 10 sequence satisfies the UCLA Physics 8ABCDE sequence. See NOTE: Physics 12.*

**12 Physics Fundamentals (3) UC:CSU**

*Prerequisite: One year of high school algebra or Mathematics 115.*

Lecture and demonstration 3 hours.

This introductory course in physics which is designed primarily for liberal arts students provides qualitative knowledge of fundamental physical principles.

*Acceptable for Physics 10 credit, UCLA, when both Physics 12 and 14 are completed. NOTE: No credit will be given for Physics 12 if it follows the Physics 6, 7, or 8, 9, 10 series. Credit will be limited if similar material is covered in other physics courses.*

**14 Physics Fundamentals Laboratory (1) UC:CSU**

*Prerequisite: Completion of Physics 12 or concurrent enrollment in Physics 12.*

Laboratory 3 hours.

This course is designed for those liberal arts students who are taking or have taken Physics 12 and who wish or need to have a laboratory experience as part of their physical science education. The course consists of a large number of physical science experiments.

*Acceptable for Physics 10L credit, UCLA, when both Physics 12 and 14 are completed.*

**29 Basic Physics for Technicians (4) CSU**

*Prerequisite: One year high school algebra or Math 115.*

Lecture 3 hours; laboratory 3 hours.

This course meets the physics requirements in the various technical curricula. Major emphasis is placed upon learning through laboratory experience. Topics studied include: uniform and uniformly accelerated motion, forces and Newton's Laws, work, energy, power and circular motion. This course is taught with a modular approach, modules being selected to fit the needs of the particular technician's curricula.

**185 Directed Study - Physics (1) UC:CSU****285 Directed Study - Physics (2) UC:CSU****385 Directed Study - Physics (3) UC:CSU**

*Prerequisite: Concurrent enrollment in a physics course and consent of the instructor.*

Conference 1 hour per unit.

Allows students to pursue Directed Study in Physics on a contract basis under the direction of a supervising instructor.

*Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.*

## PHYSIOLOGY

### 1 Elementary Physiology (4)

UC:CSU

*Prerequisite: Biology 5A/5B with a grade of C or better; concurrent enrollment in or successful completion of English 28.*

*Recommended: Chemistry 3 or 10.*

This course presents the biochemical and biophysical principles underlying the physiological processes of the human. Lecture topics include the neural and hormonal regulation of bodily processes, and the integration of the organ systems to maintain a constant fluid environment within the body. Special emphasis will be placed on the evaluation of body temperature, blood pressure, breathing, and urine output, as well as the interpretation of clinical laboratory tests. Laboratory exercises will introduce the student to the spectrophotometer, EKG machine, blood pressure cuff, and urinalysis tests. This course is intended to meet the requirements of students majoring in nursing, dental hygiene, occupational therapy, psychology, physical education, and life sciences, or for those who wish to extend their knowledge of the human body beyond the scope of introductory biology.

## POLITICAL SCIENCE

### 1 The Government of the United States and California (3) UC:CSU

This course deals with the principles, problems, structures, and functions of United States and California Governments.

*Acceptable for Political Science 1 credit, UCLA.*

### 2 Modern World Governments (3) UC:CSU

A comparative study is made of the major governments of the modern world in terms of their institutions, ideologies, political habits and foreign policies. Emphasis is placed upon the governments of Great Britain, France, Germany and the Soviet Union.

*Acceptable for Political Science 3 credit, UCLA.*

### 4 Introduction to State and Local Governments (3) CSU

This general survey course introduces the student to the various functions, structures and services of state governments, their relation to local governments and their interrelationships with the federal government as appropriate. Emphasis is placed upon lectures by the instructor, guest speakers' presentations and field trips.

### 7 Contemporary World Affairs (3) UC:CSU

This course surveys the factors involved in international relations today. Emphasis is placed on providing the student with a framework for the analysis of world affairs. Major areas of analysis include the positions of the United States and the Soviet Union.

*Acceptable for Political Science 2 credit, UCLA.*

### 8 The Modern Far East (3)

UC:CSU

Political systems of the Far East with their attendant economic and social issues are surveyed. Emphasis is placed on nationalism, imperialism, ideologies, modernization and relations with the United States.

### 9 Government and Politics in Africa (3) UC:CSU

*Prerequisite: A grade of C or better in Social Science 30 or permission of instructor.*

This course presents a comparative study of government and politics in the independent states of Africa with special reference to traditional political organization, colonial policies, nationalism and the problems of nation building.

### 13 Introduction to Public Administration (3) CSU

*Prerequisite: Political Science 1.*

This study of the development and practice of public administration in the United States focuses on the theoretical and practical concerns of administration and emphasizes the relationship of public administration and democratic government.

### 14 Government and Politics in the Middle East (3) UC:CSU

Lecture 3 hours.

Introduces political and governmental patterns prevalent in the Middle East including the Maghribi States, Turkey, Iran, and Israel. Special consideration given to the importance policy relations between Middle Eastern states and the rest of the world.

### 30 The Political Process (3) UC:CSU

This course provides a critical survey of politics, including political parties, pressure groups, propaganda, public opinion and their impact on American political institutions.

### 41 Principles of Student Leadership CSU RPT. 1

*Prerequisite: Consent of instructor.*

Laboratory 2 hours.

The general principles of campus student government organizations are dealt with. This course includes attendance in the bi-weekly meetings of the Associated Students Executive Council.

### 185 Directed Study - Political Science (1) UC:CSU

### 285 Directed Study - Political Science (2) UC:CSU

### 385 Directed Study - Political Science (3) UC:CSU

*Prerequisite: Consent of instructor.*

Conference 1 hour per unit

Allows students to pursue Directed Study in Political Science on a contract basis under the direction of a supervising instructor.

*Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.*

## Cooperative Work Experience Education

Political Science is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

## PSYCHOLOGY

### 1 General Psychology I (3)

UC:CSU

This course offers a scientific approach to principles of human behavior. It covers such topics as growth and development, heredity and environment, perception and attention, feeling and emotion, motivation, learning, thinking and intelligence, individual differences, introduction to statistical concepts, personality and social relations.

*Acceptable for Psychology 10 credit, UCLA.*

### 2 General Psychology II (3)

UC:CSU

*Prerequisite: Psychology 1.*

This course considers the functional and anatomical aspects of the nervous system, the structure and function of the sense organs, as well as emotions, speech, intelligence, consciousness and sleep, motivation and psychosomatic relationships.

*Acceptable for Psychology 15 credit, UCLA.*

### 3 Personality and Social Development (3) UC:CSU

This course seeks to develop an understanding of personality dynamics and structure, theories of personality development, various behavior forms and the psychological basis of emotional adjustment. It also stresses the mental hygiene movement and the application of insights gained to life problems.

*Acceptable for credit, maximum: 1 course from Psychology 3, 4, UC campuses.*

### 4 Applied Psychology (3) UC:CSU

This course provides a study of the way in which psychology can be applied to increase personal and occupational efficiency and deals with problems in industry and related fields. See NOTE: Psychology 3.

### 8 Psychology of the Afro-American (3) UC:CSU

This course critically examines the psychological problems confronting the Afro-American and emphasizes human relations and the motivation of behavior resulting from frustration.

### 13 Social Psychology (3) UC:CSU

The course involves human social relationships and the application of the principles of psychology to the solution of social problems. Group membership and leadership, role and status, attitudes, prejudices, public opinion and propaganda are also considered.

### 14 Abnormal Psychology (3) UC:CSU

The principles of general psychology are applied to the field of psychopathology. Behavior disorders are described, and their major causes and treatment are reviewed.

**16 Love and Marriage (3) UC:CSU**

This course deals with the psychological aspects of dating, love and marriage. It is designed to provide students with a basic positive attitude towards the potentials of marriage and to prescribe the circumstances that make the marital union an opportunity for a growing, greater, "other-centered" self-realization. *Acceptable for credit: UC campuses allow credit for only 3 units from Psychology 16 and Sociology 12.*

**21 College Reading Skills (3)**

*Prerequisite: Concurrent registration in English 47.*

Three hours lecture-clinic plus one hour laboratory in the Instructional Center, by arrangement.

This course assists students who have reading handicaps. It includes training in the skills necessary for more efficient reading and stresses the development of adequate vocabularies, word attack skills and comprehension.

**22 College Study Skills (3) RPT 1**

*Prerequisite: Concurrent registration in English 47.*

Three hours lecture-clinic plus one hour laboratory in the Instructional Center, by arrangement.

This combined lecture-clinic-laboratory course presents efficient methods of study, learning and reading efficiency. Students are given insight into several approaches to study habits, reading habits, scheduling and applied practice in subject area fields. Individualized practice is offered in the Instructional Center.

**26 Power and Speed Reading (3) CSU RPT 1**

This course emphasizes the development of reading speed, comprehension and vocabulary through practice with various audio-visual devices. Emphasis is placed upon applying techniques to both study and leisure reading.

**52 Psychological Aspects of Human Sexuality (3) UC:CSU**

This course addresses the psycho-sexual development of the individual, the scripts that are learned in our culture and comparative information from other cultures. The history of attitudes toward sexuality in America is studied. The study of the anatomy and physiology

of the human sexual system, the physical and emotional orgasmic response, myths and misconceptions about the sexual response, sexual variance and dysfunction all are studied to help the student achieve an understanding of his or her own unique sexuality.

Psychology is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

**70 Understanding Human Behavior (3)**

This personalized course, under instructor guidance, explores the fundamental concepts of human behavior through videotaped dramatizations and lectures.

**71 The Growing Years (3)**

This personalized introductory course explores, under instructor guidance, the child's world through human interaction, biological factors, and social aspects. Designed for parents, future parents, and those interested in working with children.

**185 Directed Study - Psychology (1) UC:CSU****285 Directed Study - Psychology (2) UC:CSU****385 Directed Study - Psychology (3) UC:CSU**

*Prerequisite: Consent of instructor.*

Conference 1 hour per unit.

Allows students to pursue Directed Study in Psychology on a contract basis under the direction of a supervising instructor.

*Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.*

**Cooperative Work Experience Education**

Psychology is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

**REAL ESTATE****1 Real Estate Principles (3) CSU**

*Not required for real estate license, but highly recommended as a foundation course in real estate.*

This beginning course in real estate fundamentals and principles covers real estate economics, terminology and definitions, real estate law, ownership rights, real estate investment and career opportunities, as well as other subjects vital to a basic understanding of real estate.

**3 Real Estate Practice (3) CSU**

*Prerequisite: Real Estate 1 or possession of a real estate salesperson's license or consent of instructor.*

This course covers the day-to-day activities of the real estate brokerage business, from the viewpoint of both the owner and the sales staff. It gives practical training in such topics as: time management, human relations, client psychology, financing, leasing, appraising and property management. The course is required for those seeking the California broker's license.

**4 Real Estate Office Administration (3) CSU**

*Prerequisite: Real Estate 3 or consent of instructor.*

This course presents a practical framework for current and future managers of real estate brokerage offices. It presents and develops topics of vital interest to office administrators: establishing goals and plans, personnel recruitment and selection, listing and selling techniques, management controls and systems.

**5 Legal Aspects of Real Estate I (3) CSU**

*Prerequisite: Real Estate 1, possession of a salesperson's license or consent of instructor.*

Principles of property ownership and management, with special emphasis on the law as it applies to community property, conveyances, deeds, trust deeds, leases, brokerage activities, liens, homesteads, wills, estates and taxes are covered in detail.

**7 Real Estate Finance I (3) CSU**

*Prerequisite: Real Estate 1, possession of a real estate salesperson's license or consent of instructor.*

Forms and sources of financing property, construction and permanent financing are studied. The procedures for FHA, Cal Vet and VA financing, mortgage capital from savings and loan associations, commercial banks, insurance companies and other sources, junior mortgages, appraising for mortgages, loan ratios and leaseholds are covered.

**9 Real Estate Appraisal I (3) CSU**

*Prerequisite: Real Estate 1, possession of a real estate salesperson's license or consent of instructor.*

This course emphasizes the theory, principles and methods used in the valuation of various types of properties. Cost, market and income approaches are examined in great detail. Land and building residual techniques are also presented. An appraisal report on a single-family residence is usually required.





**10 Real Estate Appraisal II (3) CSU**

*Prerequisite: Real Estate 9.*

This advanced appraisal course features a brief review of the theory, principles and methods used in the valuation of residential, commercial and industrial properties. It also features case study problems illustrating the use of the three approaches to value and a thorough analysis of the components utilized by the income approach. This course emphasizes the valuation of all income-producing properties. An appraisal report is required on an income-producing property.

**11 Escrow Principles (3) CSU**

*Prerequisite: Real Estate 1 or Real Estate 3.*

This course gives an introduction to the principles and methods of handling escrows involving transfer of real estate ownership or real estate loans. The various forms used in escrows and escrow instructions are studied, along with the applicable laws pertaining to the escrow function.

**12 Escrow Practices (3) CSU**

*Prerequisite: Real Estate 11 or consent of instructor.*

The principles and methods of handling escrows involving title to land, sales of personal property and real estate loans are taught. Included is a study of the various forms used in the drawing of escrow instructions and closing statements, as well as the practical operation of escrow offices. Case situations and real-world problems are an integral part of the course.

**14 Property Management (3) CSU**

*Prerequisite: Real Estate 1 or Real Estate 3.*

This course is designed for real estate brokers, salespersons and owners of income-producing properties. Topics covered include the nature and types of property management, organization for management, leases and contracts, rent scheduling, selling of space and techniques of renting, tenant selection and supervision, relations with owners, budgets, purchasing accounts, reports, ethics and legal and professional relationships.

**16 Income Tax Aspects of Real Estate (3) CSU**

*Prerequisite: Real Estate 1 or consent of instructor.*

The impact of Federal and California State income tax laws upon the purchase, sale, exchange and use of real property is covered. This includes depreciation, capital gains, installment sales, prepaid interest and tax saving opportunities. Upon successful completion of this course, students may receive 45 hours of Continuing Education credit with the California Department of Real Estate.

**18 Real Estate Investments I (3) CSU**

*Prerequisite: Real Estate 1 or consent of instructor.*

This is an advanced course in which a thorough analysis is made of the investment factors that determine the evaluation of commercial, industrial and residential projects. The six basic steps in the investment process are covered in detail: Search, Analysis, Negotiation, Docu-

mentation, Contingency Removal and Property Management after Purchase. Upon completion of this course, students may receive 45 hours of Continuing Education credit with the Department of Real Estate.

**21 Real Estate Economics (3) CSU**

*Prerequisite: Real Estate 1 or consent of instructor.*

This course covers the fundamentals of economic trends and factors which affect the real estate market. Topics covered include: urban structural relationships, real estate market analysis, problems of sub-dividing and governmental relationship to real estate development.

**32 Real Estate Review (2)**

*Prerequisite: Real Estate 1 or consent of instructor.*

This course is designed as a comprehensive review for those students about to sit for their real estate salesperson's or broker's license examination. Emphasis is given to the points of view taken by the California Department of Real Estate in their structuring of examinations. Students will have the opportunity to take several practice tests during the semester, which will be based on the state model.

**60 Real Estate Mathematics (3) CSU**

*Prerequisite: Real Estate 1, possession of a salesperson's license or consent of instructor.*

Applied mathematics for real estate deals with problem solving in proration, tax application, commission, capitalization, interest, discounts, depreciation, escrow, cost of financing and estate calculations.

**Cooperative Work Experience Education**

Real Estate is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

**SECRETARIAL SCIENCE**

*(See Office Administration)*

**SOCIOLOGY**

**1 Introduction to Sociology (3) UC:CSU**

This course is an overview of what we know (and do not know) about human behavior and human societies. It examines how social life — life in groups, organizations and societies — affects people and how people affect each other and their societies.

*Acceptable for Sociology 1 credit, UCLA.*

**2 American Social Problems (3) UC:CSU**

This course deals with the analysis of societal problems in the United States today. It emphasizes problems related to poverty, deviance, criminal justice, group conflict, population, environment and social change.

**4 Sociological Analysis (3) UC:CSU**

*Prerequisite: Sociology 1 or Psychology 1.*

Consideration is given on how to conduct research. Advantages and disadvantages of various research procedures are examined. Students participate in a survey research project. No background in statistics or college mathematics is needed.

**5 Contemporary Urban Society and the Minorities (3) CSU**

This introductory course begins with a condensed "history of the city." It proceeds to an analysis of sociological, psychological, economic and ecological impacts of urbanization.

**6 The Social Environment (3) UC:CSU**

This course provides a framework for the analysis of "human ecology" from the perspectives of the biological, physical and behavioral sciences. It focuses upon problems related to population change, environmental threats and urban ecology. Technology, politics, economics and other cultural obstacles to the solution of environmental problems are analyzed. Same as Environmental Studies 4.

**7 Juvenile Delinquency (3) UC:CSU**

The extent and distribution of delinquency are considered. Emphasis is placed upon the local area, meaning, implications and treatment of delinquent behavior; personal and environmental conditioning factors and the rights of children.

*Same as Administration of Justice 23.*

**8 Sociology of Aging (3) UC:CSU**

This introduction to the study of aging examines scientific and applied theories of aging; aging and the personal system; aging and the social system and demographic and comparative cultural features of the role of the aged. Topics covered include health, family relationships, work, leisure, retirement, dying and death.

**11 Ethnic & Racial Minorities in the United States (3) UC:CSU**

Examines majority and minority relations in the U.S.; how these relations developed historically; and the social, political, and economic forces that maintain or act to change these relationships. Analysis of similarities and differences in ethnic and racial groups' experience will promote understanding of the forces underlying minority-majority relations.

**12 Marriage and Family Life (3) UC:CSU**

This course deals with theories concerning the family as a social institution, practical aspects of mate selection and marriage adjustment, the structure and function of the family, variant family patterns, historical changes and the influence of contemporary society on the family. Same as Family and Consumer Studies 31 and Psychology 16.

**22 Sociology of Women (3)****UC:CSU**

This course examines sex roles in male-female and parent-child relations, the economy, political behavior and power.

**185 Directed Study - Sociology****(1) UC:CSU****285 Directed Study - Sociology****(2) UC:CSU****385 Directed Study - Sociology****(3) UC:CSU**

*Prerequisite: Consent of instructor.*

Conference 1 hour per unit. Allows students to pursue Directed Study in Sociology on a contract basis under the direction of a supervising instructor.

*Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.*

**Cooperative Work Experience Education**

Sociology is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

**SPANISH**

Note: Completion of at least English 28 with a C or better is recommended.

**1 Elementary Spanish I (5)****UC:CSU**

Laboratory 1 hour.

This course stresses practice in understanding, speaking, reading and writing simple Spanish. Training in correct pronunciation is provided. Students are introduced to Spanish and Spanish-American civilization through simple readings. Emphasis is placed upon the spoken language.

*Note: Same as Spanish 21 with Spanish 22; or Spanish 51 with Spanish 61. Spanish 1 and 2 acceptable for Spanish 1, 2, 3, credit UCLA. Acceptable for Spanish 1, credit UCLA.*

**2 Elementary Spanish II (5)****UC:CSU**

*Prerequisite: Spanish 1 with a grade of C or better or two years of high school Spanish or equivalent.*

Laboratory 1 hour.

This course includes review and further study of the fundamentals of the Spanish language, with emphasis upon correct pronunciation and mastery of vocabulary, including useful phrases and idioms, practice in oral and written expression and continued study of Spanish and Spanish-American civilization through selected readings. Emphasis is placed upon the spoken language.

*Note: Same as Spanish 52 with Spanish 62. Spanish 1 and 2 acceptable for Spanish 1, 2, 3, credit UCLA.*

*Acceptable for Spanish 3, credit UCLA.*

**3 Intermediate Spanish I (5)****UC:CSU**

*Prerequisite: Spanish 2 with a grade of C or better, two years of high school Spanish, native knowledge of the spoken language, or consent of instructor.*

This course includes review and further study of the fundamentals of the Spanish language, with emphasis upon correct pronunciation and oral and written mastery of linguistic structure. Selected cultural readings are included.

*Acceptable for Spanish 4, credit UCLA.*

**4 Intermediate Spanish II (5)****UC:CSU**

*Prerequisite: Spanish 3, three years of high school Spanish, or consent of instructor.*

This course provides a review of the more difficult aspects of grammar and seeks to perfect comprehension, fluency and cultural knowledge. Spanish and Spanish-American life and problems are considered through readings and discussion of literature. The readings are the basis for regular composition assignments.

*Acceptable for Spanish 5, credit UCLA.*

**5 Advanced Spanish I (5)****UC:CSU**

*Prerequisite: Spanish 4, completion of four years of high school Spanish, or consent of instructor.*

This course continues the study of advanced grammar and composition and seeks to perfect comprehension and fluency in the language and skill in analyzing literature. It includes reading in prose and poetry from Spanish and Spanish-American literature. The readings are the basis for regular composition assignments and development of increased mastery in spoken Spanish through class discussions.

**6 Advanced Spanish II (5)****UC:CSU**

*Prerequisite: Spanish 5, five years of high school Spanish, or consent of instructor.*

This course continues the study of advanced grammar and composition and seeks to perfect comprehension and fluency in the language and skill in analyzing literature. It includes readings in prose and poetry from Spanish and Spanish-American literature. The readings are the basis for regular composition assignments and development of increased mastery in spoken Spanish through class discussions.

**8 Conversational Spanish (2)****UC:CSU**

*Prerequisite: Spanish 2 or equivalent with a grade of C or better or consent of instructor.*

This course develops the ability of the students to express themselves fluently, idiomatically and correctly in Spanish. Conversational material is selected from magazines, newspapers and selected books.

**10 Latin-American Civilization (3)****UC:CSU**

This course consists of lectures and discussions in English on the geography, history, customs, economic and political development, literature and arts of the Spanish-speaking and Portuguese-speaking peoples of America. It is especially recommended to all students of

Spanish, but no knowledge of Spanish is required.

*Note: Same as History 23.*

*Acceptable for Spanish m44, credit UCLA.*

**14 Spanish for Public Service Personnel (3) CSU RPT 1**

This course develops the ability of the students to express themselves fluently, correctly and effectively in Spanish in the areas of public service, business and community activities.

**21 Fundamentals of Spanish I (3) UC:CSU**

Lecture 2 hours; laboratory 1 hour.

This course provides the first half of the fundamentals of first semester pronunciation and grammar. It also stresses 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. Credit UCLA.*

**22 Fundamentals of Spanish II (3) UC:CSU**

*Prerequisite: Spanish 21.*

Lecture 2 hours; laboratory 1 hour.

This course provides the second half of the fundamentals of first semester pronunciation and grammar. It also stresses 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 Spanish 22 together are equivalent to Spanish 1. Credit UCLA.*

**24 Spanish for Medical Personnel (3) CSU RPT 1**

This is a practical, informal, oral Spanish course. The course covers materials that all members of the health care team who interact with Spanish-speaking people need to know in order to communicate effectively. No prior knowledge of Spanish is required.

**101 Spanish Language Lab (1)**

A mediated, independent study course which allows students to enhance their Spanish language skills through audio, video, and computer work in the language lab.

**SPEECH****1 Public Speaking I (3) UC:CSU**

This beginning course provides a study of the principles of communication and audience analysis. These principles are applied to everyday social and business relationships. Students are trained in the principles and practice of effective speech composition and delivery.

**2 Public Speaking II (3) UC:CSU**

*Prerequisite: Speech 1*

Public Speaking II encourages classroom discussion and analysis of subjects chosen by the class for special study. Discussion focuses on the search for topics and the inquiry into the nature of each topic. Analysis of selected topics is undertaken to help students "invent"

solutions for the "best means of persuasion." Arrangement, structure and delivery of class and public speeches are considered also. Students evaluate the manner in which different audiences perceive and judge issues and solutions presented in varying speech situations. *Acceptable for Speech 2 credit, UCLA.*

### 3 Voice and Articulation (3) UC:CSU

This introductory course gives students the opportunity to practice proper methods of voice production, accurate articulation and enunciation of Standard Spoken American English. The IPA (International Phoenetics Alphabet) is taught as a means of identifying sounds and enhancing listening skills.

*Acceptable for credit: maximum of 1 course from Speech 3 plus Theater 10 and 11, UC campuses.*

### 4 Interpretation I

This course is devoted to oral interpretation of the printed page, studying the meanings which the author intended, and conveying those meanings to the audience through reading aloud. It covers work on voice, projection, articulation, posture, movement, and other basic speech fundamentals. It aims to develop the ability to read in order to build self-confidence and poise before a group, and to foster greater appreciation of literature.

### 6 Business and Professional Speech (3) CSU RPT 2

This beginning course for business and professional persons stresses the preparation and delivery of speeches, reports and briefings. Emphasis is placed upon technical aids to facilitate delivery. The course is recommended for career education majors.

### 9 English Speech as a Second Language (3) UC:CSU RPT 1

This course is designed for those whose first language is not spoken American English and also for those who are interested in teaching Spoken American English as a second language. The speech and intonation patterns of each student are analyzed so that they can work on individual problems. The IPA (International Phonetic Alphabet) is taught as a method of identifying sounds and enhancing listening skills. Improved voice production is taught when necessary.

*Acceptable for credit, 3 units maximum Speech 9; 8 units from English 43, 44, 45 and Speech 9, UC campuses.*

### 11 Argumentation (3) UC:CSU

This course is an introduction to critical thinking which seeks to explore the various steps in the critical thinking process. Emphasis is placed on both how and why we make decisions. Topics explored include: claims, definitions, evidence, reasoning, fallacies, and persuasion.

### 12 Argumentation II (3) UC:CSU

*Prerequisite: Speech II*  
Continues Argumentation I with more intensive work in case research, briefing and reasoning, and more intensive classroom debating.

### 16 Group Discussion (3) UC:CSU

*Prerequisite: Speech 1.*  
This course provides an analysis of the pur-

poses, principles and types of discussion. Development of individual skills is achieved by responsible discussions, participation and leadership.

### 30 Basic Speech Skills (3)

This course is designed for those students needing intensive practice in basic oral communication skills with an emphasis on listening comprehension.

### 31 Communication Skills (3)

This beginning course for general educational and vocational students emphasizes the importance of interpersonal communication in everyday living, and stresses the relationship between ways of achieving information, creating meaning and communicating ideas and feelings with others for successful living and practical problem solving.

### 32 The Process of Communication (3) UC:CSU

This course provides an introduction to communication behavior theories and their applications to interpersonal social interaction and problem solving.

### 185 Directed Study - Speech (1) UC:CSU

### 285 Directed Study - Speech (2) UC:CSU

### 385 Directed Study - Speech (3) UC:CSU

*Prerequisite: Consent of instructor.*

Conference 1 hour per unit.

Allows students to pursue Directed Study in Speech on a contract basis under the direction of a supervising instructor.

*Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.*

## STATISTICS

*(See Mathematics 225)*

## SUPERVISION

### 1 Elements of Supervision (3) CSU

This course introduces in general terms the total responsibilities of a supervisor in industry. Among the items covered are organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality-quantity control and management-employee relations.\*

### 2 Basic Psychology for Supervisors (3) CSU

This course assists supervisors in better understanding the people with whom they work. Emphasis is placed upon psychological aspects, perceptions, emotions and attitudes. Communicating and reasoning are also considered.

### 3 Human Relations (Developing Supervisory Leadership) (3)

*Prerequisite: Supervision, Business 1 or consent of instructor.*

This course increases the student's leadership effectiveness by developing a better understanding of the human element in the management process. Emphasis is placed upon effective communication; understanding one's self-perception; examination of factors affecting motivation, attitudes and behavior patterns within individuals and exposure to the styles of leadership.

*Credit not granted to students with credit in Management 31.*

### 4 Supervisors' Responsibility for Management of Personnel (3) CSU

Personnel techniques for which the supervisors are partially responsible and for which they should have some training in carrying out their responsibilities are studied. Topics included are selection, placement, testing, orientation, training, counseling, merit rating, promotion, transfer and training for responsibility.

### 6 Labor-Management Relations (3)

Employee-employer relations in commerce, industry and government are studied. Responsibilities for effective management-relations, history of unions and other employee groups and impact of legislation on working conditions, wages, hours, discipline, disputes and participation are considered. Public employee unions, civil service and public obligations are probed. Incentive concepts, changing patterns in the work ethic and current case examples are reviewed.

### 9 Cost Control for Supervisors (3)

The question of how costs are determined is studied. Topics included are cost control and functions and the supervisor's responsibility for costs and facts in cost control. Specific items included are materials, waste, salvage, quality control, quantity control and control of time.

### 11 Oral Communications (3)

This course assists in the development of communicative skills essential to good supervision. Consideration is given on how to achieve better understanding by developing the ability to speak and to listen more effectively.

### 12 Written Communications for Supervisors (3)

This course contains a review of writing mechanics including grammar, punctuation and sentence structure. Emphasis is placed on the writing of business letters and reports, memoranda, bulletins and technical manuals.

### Cooperative Work Experience Education

Supervision is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

**THEATER****100 Introduction to the Theater (3) UC:CSU***(Formerly Theater Arts 2)**Required of all theater arts majors.*

This survey course introduces students to theater and to numerous related crafts such as costuming, lighting, etc. Emphasis is placed upon the student's becoming aware of the components constituting an artistic entity and being able to intelligently and objectively evaluate a professional or non-professional performance.

**110 History of the World Theater (3) UC:CSU***(Formerly Theater Arts 5)**Open to all students.**Required of all theater arts majors.*

This course surveys the development of the theater, its playwrights, structures and methods of staging and acting from the Greeks to the contemporary theater.

*Acceptable for Theater 5AB credit, UCLA.***130 Playwriting (3) UC:CSU RPT 1***(Formerly Theater Arts 15)**Prerequisite: English 1 or equivalent.*

Play analysis and basic playwriting techniques geared toward development of original manuscripts for stage, screen or television are studied.

**200 Introduction to Acting (3) CSU***(Formerly Theater Arts 1)*

Lecture 3 hours.

This course is an introduction for non-theater majors to the art and craft of acting. The student will be exposed to a brief history of acting. Various areas of actor training, including breathing and movement exercises through lecture-demonstration, ensemble exercises, scene work, play readings and viewing of live performances will be covered.

**262 Special Projects (2) CSU RPT 1***(Formerly Theater Arts 39)*

Students present tentative projects to the instructor for approval. Once approved, students shoulder full responsibility for completion of that project.

**267 Pantomime (3) UC:CSU RPT 1***(Formerly Theater Arts 42)*

This course provides an introduction to the first 15 lessons of the Basic Mime technique (a combination of the Decroux and Marceau schools). Sense memory patterns, awareness and self-discipline are emphasized to gain required control for precise, accurate, expressive and meaningful movement.

*NOTE: Acceptable for credit: maximum of 12 units from Theater 267, 270, 271, and 273, UC campuses.***270 Beginning Acting (3) UC:CSU***(Formerly Theater Arts 44)**Required of all theater arts majors.*

This course is an introduction to basic principles and techniques of acting. The course offers students an opportunity to perform in laboratory scenes, readings and class exercises.

*See NOTE: Theater 267.***271 Intermediate Acting (2) UC:CSU***(Formerly Theater Arts 45)**Prerequisite: Theater 270 and an acceptable audition.*

This course further explores the principles and techniques of acting as introduced in Theater 270. It offers students an opportunity to work on independent scene projects as well as to perform in class productions.

*See NOTE: Theater 267.***275 Scene Study (2) CSU RPT 3***(Formerly Theater Arts 43)**Prerequisite: Completion of 6 units in acting with at least 2.5 G.P.A., one year acting experience or an acceptable audition.*

Acting talent is developed in an intensive and concentrated manner. Advanced skills and techniques in play analysis for character development and characterization are emphasized.

**293 Rehearsals and Performances (3) UC:CSU RPT 3***(Formerly Theater Arts 47)*

Students are actively involved in the production of plays for college and public audiences. Primary emphasis is placed on assuming acting and stage crew assignments, but the student may also work in publicity, house management, costuming or the technical area.

*See NOTE: Theater 501.***350 Theater Management (3) UC:CSU***(Formerly Theater Arts 25)*

Principles of organization, operation and administration of educational, community and professional theater are considered. Students gain practical experience in stage management and production, specifically, publicity and house management, under faculty supervision through assignments in college-sponsored productions.

*See NOTE: Theater 501.***501 Introduction to Motion Picture Production (3) UC:CSU**

Materials charge.

This course provides an introduction to basic film-making elements, production techniques and equipment. Students undertake and complete group and/or individual projects.

*NOTE: Acceptable for credit: maximum 12 units from Theater 323, 342, 350, 450, 451, 291, 501, 525, UC campuses***505 History of Motion Pictures (3) CSU**

Materials charge.

This course surveys the history of motion picture and television, with screenings of various American and foreign film landmarks.

*NOTE: Acceptable for credit: maximum of 3 units from Theater 505, 502 and 509, UC campuses***507 Main Currents in Motion Pictures (3) UC:CSU RPT 1**

Materials charge.

This course explores the conventions and aesthetic standards of various motion picture categories and genres, including the western, the detective film, the musical, the comedy film and science fiction.

*See NOTE: Theater 505.***509 The Film as an Art Form (3) UC:CSU**

Materials charge.

This course provides an introduction to the appreciation of motion picture aesthetics and production techniques. Discussions and lectures on color, lighting, special effects, camera composition, dialogue, sound and narrative elements are included.

*See NOTE: Theater 505.***185 Directed Study - Theater (1) UC:CSU****285 Directed Study - Theater (2) UC:CSU****385 Directed Study - Theater (3) UC:CSU**

Conference 1 hour per unit.

Allows students to pursue Directed Study in Theater on a contract basis under the direction of a supervising instructor.

*Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.***TRANSPORTATION****8 International Trade (3)**

This introductory course in the field of foreign commerce deals with the relation of foreign trade to domestic trade. The course covers operation of import and export business, including organization, marketing, terminology, documents, financial procedures, credits and collection and communications. The basic principles and practices of world trade are studied.

**TRAVEL****1 Introduction to the Travel Industry (3)**

Students are introduced to the world of the travel agent, including air, cruise, rail, and motorcoach travel, hotels, and car rental.

**2 Travel Agency Operations (3)**

*Prerequisite: Travel 1 and 3.*

This course covers inside and outside operations and management of travel agencies, including office procedures.

**3 Domestic Airline Ticketing (3)**

Students learn how to plan schedules, compute airfares, and write tickets for domestic air travel in the United States.

**4 Advanced Domestic Airline Ticketing (3)**

*Prerequisite: Travel 1 and 3.*

This advanced course in domestic airline tariff and ticketing continues the work of Travel 3.

**5 International Airline Ticketing (3)**

*Prerequisite: Travel 1 and 3.*

Students learn how to plan schedules, compute airfares, and write tickets for international air travel.

**6 Advanced International Airline Ticketing (3)**

*Prerequisite: Travel 5.*

This advanced course in international airline tariff and ticketing continues the work of Travel 5.

**7 Travel Geography Part I (3)**

Tourist attractions and history of North America, Europe, and the Middle East are the focus of this course.

**8 Travel Geography Part II (3)**

Tourist attractions and history of Central and South America, the Pacific Basin, the Orient, and Africa are covered in this course.

**9 Travel Salesmanship (3)**

*Prerequisites: Travel 1 and 3.*

Selling techniques, promotional ideas, press releases, and advertising are stressed.

**10 Advanced Travel Agency Operations (3)**

*Prerequisites: Travel 2 and 5.*

Continuing the work of Travel 2, this course covers travel agency procedures, emphasizing problem solving and current trends.

**11 Tour Guiding and Tour Packaging (3)**

Students learn how to be an expert tour guide, including preplanning and day-to-day responsibilities.

**12 Travel Agency Bookkeeping (3)**

*Prerequisite: Travel 2.*

The bookkeeping procedures required by ATC and IATA, including bonding, sales reports, receipts and disbursements, payroll, and profit and loss, are covered.

**15 Travel Marketing and Sales Management (3)**

*Prerequisite: Travel 2.*

Continuing the work of Travel 9, this course covers marketing objectives, strategy planning, travel motivation, and research.

**17 Travel Agency Ethics and Law (3)**

*Prerequisite: Travel 2.*

Legal issues involving travel agencies, including personnel, clients, suppliers, ATC, and IATA, are covered.

**18 Familiarization Travel (1)**

*Prerequisite: Travel 1 and 3.*

This one-week class offers students the opportunity to travel in the same manner working travel agents travel, on a familiarization tour. Transportation may be by plane, ship, train or motorcoach. Special attention will be given to hotel inspections, and seminars with local travel representatives.

**19 Familiarization Travel (2)**

*Prerequisite: Travel 1 and 3.*

Similar to Travel 18, but a two-week class.

**20 Familiarization Travel (3)**

*Prerequisite: Travel 1 and 3.*

Similar to Travel 18, but a three-week class.



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