

Los Angeles Valley College

L A V C

Catalog

Catalog 2003-2004



2003-2004



YOUR FUTURE BEGINS HERE!

Los Angeles Valley College
 5800 Fulton Avenue
 Valley Glen, CA 91401-4096
 (818) 947-2600
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HOW TO REACH LOS ANGELES VALLEY COLLEGE

Administrative and College Services

Campus Number (818) 947-2600

Listed Alphabetically with Telephone Extensions. Dial (818) 947- plus extension.

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AVAILABLE IN ALTERNATE TEXT FORMATS

Los Angeles Valley College 2003-04 Catalog

Victoria R. Davis, Editor, Publication Coordinator with the collaboration of: Dr. Richard Pfefferman, Dean; Jorge Mata, Technical Assistance, Photo's - Public Relations Dept.



Los Angeles Valley College

Serving the community for 54 years



2003-2004 Catalog Volume 54

2003-2004 Calendar

Fall Semester 2003

Classes: September 2 - December 14, 2002

Finals: December 15 - 21, 2003

Winter Intersession (tentative)

Classes: January 4 - February 7, 2004

Spring Semester 2004

Classes: February 9 - May 30, 2004

Finals: June 1 - June 7, 2004

Accredited by the Western Association of Schools and Colleges

Los Angeles Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (3402 Mendocino Avenue, Santa Rosa, CA 95403, (707) 569-9177), an institutional accrediting body recognized by the Commission on Recognition of Post-Secondary Accreditation and the U.S. Department of Education.

Accuracy Statement

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

LOS ANGELES COMMUNITY COLLEGES

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PRESIDENT'S MESSAGE



Welcome to Los Angeles Valley College. This catalog serves as a guide to all the courses, programs, and student services offered at Los Angeles Valley College. To supplement this information, the college also provides a schedule of classes published throughout the year prior to each academic session. It is our intention to provide you with the information you will need to have a successful collegiate experience.

Valley College has a reputation as an outstanding educational institution, offering you an opportunity to complete all general education courses needed to fulfill transfer requirements to a major university, as well as an opportunity to complete occupational programs, enhance basic skills, and participate in classes provided by the Community Services and Extension Programs.

The most important attribute of our institution is its excellent faculty, dedicated to demonstrating the best higher education has to offer. Valley College's faculty has shown its commitment to student learning by providing the finest in community college instruction. The faculty has established new programs and courses that meet the needs of today's students. The entire staff, office workers, instructional assistants, plant facilities personnel, and administrators are equally devoted to student success.

Valley College offers many special services and programs which have been highly successful in meeting the needs of our diverse student population. We continue to innovate and upgrade our course offerings so that our students are well prepared for either entering the world of work or continuing their education in life-long learning.

On behalf of our faculty, staff, and administrators, I welcome you to a campus with programs designed to meet your needs. Congratulations on your selection of Los Angeles Valley College.

A handwritten signature in cursive script that reads "Tyree Wieder".

Tyree Wieder, Ed.D.
President

MISSION STATEMENT



The mission of Los Angeles Valley College is to provide general, transfer, vocational, transitional, and continuing education programs in an atmosphere that fosters the free and respectful exchange of ideas.

It is Los Angeles Valley College's further mission to provide educational programs and services, emphasizing (1) critical thinking, (2) cultural awareness, (3) intellectual development, (4) physical well-being, (5) self-direction, and (6) social responsibility in an attractive, accessible learning environment.

In addition, as the educational and cultural focal point for the San Fernando Valley, our mission is to provide vision, opportunity, and leadership for the cultural and economic growth of a changing and diverse community.

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Theater Arts

DISTRICT AND COLLEGE POLICIES

Non-Discrimination Policy

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

Política No Discriminatoria

Todos los programas y actividades de los colegios de la comunidad de Los Angeles se administrarán de una manera que no discrimine respecto a la identidad de grupos étnicos, raza, color, nacionalidad, origen, ascendencia, religión, credo, sexo, embarazo, estado civil, condición médica (relacionada con cáncer), preferencia sexual, edad, incapacidad mental o física (incluyendo SIDA) o el ser veterano.

Non-Discrimination Policy Compliance Procedure

In order to insure nondiscrimination policy compliance at Los Angeles Valley College, please direct inquiries to the Compliance Officer—Equal Opportunity Programs, Title IX/Gender-Equity, and Sexual Harassment—(818) 947-2462. Matters involving Section 504 may be directed to the Coordinator of Disabled Students Program at (818) 947-2679. In addition, inquiries may be directed to the District Office of Diversity Programs at (213) 891-2315.

Política De Acuerdo Con Los Procedimientos De Igualdad De Oportunidades

Para asegurar que se cumpla una política no discriminatoria en Los Angeles Valley College, favor de dirigir sus preguntas a la oficina de un mediador si su pregunta se refiere al acoso sexual o a la discriminación (Compliance Officer-Equal Opportunity Programs, Title IX/Gender Equity) (818) 947-2462. Para asuntos de la Sección 504, diríjase al Coordinador del Programa de Personas Incapacitadas, al (818) 947-2679. Además, puede también dirigir sus preguntas a la oficina del distrito encargada de la diversidad en la educación (District Office of Diversity Programs), teléfono (213) 891-2315.

Limited English Proficiency

Occupational education classes are open to all students. While the lack of proficiency in English is no barrier to enrollment in occupational education courses, it is recommended that students deficient in English use the services of the college that are provided for persons who are limited in English proficiency or have English as a second language.

Conocimiento Limitado del Inglés

Las clases vocacionales o de artes y oficios están abiertas a todos los estudiantes. Sin embargo, aunque el conocimiento del inglés no sea un requisito para matricularse en los cursos vocacionales, se recomienda que los estudiantes que tengan alguna deficiencia en el inglés, utilicen los servicios que se ofrecen en el colegio para ayudar a las personas ya sea que tengan un limitado conocimiento de esta lengua o que la hablen como un segundo idioma.

Equal Opportunity

The policy of the Los Angeles Community College District is to implement affirmatively equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition (cancer related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination. Inquiries regarding Equal Opportunity at Los Angeles Valley College should be directed to the college Compliance Officer located in the Campus Center, Room 108, (818) 947-2462.

Sexual Assault Policy

The Los Angeles Community College District is committed to providing a safe environment for students, visitors, and staff. Any incident of sexual assault should be immediately reported to campus police at (818)947-2911. The term "sexual assault" under the California Education Code, Section 67385(d), includes sexual assaults and threats of sexual violence.

Anyone charged with campus-related sexual assault may be subject to prosecution under appropriate California criminal statutes; students may also be subject to discipline under the Student Disciplinary Procedures. The Sexual Harassment Policy may also apply, and the Compliance Officer may be contacted at (818)947-2462. Confidentiality shall be maintained. (Reference: Board Rule 16400.11.)

California law requires that certain statutorily defined sex offenders notify community college law enforcement officials that they are present on campus in specific capacities. If you fall into this category, you must register with the College's Sheriff's Department Office.

Sexual Harassment Policy

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

The Los Angeles Community College District has a policy which provides informal and formal procedures for resolving complaints.

Copies of the policy and procedures may be obtained from the Compliance Officer located in the Campus Center, Room 108, (818) 947-2462, or by calling the Senior Director of Educational and Student Support Services at (213) 891-2279, or the District Office of Diversity Programs at (213) 891-2315. Any member of the College Community, which includes students, faculty, and staff, who believes, perceives, or actually experienced conduct that may constitute sexual harassment, has the right to seek the help of the College. Every employee has the responsibility to report such conduct when it is directed towards students to the Sexual Harassment Compliance Officer. Potential complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may be made available.

Drug Free Policy

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

Smoking Policy

In accordance with administrative regulations B6, smoking is prohibited on all property and all indoor and outdoor spaces owned controlled or administered by Los Angeles Valley College except in designated areas.

Designated Smoking Areas

There are areas designated for smoking throughout the campus. Please refer to the campus map on the inside back cover of the catalog designated as smoking areas.

A student of the college who knowingly violates the smoking policy is subject to the student code of conduct disciplinary regulations.

Policy on Academic Dishonesty

Trustworthiness and honesty are the foundations of an academic environment in which there is freedom to learn. Los Angeles Valley College is proud to stand for this age-old tradition of maintaining academic integrity. This requires that the highest standards be maintained on campus and in the classroom.

In order to carry out this tradition, Los Angeles Valley College has established the following policy. In establishing this policy, it is the intent of the administration and faculty of Los Angeles Valley College to preserve the constitutional rights of every administrator, student, employee, faculty member, and authorized visitor on campus. This policy is based on the Los Angeles Community College District Board Rule 9803: The Standards of Student Conduct, adopted June 14, 1995 by the Los Angeles Community College Board of Trustees. Violations of this policy will result in administrative action on the part of Los Angeles Valley College as outlined in a formal LACCD SD5 Notice of Charges form. This administrative action will follow the rules of due process, and students will have a right to appeal disciplinary actions through the student grievance process.

The following are guidelines on cheating. The list itself is not meant to limit the definition of academic dishonesty. Items not on the list could constitute academic dishonesty.

1. **In-class cheating:** When taking an examination, unauthorized looking at, procuring or sharing information from any unauthorized sources.
2. **Out-of-class cheating:** Unauthorized acquisition, reading or knowledge of test questions prior to the testing date and time; changing any portion of a returned, graded test or report and resubmitting it as original work to be regarded; or presenting the work of another as ones' own.
3. **Plagiarism:** Representation of expression or ideas from either published or unpublished work(s) as students own. This also includes copying software and the violation of copyright laws.
4. **Furnishing false information:** Forgery, falsification, alteration, or misuse of college documents, records, or identification in class or laboratory situations.

Common Examples of Academic Dishonesty - (Non-inclusive)

- Copying answers from another student during in-class examinations
- Turning in a report, term paper, or other assignment which has not been written by the student
- The use of notes, books, dictionaries, or other references during an examination that are not authorized by the instructor
- Signing an attendance sheet for another student not present in class

Consequences of Cheating

For academic dishonesty, penalties will be determined by the instructor. In addition, other penalties for violations of the Student Code of Conduct may be imposed by the Vice President of Student Services.

Repeated Violations

In the case of repeated violations or violations in deliberate disregard to the specific warning, a student will be subject to progressive discipline that could result in more serious sanctions. Violations of the Student Code of Conduct Board Rule 9803 are subject to any of the following types of disciplinary actions:

1. Reprimand
2. Restitution charges for damaged or misappropriated property
3. Disciplinary Probation
4. Disciplinary Suspension
5. Expulsion from the college

How Faculty Should Report Violations

When an alleged incident of academic dishonesty occurs, the faculty member may take the following steps to report the incident:

1. Inform the student and the Department Chair of the alleged violation and the action.
2. Complete the SD5 form (Student Discipline) and submit it with documentation to the Vice President of Student Services.
3. The Vice President of Student Services will investigate the allegations and recommend any appropriate disciplinary actions, beyond any actions taken by the faculty member specific to course grading.



GENERAL INFORMATION

COLLEGE INFORMATION

History

Los Angeles Valley College was established in June 1949. It is one of the nine public colleges of the Los Angeles Community College District.

In September 1949, the college opened with a student body of 439 and a faculty of 23 on the Van Nuys High School campus.

The college moved to its present site, now 105 acres, during the summer of 1951. The enrollment at the opening semester on the new campus was 1003, with a faculty of 55.

Reflecting the phenomenal growth in the population of the San Fernando Valley, the enrollment of Los Angeles Valley College now totals more than 19,000 students. These students are served by a faculty of 263 full-time and 292 part-time instructors.

In addition to bungalows, 20 permanent buildings have been completed since 1959. These buildings include the library, administration building, cafeteria, theater arts, planetarium, campus center and classroom buildings with science laboratories. Special features on the campus include three separate stages for theater productions, a motion picture studio, choral and instrumental rooms, sound proof practice booths, and a recording center for music instruction, a general machine shop, a weather station, departmental learning centers, a broadcast and speech studio, a computer center and a health center.

To accommodate further growth of the student body, an addition to the library was completed in the Spring of 1967. This addition enabled the library to hold 120,000 volumes.

The campus center classroom building was completed in 1971, a women's physical education building was completed in 1973, and a swimming pool was completed in 1977.

The athletic facilities include men's and women's gymnasiums, a fitness center, practice fields, a field house, an archery range, tennis courts, a track, a baseball field, a swimming pool, and a lighted stadium accommodating 6,000 spectators.

The college is undertaking a building program that will result in four new buildings and the refurbishing of the existing buildings under the auspices of Proposition A passed in 2001.

Goals

The goals of Los Angeles Valley College are in keeping with the mission statement adopted by the Los Angeles Community College District Board of Trustees, which is to provide compre-

hensive lower-division general education, occupational education, transfer education, transitional education, counseling and guidance, community services, and continuing education programs which are appropriate to the communities served and which meet the changing needs of students for academic and occupational preparation, citizenship, and cultural understanding.

In pursuit of these goals, we endeavor to:

- promote equal opportunity for participation
- maintain appropriate standards for academic achievement
- provide an educational environment which meets the needs of students with varied learning skills
- provide support services which contribute to instructional effectiveness and student success
- affirm the importance of multi-cultural, international and inter-cultural collegiate experiences that foster individual and group understanding
- manage effectively educational and financial resources.

In order to assist students in achieving their educational objectives, the faculty and staff of Valley College strive to provide:

- counseling services directed toward identifying and fulfilling educational, financial, health and other personal needs
- opportunities to recognize and further develop a sense of curiosity and an understanding of self and others in an atmosphere of freedom and open communication
- realistic experiences for the implementation of skills and principles acquired
- opportunities to develop and use problem-solving techniques in the achievement of stated objectives
- opportunities to explore, understand and participate in the governance of the college and in other social structures
- opportunities to evaluate the effectiveness of the educational process in terms of the students own goals
- involvement of the members and resources of the community at large in the educational process in a participatory as well as in an advisory capacity
- cooperative relations with other institutions in promoting appropriate educational, cultural and occupational programs.

Los Angeles Valley College offers the following programs and services:

Transfer

Four-year universities require students to complete certain requirements for the bachelors degree. Among these are general education and major requirements. Valley College offers transferable courses which are equivalent to the lower division (i.e., freshman and sophomore) requirements at the many colleges and universities. Among these colleges and universities are: UCLA, USC, CSU Northridge, CSU Los Angeles, CSU Long Beach, CSU Dominguez Hills, Cal Poly Pomona, Cal Poly San Luis Obispo, UC Santa Barbara, UC Irvine.

With counseling and careful planning students may, in most cases, transfer as a junior with their lower division major requirements and appropriate general education requirements completed.

Associate Degree (AA/AS)

The Associate Degree (AA/AS) may be earned in conjunction with preparation for transfer or an occupational program. It may also be pursued as an educational end in itself.

Occupational Certificate

The Occupational Certificate is a sequence of courses leading to a specific area of employment. It is designed for those students who have limited time to pursue their formal education and who wish to specialize in a particular employment oriented area.

General Education

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

Continuing Education

Opportunities are provided for individuals who are interested in improving their occupational competence or personal growth that may supplement formal full-time college attendance.

Guidance

A guidance program incorporating vocational, educational, and personal counseling to assist students in the selection and pursuit of a life work compatible with their interests, aptitudes, and abilities.

Auditing

Students may be permitted to audit credit courses under prescribed conditions.

Community Services

Los Angeles Valley College offers a series of non-credit programs, classes and workshops which are designed to meet general community interest. These community services offerings are self-supporting and are not eligible to receive state apportionment.

Donations to College

To make a cash donation to Valley College, please contact the Patrons Association, the non-profit foundation of Valley College, at (818) 947-2700. You may also visit them online at www.lavc.edu/thefoundation/index.html.

Educational Philosophy

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

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

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

Functions of the Community Colleges

To accomplish the educational philosophy and mission of the Los Angeles Community Colleges, Los Angeles Valley College offers the following types of educational programs.

Transfer: A college transfer program which enables the student who completes two years of study to continue upper division (third year) work at accredited four-year colleges and universities through careful and continuous articulation with accredited collegiate institutions and high schools.

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

General Education: A program of general education comprised of associate degree programs and other planned experiences which develop knowledge, skills and attitudes necessary for the student to be effective as a person, a family member, a worker, and a citizen, thereby enhancing the quality of life for the individual and for the society-at-large.

Transitional Education: A program of remedial and basic skills education for students needing preparation for community college level course and programs; and English as a Second Language instruction for immigrants, foreign students and other students with limited English proficiency.

Counseling and Guidance: A counseling and guidance program incorporating academic, career, and personal counseling and assistance in matters of admissions, financial aid, job placement and student activities; to assist the student in the establishment of educational goals and in the selection and pursuit of a life work compatible with his or her interest, aptitudes, and abilities.

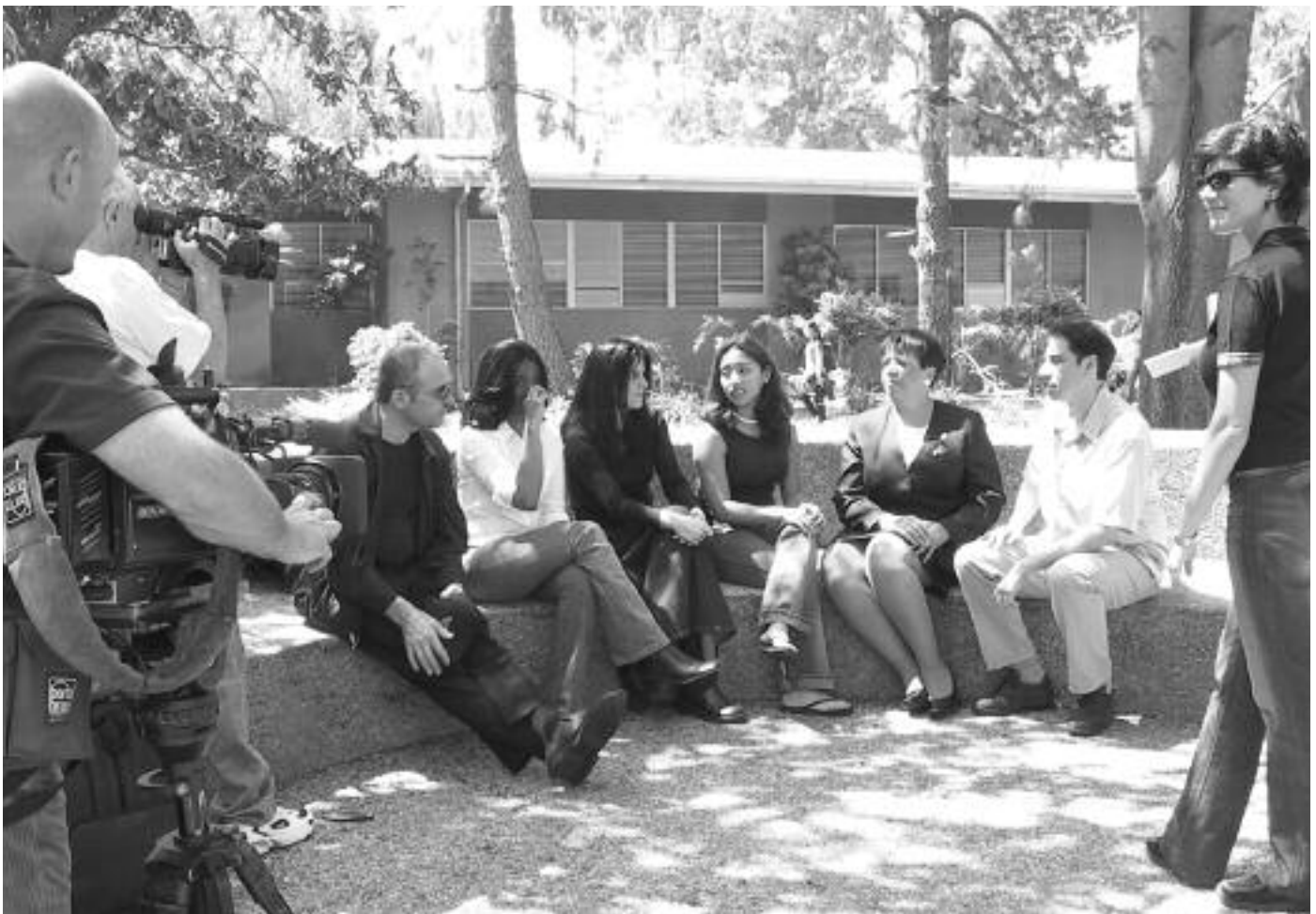
Continuing Education: A program of continuing education comprised of graded and ungraded classes to provide opportunities for personal and occupational competence that supplement formal full-time college attendance.

Community Services: A program of community services offered to meet the needs of the community for vocational and recreational courses, community and cultural events, and civic functions, completely financed by fees charged those in attendance.

Joint Programs: Joint programs with business, industry, labor, education, government and other institutions which are of mutual benefit to sponsoring institutions, enhance the educational opportunities of program participants, and advance the mission and functions of the District.

Patrons Association

- The Patrons Association is a non-profit foundation whose purpose is to benefit Los Angeles Valley College, its programs and activities. The Patrons Association raises funds to support student scholarships, faculty projects, and various campus events.
- To inquire about the Patrons Association or to make a contribution, please call (818) 947-2700, or visit them online at www.lavc.edu/thefoundation/index.html.



MATRICULATION/ADMISSION AND REGISTRATION PROCEDURES

Admission Eligibility

Anyone possessing a high school diploma or its equivalent meets the basic eligibility requirement for admission to any public California two-year community college.

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

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

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

Residency Requirements

California Residency Requirement

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

Non-Resident

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

A student classified as a non-resident will be required to pay non-resident tuition fees as established by the District Board of Trustees.

Residence Reclassification

Students who have been classified as non-residents must petition to be reclassified at any time they feel their status has changed. The Residence Reclassification form is available in the Admissions Office and must be submitted prior to the semester in which reclassification as a resident is to be effective.

Acceptance Towards Residence

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

Residence Appeal

A student may appeal the residence classification determined by the college. The appeal must be made within 30 calendar days of receipt of notification of the residence classification from the Admissions Office. The appeal must be submitted in writing to the college Admissions Officer, who will forward it to the District Residency Appeal Officer.

Foreign Student Admission

Campus Procedure (F-1 Visa Applicants)

Los Angeles Valley College issues I-20s to those foreign students who wish to study on an F-1 visa. The college works in close cooperation with the Bureau of Citizenship and Immigration Services (BCIS). Foreign students are urged to acquaint themselves with the rules of the BCIS prior to applying for admission. Since the college does not offer special programs for foreign students, a primary requirement for issuance of the I-20 is mastery of the English language.

Foreign student applications are accepted each semester. Direct inquiry should be made to the International Student Admission Office. All foreign students will be required to pay the non-resident tuition fee. Summer session is optional. Tuition and fees must be paid at the time of registration in accordance with the number of units in which the student enrolls. There is a \$35.00 application processing fee that is due when the student turns in the Foreign Student Application and a \$25.00 processing fee to issue I-20.

I-20s may be issued to the following applicants:

1. Those who apply directly from their own native country
2. Those who apply as a local high school graduate
3. Those who are attending an English language school

I-20s are **not** issued to those persons who are out of status with INS.

Effective April 12, 2002, the Immigration and Naturalization Service has issued an Interim Rule which requires students with B visas to change their visa status to either an F-1 or M-1 non-immigrant visa prior to pursuing a course of study at the College.

Applications for admission to Los Angeles Valley College are accepted year around.

New Student Testing, Orientation and Counseling

Los Angeles Valley College developed its Matriculation process for student success in accordance with California law (AB3 and Title 5). Matriculation activities include admissions assistance, assessment, orientation, counseling/advisement, follow-up and introduction to college courses (Personal Development 1, 4 and 20).

Exemption Criteria

All new students are expected to participate in matriculation activities and take Personal Development 1, 4 or 20 prior to the completion of 15 semester units at Los Angeles Valley College. Students with a BA/BS or higher or those enrolling in six or fewer units and who have proof of concurrent enrollment at another college or whose educational goals are personal development, maintaining a license or certificate, or advancing in a current job may be exempted from assessment, orientation and counseling.

Students with an AA/AS may also be exempted from assessment. Students enrolling in English/ESL are not exempt.

Exempt students may choose whether or not to participate.

Student's Responsibilities

Non-exempt students are required to express at least a broad educational intent upon admission, declare a specific educational goal prior to the completion of 15 semester units at Valley, participate in counseling and advisement, diligently attend class, complete assigned course work, prepare a student educational plan, complete courses and maintain progress toward the goal identified in their educational plan.

Student's Rights

Students who fail to fulfill the responsibilities required above may have matriculation services suspended provided, however, that the college does not terminate any service to which a student is otherwise entitled.

Students have the right to challenge any procedure which they feel is in violation of state regulations.

Challenge to Matriculation Procedures

New students who are unable to participate in matriculation procedures must file a petition in the Counseling Office to have matriculation requirements waived. They will register after the new students who attend assessment and orientation sessions.

Students may challenge any matriculation procedure which they believe to be unlawful including a violation of the procedure for completing a Student Educational Plan (SEP).

Challenge to Prerequisites and Corequisites

A prerequisite is a requirement that a student demonstrate current readiness to enroll in a particular course or program.

A corequisite is a requirement that a student simultaneously enroll in another course at the same time as a particular course or program.

An advisory is a course or preparation that is recommended but not required to enroll in a particular course or program.

The requirements of a prerequisite or corequisite may be challenged on the following grounds:

1. The prerequisite or corequisite is in violation of state law,
2. The prerequisite or corequisite does not follow District policy,
3. The prerequisite or corequisite is discriminatory or is being applied in a discriminatory manner,
4. The student has the knowledge to succeed in the course without the prerequisite or corequisite,
5. The prerequisite or corequisite has not been made reasonably available causing the student undue delay in completing the goal stated in the Student Educational Plan.

Challenge Procedure

Students without transcripts or other proof of having taken the prerequisite courses required for a course in which they wish to enroll, but who believe, nevertheless, that they have other clear and reliable evidence that they are sufficiently prepared to take the target course, may go through the prerequisite challenge procedure, as follows:

1. Complete the "LAVC PREREQUISITE/CO-REQUISITE CHALLENGE FORM." These forms are available in the following locations: Administration Building, Room 101 (Office of Academic Affairs); Administration Building, Counseling (Lobby); Administration Building, Admissions and Records (Lobby); Administration Building, Admissions (Counter-Window 4); Campus Center 100 (DSPS); Campus Center 116 (EOP&S); Campus Center 108 (Matriculation).
2. Take the completed form to the chair of the department through which the course in question is being offered— *but no later than one week after the beginning of the semester.*
3. The chair will approve or deny the challenge, providing written reasons in the space provided on the Prerequisite/Co-requisite Challenge Form, sign and date his/her response, and return the form to the student.
4. All Challenge Forms must be processed **no later than one week after the beginning of the semester.** If the challenge is approved, the student should take the form to **Admissions, Window 4,** and request that he/she be cleared to enroll in the course in question.
5. If the challenge is denied, and the student wishes to appeal the chair's decision, the student should:
 - a. Bring the form, signed and dated by the Chair, as well as the student, to Admissions, Window 4.
 - b. Academic Affairs will call a meeting of the Prerequisite/Co-requisite Appeals Committee.
 - c. The Appeals Committee will decide on the appeal within five working days of the time the appeal is filed. If the course is open, the student will be allowed to enroll in the class during the appeals process.
 - d. If the Appeals Committee fails to render its decision by the end of the second week of classes, the student will be allowed to remain in the class. If appeal is denied, student will be notified and dropped administratively.

Unlawful Discrimination

Students who file a challenge may file a formal complaint of unlawful discrimination in Administration 102.

Assessment Process

Students enter Los Angeles Valley College with varying skills in reading, writing and math. The college assesses students in English as a Native Language, English as a Second Language, and Mathematics. Assessment results will identify Math and English classes students enroll in.

Assessment Center

Located in Engineering 100, the center coordinates and schedules all the assessments listed above. The center also maintains the records of the English (ENL and ESL) and Math assessments.

English as a Native Language (ENL)

The English as a native language assessment process is designed for students who are English proficient.

English as a Second Language (ESL)

The English as a second language assessment process is designed for students who want to learn English.

Mathematics

This process is offered to students on the computer. All students begin at the arithmetic or elementary algebra level. The assessment adapts to students skill level. Students may place in course ranging from arithmetic to calculus.

NOTE: Special arrangements can be made for students who require special accommodations.

Admission tickets for assessment and orientation are available at the student information counter in the Administration Building. Assessment and Orientation schedules as well as sample questions for all assessment components are also available. Electronic samples are available on our website at www.lavc.cc.ca.us/math/samples/index.html.

Other Assessment

Ability to Benefit

The Federal Government requires that students without a high school diploma or GED who seek federal financial aid, must demonstrate their competence by passing a test which measures reading, language and computational skills. All three parts of the test must be passed in a single sitting.

Math Competency

Los Angeles Community College District (LACCD) allows students to meet their math competency requirement for the Associate Degree by taking and passing this test. The test may be taken only once.

Chemistry Readiness

All students who wish to enroll in chemistry 101 but have not taken and passed the prerequisite course, must take and pass this exam.

Orientation

During the orientation, new students will have a presentation on college facilities, programs, procedures and use of the college catalog and class schedule. Test results and course placement recommendations will be discussed with a counselor. Students will complete a one semester student educational plan, discuss registration procedures and receive telephone registration materials. Counselors will be available for follow-up advisement and assistance.

Personal Development Courses

All new students are expected to take a 1 or 3 unit Personal Development course prior to the completion of 15 semester units at Los Angeles Valley College. These introduction to college courses cover such topics as academic and career planning, study skills, and interpersonal relations.

Counseling and Advisement

The Counseling Department, located in the Administration Building lobby, is open Monday-Thursday, 8 a.m.-8 p.m., and Friday, 8 a.m.-4 p.m. except every other Monday when the counseling office is closed from 2 p.m.-4 p.m. for department meetings. Students are encouraged to make counseling appointments for long-term educational planning, career assessment and exploration, and assistance with academic or personal problems. Counselors are available on a walk-in basis Monday-Thursday 8 a.m.-8 p.m. and 5-8 p.m.; and Friday 8 a.m.-4 p.m. The Career/Transfer Center (Administration 126) provides career and transfer information. Students are referred to Personal Development classes for further assistance with their educational goals, career planning and study skills. Counselors are also located in the EOP&S Office (Campus Center 111), the Disabled Student Services Office (Campus Center 100), and JTPA Office (Bungalow 49), CalWorks Office (Bungalow 53), and Student Assistant Center (Cafeteria 101).

Program Planning

A normal class load is 12 to 16 units per semester. Students who wish to take more than 18 units may do so only with the approval of a counselor. Such petitions are granted only to students who demonstrate exceptional ability.

Students on scholastic probation may be limited in the number of units they may carry, depending on the extent of their deficiencies.

Students who will be employed while attending college should reduce their programs accordingly. For most students a 16 unit college program is equivalent to at least a 50-hour work week.

Although a counselor may assist students in planning their programs, students must assume full responsibility for compliance with instructions and regulations as set forth in the catalog, and for selecting subjects which enable them to achieve their objectives, whether that be graduation from the college, meeting the lower division requirements of a higher institution, or preparing for an occupation.

Career/Transfer Center

The center provides services to assist students in selecting a major and vocational goal, preparing to transfer, or completing one of Valley Colleges occupational programs. Testing is offered in conjunction with counseling to assist the student in self-understanding and decision making. The testing service offers tests of ability, achievement, interests, values, and study habits.

A library of information about occupations as well as transfer opportunities and requirements enables the student to make realistic plans. Representatives from local universities are available to talk with students on a regular basis. Information about Los Angeles Valley College occupational programs is available.

The Career/Transfer Center is located in the Administration 126.

Student Fees

Enrollment Fee

Section 72252 of the Education Code requires community colleges to charge an enrollment fee for each student enrolling in a college. The fee prescribed by this section shall be eleven dollars (\$11) per unit with no maximum per semester.

Financial aid may be available to students who meet the qualification requirements. Students with questions concerning financial aid eligibility should contact the college Financial Aid Office. Applications should be submitted as soon as possible. These fees are subject to change.

Enrollment Fee Assistance

The college offers enrollment fee assistance to students who are unable to pay the enrollment fee. For assistance with enrollment fees students should contact the college Financial Aid Office, Bungalow 14.

The Enrollment Fee Waiver is available to students who receive AFDC, SSI/SSP, General Relief; or who live with their parents, and their parents only source of income is AFDC, SSI/SSP, or General Relief; or who are dependents of deceased/disabled veterans; or who are dependents of an unmarried surviving spouse of a deceased/disabled member of the California National Guard.

In addition the Enrollment Fee Exemption is available to students who meet the eligibility criteria established by the Board of Governors of the State of California in regard to income level by household size.

Enrollment Fee Refund Policy

For other than short term classes, a full refund of the enrollment fee will be made up to the end of the second week of class. Thereafter, no refund is authorized except when college action to cancel or reschedule a class necessitates the drop.

For short term classes, a full refund is authorized up to the end of a period of time equal to 10% of the total class time. Thereafter, no refund is authorized except when college action to cancel or reschedule a class necessitates the drop.

NOTE ON REFUNDS: All refunds of enrollment fees, non-resident tuition, parking, and A.S.U. membership **must be formally requested by the student** and submitted to the Business Office in person or by mail. All refunds will be in accordance with the published refund schedules and each claim must be requested no later than the 5th week of the semester in which instruction occurs.

Non-Resident Tuition Fee

The Board of Trustees adopted a non-resident tuition fee of \$149 per semester unit for students attending the District colleges who are non-residents of the state. Furthermore, for non-resident students who are both citizens and residents of a foreign country, the Board adopted an additional \$9 per semester unit fee (for a total of \$159) pursuant to Education Code Section 76141 AND a \$35 application processing fee. These fees are subject to change each academic year.

PLEASE NOTE: Non-resident students are also required to pay the community college enrollment fee as described in the Student Fees section of this publication.

Non-Resident Tuition Refund Criteria and Schedule

A non-resident student who formally drops or otherwise separates from part or all of his enrollment may request a refund of previously paid non-resident tuition in accordance with the schedule below. All non-resident refunds are made by mail.

Non-resident refunds are computed as follows:

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

Health Service Fee

The Los Angeles Community College District charges a \$11.00 mandatory health fee, payable to one campus only, to cover the costs of health centers at each college. This fee is subject to change. Students who are using a fee waiver to pay for enrollment fees are also waived from the health fee. If you are a member of a religious group that depends on prayer for healing, contact the office of the Vice President of Student Services for exemption procedures.

General Health emergency and first aid, as well as non-emergency physician services are available by appointment. 24-hour crisis intervention is available.

Free services offered include preventive health screening for HIV testing, blood sugar testing, blood pressure testing, breast exams, vision screening, pregnancy testing, and physical exam for student athletes.

The clinic also offers counseling includes women’s health and reproduction, family planning, sexually transmitted diseases, and mental health counseling by a licensed clinical psychologist.

Referral services include substance abuse, smoking cessation, nutrition, and physician referral. Lab tests are done at reduced cost for TB, cholesterol, Hepatitis B, tetanus, Pap smears. All other lab tests require a physician’s order.

Health Fee Exemptions

The Los Angeles Community Colleges District policy exempts the following students from paying the student health fee: (a) Low income students, including students on financial aid and/or recipients of a Board of Governors’ grant, (b) students who depend exclusively on prayer for healing in accordance with the teaching of a bonafide religious sect, (c) students who are attending classes under an approved apprenticeship training program, (d) non-credit education students, (e) students enrolled in District colleges exclusively at sites where student health services are not provided, (f) students who are enrolled in District colleges exclusively through Instructional Television or distance education classes, (g) students who are enrolled in District colleges exclusively through contract education. Students exempted under the provisions of (a), (c) and (d) above are eligible to receive the services of the college health program; all other exempted students are not eligible to receive the services of the college health program.

Instructional Materials

Students may be required to provide (purchase) instructional and other materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Student Parking

Parking Permit fee information and procedures are available in the Business Office. All college parking areas are posted Permit Parking Only and are restricted to vehicles displaying a valid permit. See page 83 for additional information about parking areas and transportation.

EDUCATIONAL PROGRAMS

INSTRUCTIONAL PROGRAMS AT LOS ANGELES VALLEY COLLEGE

The instructional program at Los Angeles Valley College can lead to one (or all three) of the following goals:

1. **Transfer to a four-year college or university with upper division (junior) standing in some particular major (see pages 18-25 and 31-64)**
2. **An Associate of Arts (AA) or Sciences (AS) Degree (Plan A or B: see pages 28-29)**
3. **An occupational certificate (see page 30 and 31-64).**

Students may work toward more than one of these programs. For example, students may earn an occupational certificate and an associate degree, or may transfer with an associate degree. The requirements for combined programs may include more coursework than for a single program. Careful planning is essential to ensure that the program requirements are fulfilled correctly in the shortest possible time. Students are urged to see a counselor and to consult with a faculty advisor in their proposed major as soon as possible during their first semester and regularly thereafter to help in such planning.

	Transfer Program	Associate Degree	Occupational Certificates		Transfer Program	Associate Degree	Occupational Certificates
Accounting	+	+	*	Finance	+	+	*
Administration of Justice		*	*	Fire Technology	+	*	*
African-American Studies	*			Foreign Language		*	
Anthropology	*			French	*	*	
Architecture			*	Geography	*	*	
Art	*	*		Geology	*	*	
Art History	*	*		German	*	*	
Atmospheric Sciences	*			Graphic Design	*		*
Bank Management			*	Health Science	*		
Banking		+	*	History	*	*	
Bilingual Teacher Aide			*	Home Economics	*		
Biology	*	*		Humanities	*	*	
Biomedical Equipment Technology			*	Industrial Technology/Manufacturing			*
Broadcasting	*	*	*	Interdept. Microcomputer Systems			*
Business		*		Italian	*	*	
Business Administration	*			Jewish Studies	+	*	
Business Management	+		*	Journalism	*	*	
CAOT				Magazine-Journalism		+	*
Administrative Assistants			*	Newspaper-Journalism		+	*
Entry Level Office Assistant			*	Photo-Journalism		+	*
Word Processing Specialist		+		Liberal Arts and Sciences		*	
Chemistry	*	*		Liberal Studies	*		
Chicano Studies	*			Linguistics	*		
Child Development	*	*	*	Manufacturing Technology		*	
Associate Teacher, Cert.A			*	Marketing	+	+	*
Director, Cert.B			*	Mathematics	*	*	
School Age Teacher/Aide, Cert.C			*	Mechanical Drafting/Design			*
Infant Care Teacher, Cert.D			*	Mechanical Engineering Technology			*
Cinema Arts	*	*		Media Arts			*
Motion Picture Production Tech		+	*	Metal Machining		+	*
Commercial Music		*		Microcomputers			*
Composer			*	Music	*	*	*
Music Copyist			*	Numerical Control		+	*
Instrumental/Vocal Performer			*	Nursing, Registered	*	*	*
Recording Technician			*	Philosophy	*	*	
Communication Studies	*			Physical Education	*	*	
Communicative Disorders	*			Physical Science	*		
Computer Aided Design Technology		*		Physics	*	*	
Computer Graphics/Design			*	Political Science	*	*	
Computer Sci-Info Technology	*	*		Psychology	*	*	
Computer Science Programming			*	Radio/TV/Film	*		
Consumer Electronics Servicing			*	Real Estate	+	+	*
Credit Administration			*	Recreation	*		
Criminal Justice	*			Religious Studies	*		
Earth Science	*	*		Respiratory Therapy		*	*
Economics	*	*		Sociology	*	*	
Electronics		*		Spanish	*	*	
Drafting/Design			*	Speech Communication	*	*	
Electronics Technology			*	Theater Arts	*	*	
Engineering, General	*	*		Performance			*
Engineering Technology		*		Production			*
English	*	*					
Ethnic Studies		*					

+ Sub-option under another major.

COURSE SUBJECT ABBREVIATIONS

The following course subject abbreviations are used on the college transcripts.

Subject	Full Name	Subject	Full Name
ACCTG	ACCOUNTING	INTBUS	INTERNATIONAL BUSINESS
ADM JUS	ADMINISTRATION OF JUSTICE	ITALIAN	ITALIAN
AFRO-AM	AFRICAN-AMERICAN STUDIES	JEWISH	JEWISH STUDIES
ANATOMY	ANATOMY	JOURNAL	JOURNALISM
ANTHRO	ANTHROPOLOGY	LAW	LAW
ARCTECH	ARCHITECTURE	LRNSKIL	LEARNING SKILLS
ART	ART	LIB MED	LIBRARY/MEDIA TECHNOLOGY
ASTRON	ASTRONOMY	LIB SCI	LIBRARY SCIENCE
BIOLOGY	BIOLOGY	LING	LINGUISTICS
BOTANY	BOTANY	MGMT	MANAGEMENT
BRDCSTG	BROADCASTING	MARKET	MARKETING
BUS	BUSINESS	MATH	MATHEMATICS
CHEM.	CHEMISTRY	MEDIART	MEDIA ARTS
CHICANO	CHICANO STUDIES	METEOR	METEOROLOGY
CH DEV	CHILD DEVELOPMENT	MICRO	MICROBIOLOGY
CINEMA	CINEMA ARTS	MUSIC	MUSIC
CAOT	COMPUTER APPLICATION & OFFICE TECHNOLOGIES	NUM CON	NUMERICAL CONTROL
CO SCI	COMPUTER SCIENCE- INFORMATION TECHNOLOGY	NURSING	NURSING
DEV COM	DEVELOPMENTAL COMMUNICATIONS	OCEANO	OCEANOGRAPHY
DRAFT	DRAFTING	PERSDEV	PERSONAL DEVELOPMENT
EARTH	EARTH SCIENCE	PHILOS	PHILOSOPHY
ECON	ECONOMICS	PHOTO	PHOTOGRAPHY
EDUC	EDUCATION	PHYS ED	PHYSICAL EDUCATION
ELECTRN	ELECTRONICS	P.E.	PHYSICAL EDUCATION (NON-ACTIVITY)
ENG GEN	ENGINEERING, GENERAL	PHYS SC	PHYSICAL SCIENCE
EGT	ENGINEERING TECHNOLOGY, GENERAL	PHYSICS	PHYSICS
ENGLISH	ENGLISH	PHYSIOL	PHYSIOLOGY
ENV SCI	ENVIRONMENTAL SCIENCE	POL SCI	POLITICAL SCIENCE
FAM &CS	FAMILY AND CONSUMER STUDIES	PSYCH	PSYCHOLOGY
FINANCE	FINANCE	REAL ES	REAL ESTATE
FIRETEK	FIRE TECHNOLOGY	RECR	RECREATION
FRENCH	FRENCH	REPS TH.	RESPIRATORY THERAPY
GEOG.	GEOGRAPHY	SOC	SOCIOLOGY
GEOLOGY	GEOLOGY	SPANISH	SPANISH
GERMAN	GERMAN	TUTOR	SUPERVISED LEARNING ASSISTANCE
HEALTH	HEALTH	SPEECH	SPEECH COMMUNICATION
HEBREW	HEBREW	STAT	STATISTICS
HISTORY	HISTORY	THEATER	THEATER
HUMAN	HUMANITIES	T & M	TOOL & MANUFACTURING TECHNOLOGY
IND ART	INDUSTRIAL ARTS	*E S L	ENGLISH AS A SECOND LANGUAGE
		*CITIZN	CITIZENSHIP THROUGH ENGLISH
		*HLTHED	HEALTH AND SAFETY EDUCATION

TRANSFER REQUIREMENTS

Information was compiled in this section to help the many Los Angeles Valley College students who intend to transfer to a four-year college or university for a Bachelor's degree (BA/BS). However, since each college or university has its own requirements for admission and for junior standing, **students are urged to consult the catalog of the university of their choice if their University has not been included in this section. Catalogs are available in the Career/Transfer Center. Handouts listing the transfer requirements for many majors are available in the Counseling Office.**

While there are many points of similarity in the transfer requirements at different institutions, students wishing to avoid unnecessary delays in achieving their goals should try to decide before beginning community college work whether they want to transfer to another college after completing their work here, and to which college they plan to transfer at that time.

Articulation is the process of developing a formal, written agreement that identifies courses (or sequences of courses) from one institution that are comparable to, or acceptable in lieu of, specific course requirements at a "receiving" campus. These articulation agreements may specify one or more of the following: courses accepted for Baccalaureate (transferable) credit; general education-breadth requirement agreements; course-to-course agreements; and lower-division major preparation agreements. Los Angeles Valley College has established articulation agreements with all of the California State University and University of California campuses, as well as many of the four-year independent or private institutions in California.

ASSIST (Articulation System Stimulating Intersegmental Student Transfer) is the official repository of articulation for California's colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California. ASSIST can be accessed over the World Wide Web. It displays reports of how course credits earned at one California community college can be applied when transferring to a California State University (CSU) or University of California (UC) campus.

**ASSIST is available at
www.assist.org.**

The following sections list requirements for transfer admission to upper division (as a Junior) at the California State Universities and the University of California system, and more specifically California State University, Northridge (CSUN), and University of California, Los Angeles (UCLA), since the greatest number of students from Los Angeles Valley College transfer to these institutions. **However, in all cases students are urged to explore several colleges and universities and to study the requirements of each school they plan to apply for transfer, and to check regularly with their counselor for additional transfer information. The requirements below are current as of the publication deadline for this catalog, however, this information is subject to change. Students should consult a L.A. Valley College counselor at least once per semester to ensure they have the most up-to-date information.**

No semester-by-semester programs are shown here, since the order in which required courses are taken can vary considerably. However, students should plan carefully to assure they take a balanced program and avoid overloading.

Completion of transfer requirements usually takes approximately two years of full-time study, unless remedial coursework is necessary. In addition to any remedial coursework students should plan their programs to meet transfer requirements in the following three areas:

- **Major Preparation Requirements.** These are lower division courses in your major that are available to students at Los Angeles Valley College.
- **General Education Requirements.** These are lower division courses that cover a breadth of general knowledge which are required of all students in addition to their major preparation. General Education plans for both UC and CSU are listed on pages 22 and 25.
- **Elective Unit Requirements.** These are additional transferable units necessary to meet the minimum required for transfer.

Special Transfer Programs

Transfer Alliance Program (TAP) Honors

The Los Angeles Valley College Transfer Alliance Program is designed primarily for students who plan on transferring to a four-year college or university. It consists of academically enriched general education courses in which both written expression and the critical analysis of ideas are stressed. The TAP-Honors sections will provide academically motivated students the opportunity to learn in a challenging and stimulating learning environment. Over ninety percent of our TAP applicants have been accepted by UCLA in the past eight consecutive years, compared to only forty-eight percent of the non-TAP applicants. Once at UCLA our TAP transfers perform better academically than non-TAP transfers and native UCLA students. Over the last four years 100% of TAP applicants have been accepted at USC, UC Irvine, UC Santa Barbara, UC Riverside, and UC Santa Cruz.

Eligibility

Students must be eligible for English 101. Students entering TAP from high school must have earned an unweighted GPA of 3.0 (B) or higher in high school and include a copy of their final transcripts with date of graduation with their TAP application. Continuing college students may enter TAP. They must have completed 20 units or more of transferable college work with a grade point average of 3.0 or higher shown on official transcripts. Students must participate in TAP for at least 2 semesters and complete six (6) TAP-Honors sections classes prior to transfer.

Advantages

- Increased student-professor contact.
- Association with other academically motivated students.
- Special programs with neighboring universities.
- Emphasis on developing skills in critical analysis and writing.
- Special counseling and advisement.
- Official TAP designation on the LAVC transcript.
- Opportunity to learn in a stimulating environment.
- Guaranteed priority consideration for admission to UCLA College of Letters and Science, UC Irvine, UC Riverside, and UC Santa Cruz.
- Priority consideration for admission to Chapman University, Pepperdine University, Pomona College, Pitzer College, and Occidental College.
- Consideration for special TAP Scholarships at LAVC, UCLA.

TAP classes are indicated in the Course Descriptions section of the catalog by the symbol **⊕**, which appears at the end of the course title line of information. In the schedule of classes, TAP classes are indicated by Honors Section in the course title. Currently, TAP classes are approved in the following areas:

- African-American Studies 4, 5 and 20
- Anthropology 101, 102, 103, 109 and 121
- Art 101, 102, 103 and 115
- Astronomy 1
- Biology 3
- Chicano Studies 7, 8, 37 and 42
- Cinema 105
- Economics 1 and 2
- English 101, 102, 103 and 23
- Environmental Science 1
- Geography 1 and 2
- German 1, 2, 3, 4 and 5
- History 1, 2, 4, 5, 7, 29, 47 and 49
- Humanities 1 and 30
- Italian 3, 4 and 5
- Mathematics 185
- Music 111
- Philosophy 1 and 12
- Political Science 1
- Psychology 1 and 2
- Sociology 1, 2, 3 and 21
- Spanish 4, 5, 6, 10, 12 and 46
- Speech 105
- Statistics 1

Gateways to Success (Title V) Program

The Gateways to Student Success Program (GSSP) is a federally funded program designed to encourage and prepare college students in their goal of transferring to a four-year university. The benefits of GSSP include opportunities to improve reading, writing, and math skills; individualized and group tutoring; personal and academic counseling; peer mentoring; and fieldtrips to universities. For further information contact the Student Assistance Center (Cafeteria 101B) located next to the campus cafeteria or call (818) 947-2487. Gateways to Success is funded by Title V.

University of California

Transfer Admission Requirements

Every effort has been made to ensure that the information below is accurate and timely. However, it is suggested that students planning for transfer to the University of California (U.C.) system discuss their transfer plans with a counselor semester by semester, as major changes frequently occur in requirements subsequent to the printing of this catalog. Transfer credit is granted at the discretion of the University of California system.

U.C. defines a transfer student as a person who has been a registered student in a regular session (Fall or Spring semester) at another college or university. Transfer applicants may not disregard any previous college records and apply for admission as freshmen.

Transfer Admission Requirements. The following requirements apply to students who will transfer to the University of California after Fall 1998. As you will see below, the requirements for admission as a transfer student vary according to your high school record, and depending on whether the student was eligible or not to enter UC directly after high school graduation.

1. Students Eligible as Freshman

Students who have satisfied the Subject Requirement (a-f courses), Scholarship Requirement (GPA), and Examination Requirement (SAT I/ACT and SAT II) are still eligible to apply as a freshman if they have a C (2.0) average in their transferable college coursework and have not attended a regular session of college after high school graduation.

2. Students Transferring as a Junior

Students must complete the following:

Complete a minimum of 60 semester units or 90 quarter units of transferable college coursework with a grade point average of at least 2.4 in the following three categories.

a. Major Preparation Requirements

Please see the section following in this catalog for individual major requirements.

b. General Education Requirements

Complete a seven course pattern requirement (with at least a C grade in each course) to include:

- 1) Two transferable college courses (3 semester or 4-5 quarter units each) in English composition; and
- 2) One transferable college course (3 semester or 4-5 quarter units) in Mathematical Concepts and Quantitative Reasoning; and
- 3) Four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: Arts and Humanities; Social and Behavioral Sciences; or Physical and Biological Sciences.

OR

Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will satisfy the seven course pattern requirement listed above. Students are required to petition for IGETC Certification in the Graduation Office prior to transfer. See page 22 for com-

plete IGETC requirements.

c. Elective Unit Requirements

These are additional UC transferable units necessary to meet the minimum 60 semester units required for transfer as a junior.

As an integral part of the system of public education in California, U.C. accepts, usually at full unit value, approved transfer courses completed with satisfactory grades in the public community colleges of the state. Such transfer courses are limited, however, to a maximum of 70 semester units or 105 quarter units. Also, the UC system limits transfer credit in some specific course instances, such as Physical Education (maximum of 4 semester units) and Directed Study (transfer credit determined only after transfer, by petition).

UC credit is granted for having completed Advanced Placement Examinations with a score of 3 or higher. See the specific UC campus catalog or a counselor for details.

University of California, Los Angeles (UCLA) Transfer Requirements

College of Letters and Science

In addition to the general education requirements, each department has its own lower division major requirements. Students who complete as many lower division major requirements as possible have the best chance of getting admitted to UCLA. In some programs, Los Angeles Valley College does not offer all the lower division preparation courses required by the departmental majors. It is essential, therefore, to refer to the UCLA General Catalog for complete departmental major requirements. *Since many of the departmental major requirements are revised after a college catalog has been printed, students are also urged to consult a counselor for up-to-date information.* UCLA transfer Informational handouts are available in the Counseling Office. See the following pages for major preparation requirements for transfer to UCLA.

School of Engineering and Applied Sciences

Space is limited in the Engineering majors. Completion of major requirements does not guarantee admission. However, in order to be competitive, a student must have all lower division major preparation requirements completed. UCLA bases its admission on overall grade-point-average and completion of all lower division Math, Chemistry, Computer Science, Physics, and English requirements.

UCLA transfer informational handouts are available in the Counseling Office. See page 46 for Engineering major preparation requirements.

School of the Arts and Architecture and School of Theater, Film, and Television

The UCLA Arts curriculum is offered in the School of the Arts and Architecture and the School of Theater, Film, and Television. See a counselor for information on courses you may take to meet general education and major requirements. UCLA transfer informational handouts are available in the Counseling Office.

Intersegmental General Education Transfer Curriculum (IGETC) 2003-04

The IGETC is a pattern of courses that students can use to satisfy lower division general education (ge) requirements at any California State University (CSU) or University of California (UC) campus. However, completion of the IGETC is not an admission requirement for the CSU or UC, nor is it the only way to fulfill lower-division ge requirements before transfer. Students should contact a counselor for detailed information. Foreign transcript coursework cannot be used on IGETC except in special circumstances in Area 6; see a counselor for details. Students must petition the Graduation Office for certification of IGETC completion. See next page for footnote explanations. Every effort has been made to ensure that this information is accurate; however, students should consult an LAVC counselor periodically to determine whether there have been any changes or corrections.

WARNING! Consult a Valley College counselor before taking courses outside Valley College to be used on this IGETC general education plan, particularly if taking courses elsewhere in the LA Community College District. Every community college may apply its courses differently on general education, even if the course has the same course number and title.	Taken at LAVC	Taken Elsewhere	Still Needed
AREA 1: ENGLISH COMMUNICATION UC: 2 courses, one from Group A and one from Group B. CSU: 3 courses, one from each group below.			
A. English Reading and Written Composition (1 course, 3 semester/4-5 quarter units) English 101			
B. Critical Thinking - English Composition (1 course, 3 semester/4-5 quarter units) English 103 or Speech 105			
C. Oral Communication - CSU required only, not needed for UC (1 course, 3 semester/4-5 quarter units) Speech Communication 101, 102, 151			
AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (1 course, minimum of 3 semester/4-5 quarter units) Mathematics 225 ¹ , 235, 236, 238 ² , 239 ² , 245 ³ , 260 ³ , 265 ² , 266 ² , 267, 270, 275; Statistics 1 ¹			
AREA 3: ARTS AND HUMANITIES (3 courses with at least 1 course from Arts and 1 course from Humanities, 9 semester/12-15 quarter units)			
A. Arts Art 101, 102, 103, 105, 109, 115 ⁴ , 116 ⁴ , 501; Cinema 104 ⁵ , 105 (TA 505), 107 (TA507 ⁶); Humanities 3, 7; Music 101, 111, 121, 122, 136 ⁸ , 141; Theater 100, 110			
B. Humanities African-American Studies 20 (Eng 234*); Anthropology 121; Chicano Studies 37 ⁵ (Span 46 ^{5*}), 42 ⁷ (Span 12 ^{4*}), 44 (Span 16*); English 102 ⁷ , 105 ⁸ (Linguistics 1*), 203, 204, 205, 206, 207, 208, 211, 212, 213 (Theater 125*), 214, 215, 216, 219 ²⁶ , 232 ⁸ (Jewish St 5*), 233 ⁸ (Jewish St 6*), 239 ⁹ , 240, 250, 252, 253 ⁴ ; French 3, 4, 5, 6, 10; German 3, 4, 5, 10; Hebrew 3 (Jewish St 13*), Hebrew 4 (Jewish St 14*), Hebrew 9 (Jewish St 9*), Hebrew 10 (Jewish St 10*); History 7 ¹⁰ , 28, 29, 47 ¹⁰ , 48 ¹⁰ , 49; Humanities 1, 6 ⁶ , 8 ⁶ , 30, 31, 40, 60; Italian 3, 4, 5, 10; Jewish Studies 2, 3, 17; Philosophy 1, 12 (3), 14 (4), 20, 30 (22), 33 (23) ¹⁰ , 35 (25), 40 (21); Spanish 3, 4, 5, 6, 9,10, 25 ¹⁸ ; Theater 120 ⁴			
AREA 4: SOCIAL AND BEHAVIORAL SCIENCES (3 courses in at least two different disciplines, 9 semester/ 12-15 quarter units) African American Studies 2, 4, 5; Anthropology 102, 103; 109 ¹¹ ; Chicano Studies 2, 7, 8; Child Development 1; Economics 1, 2, 10 (History 15 ^{9*}), 30 ⁹ ; Geography 2, 14; History 1, 2, 3, 4, 5, 6, 8, 9, 11 ¹² , 12 ¹³ , 13 ¹³ , 14 ¹⁴ , 17 ¹² , 18 ¹³ , 19, 20, 21, 25 (Jewish St 25*), 27, 30, 32 ¹² , 38, 50, 52, 53, 54, 76; Jewish Studies 1, 4; Journalism 105; Political Science 1, 2, 5, 7, 9, 16; Psychology 1, 5, 11, 12, 13, 14, 41 ²⁶ , 52 (Soc. 21*); Soc. 1, 2, 3, 10, 11, 22, 25 ⁵			

* Cross-referenced pair. Only one course per pair may be taken for credit.

IGETC (Intersegmental General Education Transfer Curriculum) 2003-04

<p>AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES</p> <p>(2 courses, one Physical Science and one Biological Science, which include at least one corresponding lab, 7-9 semester/9-12 quarter units. Lab courses, marked by the symbol ‡, cannot apply in this area unless the lecture courses that are prerequisite or corequisite to the lab courses are also taken.</p>			
<p>A. Physical Sciences</p> <p>Astronomy 1, 2‡, 5⁹‡; Chemistry 101(1)‡, 102(2)‡, 70(9)¹⁵‡, 68^{11,16}‡, 60(10)¹⁶‡, 210^{11,15,17}‡, 211¹⁷‡, 212⁵‡, 221(15)¹⁵‡; Environmental Science 1¹⁸, 7¹⁸ (Geology 10^{*18}); Geography 1, 3/Met 3*, 15‡; Geology 1, 2, 6‡, 7‡, 10¹⁸ (Environmental Science 7*), 22‡; Oceanography 1, 10‡, Physical Science 1¹⁹, 13, 14²⁶‡; Physics 6²⁰‡, 7²⁰‡, 11²¹‡, 12²¹, 37²⁰‡, 38²⁰‡, 39²⁰‡</p>			
<p>B. Biological Sciences</p> <p>Anatomy 1²²‡; Anthropology 101, 111‡²³; Biology 1²⁴, 3²⁴‡, 6‡, 7‡, 10‡, 25²⁴; Botany 1‡; Environmental Science 2²⁶, 19²⁶‡; Microbiology 1²⁵‡, 20²⁵‡; Oceanography 2²⁷‡; Physiology 1²²‡; 8^{11,22}‡, 9^{11,22}‡; Psychology 2</p>			
<p>AREA 6: LANGUAGE OTHER THAN ENGLISH: UC REQUIRED ONLY!</p> <p>Proficiency equivalent to two years of high school in the same foreign language with a grade of C or better; or satisfactory score on SAT II (documentation of high school credit or SAT score required); or one of the following equivalent college courses. See a counselor for other options. French 2, German 2, Hebrew 2 (Jewish St 12*), Italian 2, Spanish 2, 36¹⁸</p> <p>*Cross-referenced pair. Only one course per pair may be taken for credit.</p>			

¹ Mathematics 225 cannot be used with Statistics 1.

² Mathematics 238, 239, 265, or 266 combined:
UC maximum credit allowed, one series.

³ Math 245 combined with 260: UC maximum credit: 4 units.
Math 260 alone: UC maximum credit: 4 units.

⁴ This course counts ONLY if taken Fall 1993 or later.

⁵ This course counts ONLY if taken Fall 1999 or after.

⁶ Course repeatable but UC maximum credit: one course.

⁷ This course counts ONLY if taken Fall 1995 or later.

⁸ English courses count only if taken Fall 1996 or later.

⁹ This course counts ONLY if taken Fall 1998 or later.

¹⁰ History 7, 47, 48 or Philosophy 33 combined:
UC maximum credit allowed: two courses.

¹¹ This course counts ONLY if taken Fall 1997 or later.

¹² History 11, 17, or 32 combined: UC maximum credit allowed:
one course.

¹³ History 12, 13 or 18 combined: UC maximum credit allowed:
one course.

¹⁴ No credit for History 14 if taken after 11, 17, or 32.

¹⁵ Chemistry 70, 210 or 221 combined: UC maximum credit
allowed: two courses.

¹⁶ No credit for Chemistry 60 or 68 if taken after Chemistry 101.
Credit for Chemistry 60 or 68, not both.

¹⁷ Credit for Chemistry 210 or 211, not both.

¹⁸ This course counts ONLY if taken Fall 2001 or later.

¹⁹ No credit for Physical Science 1 if taken after college course in
Astronomy, Chemistry, Geology, or Physics.

²⁰ Physics 6 or 7 combined with Physics 37, 38, or 39:
UC maximum credit allowed: one series.

²¹ Physics 11 and 12 combined; UC maximum credit allowed: 1
course. No credit for 11 or 12 if taken after 6 or 37.

²² Anatomy 1, Physiology 1, 8 or 9 combined:
UC maximum credit: 8 units.

²³ This course counts only if taken Fall 2000 or after.

²⁴ Biology 1, 3, and 25 combined: UC maximum credit: 1 course.
No credit for 1, 3, or 25 if taken after 6 or 7.

²⁵ Microbiology 1 and 20: UC maximum credit allowed:
one course.

²⁶ This course counts only if taken Fall 2002 or later.

²⁷ This is a 3-unit lab course. Minimum of 7 semester units is
required in Area 5.

²⁸ This course counts only if taken Fall 2003 or after.

California State University Transfer Requirements

Transfer Admission Requirements

1. **Students transferring as a Freshman or Sophomore:** If you have completed fewer than 56 transferable semester (84 quarter) units, you will qualify for lower division admission if you have a grade point average of 2.0 (C or better) in all transferable units attempted, are in good standing at the last college or university attended, and meet the admission requirements for first-time freshmen, i.e., you have completed with a grade of C or better each of the courses in the comprehensive pattern of college preparatory subject requirements and have a qualifiable eligibility index. Nonresidents must meet the eligibility index for nonresidents. If you did not complete all the subject requirements in high school, appropriate college courses may be used to make up the missing subjects. Also some CSU campuses may require some college general education courses in addition to your high school record in order to qualify for lower division transfer admission. Please be aware that many CSU campuses have restrictions on lower-division transfers. Check with a counselor if you are interested in this option.
2. **Students transferring as a Junior:** If you have completed at least 56 transferable semester (84 quarter) units, have a grade point average of 2.0 (C or better) in all transferable units attempted (nonresidents must have a grade point average of 2.4), and are in good standing at the last college or university attended, you may become eligible for upper division admission.
 - a. **Major Requirements**
Los Angeles Valley College offers many of the lower division preparation courses required by the departmental majors. In some instances equivalent lower division courses are not available. **It is essential to refer to the appropriate California State University catalog for a list of departmental requirements and/or consult with a counselor for additional and up-to-date transfer information.**
 - b. **General Education Requirements**
Of the 56 (CSU) transferable units completed at least 30 semester (45 quarter) units are to be selected from courses that meet general education requirements. The 30 semester (45 quarter) units must include all of the four basic subject requirements with a C or better in Written Communication, Oral Communication, Critical Thinking and Mathematics.

OR

Completion of IGETC or CSU General Education Certification (see below) will satisfy the 30 semester unit/general education requirements above.

Students are required to petition for CSU General Education Certification in the Graduation Office prior to transfer.

Full certification can be granted by Valley College when a student has completed a total of 39 units consisting of the following number of units for each category: (A) 9 units including English 101, (B) 9 units including a science laboratory course, (C) 9 units Humanities, (D) 9 units including the 6 unit American Institutions requirement, (E) 3 units Integrated Psychological and Physiological Studies.

Partial certification can be granted by Valley College in any of the categories (A) through (E) when a student has completed the required number of units for that category. Valley College can also certify completion of Title 5 American History and Institutions requirement if the student has completed both the a and b course within Area D, Social Sciences

(see Area D for details).

Since requirements for general education may change after the catalog is printed, it is essential for students to consult with a counselor.

c. Elective Unit Requirements

These are additional CSU transferable units necessary to meet the 56 minimum semester units required for transfer as a junior.

California State University, Northridge (CSUN) Transfer Requirements

In addition to the general education requirements, each department has its own lower division major requirements. Students who complete as many lower division major requirements as possible have the best chance of getting admitted to their major. In some programs, Los Angeles Valley College does not offer all the lower division preparation courses required by the departmental majors. It is essential, therefore, to refer to the CSUN General Catalog for complete departmental major requirements. *Since many of the departmental major requirements are revised after a college catalog has been printed, students are also urged to consult a counselor for up-to-date information.* A CSUN transfer informational handout is available in the Counseling Office. See the following pages for major preparation requirements for transfer to CSUN.

2003-04 Los Angeles Valley College General Education Certification for California State Universities

This plan will satisfy lower division G.E. for the CSU system. You must petition the Graduation Office to have certification placed on your transcript. "Ef" indicates first term that course can be used on this plan. #-Indicates cross-listed courses.

†-Indicates lecture and laboratory.

WARNING! Consult a Valley College counselor before taking courses outside Valley College to be used on this CSU general education plan, particularly if taking courses elsewhere in the LA Community College District. Every community college may apply its courses differently on general education, even if the course has the same course number and title.	Units Taken	Units Still Needed
A. COMMUNICATION AND CRITICAL THINKING: 9 units with at least one course chosen from each of the three subcategories below: Note: Effective SP 2002 grades in Area A must be "C" or better.		
1. Oral Communication: Speech Communication 101, 102, 151		
2. Written Communication: English 101		
3. Critical Thinking: Critical Thinking: English 102, 103 (suggested for CSULA); Philosophy 6, 7, 8, 9 (FOO SUO3); Speech 104, 105		
B. Physical Universe & Life Forms: 9 units with at least one course from each of the four sub-categories below. At least one of the courses chosen must be a laboratory course. Acceptable laboratory courses are indicated by a † in the lists below. Single courses that contain both lecture and lab may count as lab courses as well as Physical or Biological Science courses.		
1. Physical Science: Physical Science: Astronomy 1; Chemistry 101(1)†, 102(2)†, 51(3)†, 70(9)†, 68†, 60(10)†; Environmental Science 1; Geography 1, 3#; Geology 1, 2, 10; Meteorology 3#; Oceanography 1; Physical Science 1, 13; Physics 6†, 7†, 11†, 12, 37†, 38†		
2. Biological Sciences: Anatomy 1†; Anthropology 101; Biology 1, 3†, 6†, 7†, 10†, 25, 39, 40†; Environmental Science 2; Microbiology 1†, 20†; Oceanography 2†; Physiology 1†, 6†, 8†, 9†; Psychology 2		
3. Laboratory Activity: Anthropology 111†, Astronomy 2†, 5†, Environmental Science 19†; Geography 15†, Geology 6†, 7†, Oceanography 10†, Physical Science 14†. Any science course marked by a † in B1 or B2 will satisfy this requirement also. A laboratory course cannot apply unless student also takes the lecture course that is prerequisite or corequisite to that laboratory course.		
4. Mathematics and Quantitative Reasoning: Mathematics 215, 225, 235, 236, 238, 239, 240, 245, 260, 265, 266; Statistics 1. Note: Effective SP 2002 grade in this section (B4) must be "C" or better.		
C. ARTS, LIT., OTHER HUMANITIES 9 units (3 courses) with at least one from area 1 and one from area 2 below:		
1. Arts: Arts: Art 101, 102, 103, 105, 109, 115, 116, 201, 501; Broadcasting 26; Cinema 104 (ef F99), 105 (TA 505), 107 (TA 507); Music 101, 111, 121, 122, 136, 141; Theater 100, 110, 120		
2. Other Humanities: Literature: African-American Studies 20#; Chicano Studies 37#, 42; English 203, 204, 205, 206, 207, 208, 211, 212, 213#, 214, 215, 216, 219, 232#, 233#, 234#, 239, 240, 250, 252, 253; Jewish Studies 3, 5#, 6#, 17; Spanish 12, 46#; Speech Communication 130; Theater 120, 125#; Philosophy: Anthropology 121; History 7, 47, 48, 49; Philosophy 1, 12(3), 14(4), 20, 30(22), 33(23), 35(25), 40(21); Foreign Languages: French 1 (or 21 or 22), 2, 3, 4; German 1, 2, 3, 4; Hebrew 1#, 2#, 3#, 4#; Italian 1, 2, 3, 4; Jewish Studies 7#, 8#, 11#, 12#, 13#,14#; Spanish 1 (or 21 or 22), 2, 3, 4, 5 (ef FOO), 6 (ef FOO), 25, 35, 36; Yiddish 1#, 2#; Interdisciplinary Humanities: Chicano Studies 44#; Eng. 105#; French 10; German 10; Hebrew 9#, 10#; Humanities 1, 2, 3, 30, 31, 40, 61; Italian 10; Jewish Studies 2 (ef F97), 9#, 10#; Linguistics 1#; Spanish 9, 10, 16#		

	Units Taken	Units Still Needed
<p>D. SOCIAL, POLITICAL ECONOMIC INSTITUTIONS: 9 units from at least two numbered areas below:</p> <p>Notes: The AMERICAN INSTITUTIONS REQUIREMENT may be met by completing both an ^a and a ^b designated course (see superscripts). Each course only counts once. A student may not use both Political Science 1 and History 20 together. Political Science 1 counts as ^a or ^b, not both</p> <p>(1) Anthropology 102, 103, 109; (2) Econ. 1, 2, 5, 10a#, 30; (3) Sociology 2, 11; African American Studies 4^a, 5^b; Chicano Studies 7^a, 8^b; (4) Anthropology 109; History 88; Humanities 6, 8; Sociology 22; (5) Geography 2; (6) African-American Studies 4^a, 5^b; Chicano Studies 7^a, 8^b; Econ 10^{a#}, History 1, 2, 3, 4, 5^a, 6^b, 11^a, 12^b, 13^b, 14^a, 19, 21, 27, 28, 29, 38, 47, 48, 49, 52^b, 76, 88; Jewish Studies 25; (7) African-American Studies 4^a, 5^b; Broadcasting 1; Chicano Studies 7^a, 8^b; Child Development 1, 42; Journalism 105, 232; (8) African-American Studies 4^a, 5^b; Chicano Studies 7^a, 8^b; History 5^a, 6^b, 11^a, 12^b, 13^b, 14^a, 20^b, 52^b; Political Science 1^{a, b}, 2, 5, 7; Law 3; (9) Psychology 1, 5, 11, 12, 13, 14, 41; (10) Sociology 1, 2, 3 (ef F98), 10, 25 (ef F98)</p>		
<p>E. LIFELONG UNDERSTANDING & SELF DEVELOPMENT: 3 units from:</p> <p>African-American Studies 2; Biology 37; Chicano Studies 2; Family & Consumer Studies 21, 31#; Health 10, 11; Jewish Studies 1; Personal Dev. 20; Physical Education (only 1 unit may be used) 96, 97, 100-699; Psychology 3, 19, 41, 52#; Sociology 12#, 21#; Speech Communication 121</p>		

Independent (Private) Universities

Transfer Admission Requirements

Admission requirements of independent colleges and universities vary, as do course transferability and course credit allowed. Students should consult the College Catalog for their intended transfer institution for specific transfer admission requirements, general education and major preparation requirements and course transferability and/or see a counselor for additional transfer information/articulation. Informational handouts are available in the Counseling Office for some private colleges/universities.

In addition, LAVC has a special transfer program with Woodbury University. For more information, please see the Woodbury Connections coordinator in the Transfer Center.

ASSOCIATE DEGREE PROGRAMS

Los Angeles Valley College 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 successful completion of a pattern 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, exclusive of summer session, should refer to the graduate requirements listed in the catalog in effect at the time of their initial enrollment.*

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

- I. **Unit Requirement:** A minimum of 60 semester units of course credit in a selected curriculum. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.
- II. **Scholarship Requirement:** A C (2.0) grade-point-average or better in all work attempted in the curriculum upon which the degree is based.
- III. **Residence Requirement:** (1) Completion of at least 12 units of credit in residence, (i.e., at Los Angeles Valley College), and (2) Attendance at the college during the semester in which the requirements are completed.
- IV. **General Competencies:** Students must demonstrate competence in reading, in written expression, and in mathematics. The following courses and examinations are approved to meet the competency requirements for the associate degree as defined in Board Rule 6201.12:

A. Reading & Written Expression Competency

The competency requirement in reading and written expression for the Associate Degree may be met by completion of one of the following courses (or its equivalent at another college) with a grade of C or better.

- English 28-** Intermediate Reading and Composition
- English 31-** Composition and Critical Reading
- English 101-** College Reading and Composition
- Journalism 101-** Collecting and Writing News

B. Mathematics Competency requirements may be met by:

1. Completion of one of the following courses (or its equivalent at another college) with a grade of C or better:
Mathematics 113 and 114, 115, 116, or any higher level mathematics course with a prerequisite of Mathematics 115 or its equivalent
Electronics 10, 12, 14
General Engineering Technology 121
Statistics 1

OR

2. Achievement of a score of 15 or higher on the District Mathematics Competency Examination.

V. Course Requirements, Majors, and Plans A and B:

Students wishing to earn an Associate Degree must choose a major under either Plan A or Plan B, described below.

Although there are some important exceptions, Plan B majors tend to be occupational/vocational, while Plan A majors are more often not.

In addition to 30 units of General Education courses, Plan A majors consist of 18-35 units of required courses. In addition to 18 units of General Education courses, Plan B majors consist of at least 36 units of required courses. The following table shows this difference between the two plans:

	Number of GE Units	Number of Major Units
Plan A:	30	18-35
Plan B:	18	36+

The total number of units required for an Associate Degree is 60, regardless of whether Plan A or B is chosen.

The student's choice of plan is usually determined by the student's choice of major. A student wishing to major in Sociology, for example, would choose Plan A; a student wishing to major in Computer Science Technology, for example, would choose Plan B.

Many students intending to transfer to a UC or CSU school may find that the **Liberal Arts and Sciences** major under Plan B is the most advantageous choice for them. The Plan B **Liberal Arts and Sciences** major allows the student to maximize the amount of university course requirements that can also be applied to the Associate Degree, thus reducing the total number of courses needed for both the Associate Degree and transfer.

An Associate Degree is not required for admission to a university, but many transfer students find it to their advantage to obtain an Associate Degree as well as transfer.

The above is a brief sketch to help orient the student. Many complex factors have been omitted. Students should consult the following tables to determine whether Plan A or B suits their particular situation best. Consult with a counselor if you have questions about the requirements for the AA/AS degree.

Associate of Arts (AA) versus Associate of Science (AS)

The Associate of Arts (AA) degrees are awarded to students whose majors are in the areas of the arts, humanities, and social sciences. The Associate of Science (AS) degrees are awarded to students whose majors are in the areas of the physical and life sciences or in specialized technical areas considered to be applied sciences. Examples of AA majors are: Anthropology, Art, Economics, English, Mathematics and Sociology. Examples of AS majors are: Biology, Chemistry, Physics, Engineering, and Registered Nursing.

Second Associate Degree

Los Angeles Valley College will grant a second associate degree to a student holding an associate degree or higher when the following requirements have been met:

- 1) Completion of at least 15 units at LAVC since the completion of the most recent degree. For Plan A, 6 units must be in the major, and for Plan B, 15 units must be in the major.
- 2) Completion of all current Scholarship, Competency, General Education, and Major requirements.



Respiratory Therapy

Los Angeles Valley College Associate Degree Graduation Requirements 2003-2004

1. UNIT REQUIREMENT: A minimum of 60 semester units of course credit in a selected curriculum.
2. SCHOLARSHIP REQUIREMENT: A "C" (2.0) grade-point-average or better.
3. RESIDENCE REQUIREMENT: Completion of at least 12 units of credit in residence, and attendance at the college during the semester in which the requirements are completed.
4. READING AND WRITTEN COMPETENCY: Completion of one of the following courses with a grade of "C" or better: English 28, 31, 101 or Journalism 101
5. MATHEMATICAL COMPETENCY: Completion of one of the following courses (or its equivalent at another college) with a grade of "C" or better; Mathematics 113 and 114; 115, 116, or any higher level mathematics course with a prerequisite of Mathematics 115 or its equivalent; Electronics 10, 12; General Engineering Technology 121; Statistics 1; OR Achievement of a score of 15 or higher on the District Mathematics Competency Examination

Graduation Plan A:

MAJOR REQUIREMENTS: See L.A. Valley College Catalog for the specific majors and their requirements. Plan A majors consist of at least 18 units.

GENERAL EDUCATION REQUIREMENTS	Units Taken	Units Still Needed
A. 3 units of Natural Sciences Anatomy 1*; Anthropology 101, 111*; Astronomy 1, 5*; Biology 1, 3, 6*, 7, 10, 25, 39, 40*; Botany 1; Chemistry 101(1)*, 102(2)*, 51(3), 70(9)*, Chemistry 68*, 60(10)*; Environmental Science 1, 2, 7#, 19*; Geography 1, 3#, 15*; Geology 1, 2*, 6*, 7*, 10#; Meteorology 3#; Microbiology 1*, 20*; Oceanography 1, 2, 10*; Physical Science 1, 14*; Physics 6*, 7*, 12*, 37*, 38*; Physiology 1*, 6*, 8*, 9*; Psychology 2*		
B. 9 units of Social and Behavioral Sciences 1. 3 or 6 units of American Institutions (a) Political Science 1 OR (b) A combination of one course from Group A and one course from Group B below: Group A - History 5, 11, 14; African-American Studies 4; Chicano Studies 7; Economics 10# Group B - History 6, 12, 13, 20, 52; African-American Studies 5; Chicano Studies 8 2. 3 or 6 units of Additional Social Sciences Ag 110, Anthropology 102, 103, 109, 141; Broadcasting 1; Child Development 1, 42; Economics 1, 2*, 5, 30; Family and Consumer Studies 31#; Geography 2; History 1, 2, 3, 4, 9, 19, 21, 27, 29, 34, 38, 52, 76, 86, 87, 88; Humanities 6, 8; Jewish Studies 25#; Journalism 105, 232; Law 3; Political Science 2, 5, 7; Psychology 1, 5*, 11*, 12*, 13*, 14*, 41*, 52#; Sociology 1, 2, 3, 10, 11, 12#, 21#, 22, 25		
C. 3 units of Humanities African-American Studies 20#; Anthropology 121; Armenian 1, 2*; Art 101, 102, 103, 105, 109, 115, 116, 201, 501#; Broadcasting 26; Chicano Studies 37#, 42#, 44#; Cinema 104, 105 (TA 505), 106, 107 (TA 507); English 105#, 203*, 204*, 205*, 206*, 207*, 208*, 211*, 212*, 213#*, 214*, 215*, 216*, 219*, 232#, 233#, 234#, 239, 240*, 250*, 252*, 253*; French 1 (or 21 or 22), 2*, 3*, 4*, 10; German 1, 2*, 3*, 4*, 10; Hebrew 1#, 2#, 3#, 4#, 9#, 10#; History 7, 47, 48, 49; Humanities 1, 2, 3, 6, 30, 31, 40, 61; Italian 1, 2*, 3*, 4*, 10; Jewish Studies 2, 3, 5, 6, 7#, 8#*, 9#, 10#, 11#, 12#, 13#*, 14#*, 17; Linguistics 1#; Media Arts 103#; Music 101, 111, 121*, 122*, 136, 141; Philosophy 1, 12 (3), 14 (4), 20, 30 (22), 33 (23), 35 (25), 40 (21); Spanish 1 (or 21 or 22), 2*, 3*, 4*, 5*, 6*, 9, 10, 12#, 16#, 25, 35, 36, 46#; Speech 130, 135; Theater 100, 110, 120, 125#*; Yiddish 1#, 2#*		
D. 12 units of Language and Rationality 1. 3 units of Written Communication Business 32#*; English 28*, 86*, 101*, 102*; Journalism 101, 202*; Office Administration 32#*. Note: Completion of this section does not necessarily meet competency requirements		

* This course has a prerequisite or corequisite. # Cross-referenced course.

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2. 3 units of Oral Communication Speech 101, 102, 151		
3. 3 units of Analytical Thinking Computer Science-Information Technology 801, 813; English 103; Mathematics 120*, 125*, 215*, 225*, 234*, 235*, 236*, 238*, 239*, 240*, 245*, 260*, 265*, 266*; Philosophy 6, 7, 8, 9; Speech 104, 105*; Statistics 1*		
4. Any additional 3 units from 1, 2, or 3 above		
E. 3 units of Health and Physical Education		
1. Minimum of 2 units of Health Education Health 10, 11; Nursing 709*; Respiratory Therapy 2*		
2. 1 unit of Physical Education Physical Education 95, 96, 97, 100-699, 702		

Graduation Plan B:

MAJOR REQUIREMENTS: See L.A. Valley College Catalog for the specific majors and their requirements. Plan B majors consist of at least 36 units.

GENERAL EDUCATION REQUIREMENTS	Units Taken	Units Still Needed
A. 3 units of Natural Sciences Anatomy 1*; Anthropology 101, 111*; Astronomy 1, 5*; Biology 1, 3, 6*, 7, 10, 25, 39, 40*; Botany 1; Chemistry 101(1)*, 102(2)*, 51(3), 70(9)*, Chemistry 68*; 60(10)*; Environmental Science 1, 2, 7#, 19*; Geography 1, 3#, 15*; Geology 1, 2*, 6*, 7*, 10#; Meteorology 3#; Microbiology 1*, 20*; Oceanography 1, 2, 10*, Physical Science 1, 14*; Physics 6*, 7*, 12*, 37*, 38*; Physiology 1*, 6, 8*, 9*; Psychology 2*		
B. 3 units of Social and Behavioral Sciences African-American Studies 4, 5; Chicano Studies 7, 8; Economics 10#; History 5, 6, 11, 12, 13; Political Science 1		
C. 3 units of Humanities African-American Studies 20#; Anthropology 121; Armenian 1, 2*; Art 101, 102, 103, 105, 109, 115, 116, 201, 501#; Broadcasting 26; Chicano Studies 37#, 42#, 44#; Cinema 104, 105 (TA 505), 106, 107 (TA 507) English 105#, 203*, 204*, 205*, 206*, 207*, 208*, 211*, 212*, 213#*, 214*, 215*, 216*, 219*, 232#, 233#, 234#, 239, 240, 250*, 252*, 253*; French 1 (or 21 or 22), 2*, 3*, 4*, 10; German 1, 2*, 3*, 4*, 10; Hebrew 1#, 2##, 3##, 4##, 9#, 10#; History 7, 47, 48, 49; Humanities 1, 2, 3, 6, 30, 31, 40, 61; Italian 1, 2*, 3*, 4*, 10; Jewish Studies 2, 3, 5, 6, 7#, 8##, 9#, 10#, 11#, 12##, 13##, 14##, 17; Linguistics 1#; Media Arts 103#; Music 101, 111, 121*, 122*, 136, 141; Philosophy 1, 12 (3), 14 (4), 20, 30 (22), 33 (23), 35 (25), 40 (21); Spanish 1 (or 21 or 22), 2*, 3*, 4*, 5*, 6*, 9, 10, 12#, 16#, 25, 35, 36, 46#; Speech 130, 135; Theater 100, 110,120, 125##; Yiddish 1#, 2##		
D. 6 units of Language and Rationality		
1. 3 units of Written Communication Business 32##; English 28*, 86*, 101*, 102*; Journalism 101, 202*; Office Administration 32## Note: Completion of this section does not necessarily meet competency requirements in Reading and Written Expression. See General Competency Requirements on reverse.		
2. 3 units of Oral Communication and Analytical Thinking Computer Science-Information Technology 801, 813; English 103; Mathematics 120*, 215*, 225*, 234*, 235*, 236*, 238*, 239*, 240*, 245*, 260*, 265*, 266*; Philosophy 6, 7, 8, 9; Speech 101, 102, 104, 105*, 151; Statistics 1*		
E. 3 units of Health and Physical Education		
1. Minimum 2 units of Health Education Health 10, 11; Nursing 709*; Respiratory Therapy 2*		
2. 1 unit of Physical Education Physical Education 95, 96, 97, 100-699, 702		

* This course has a prerequisite or corequisite. #Cross-referenced course.

OCCUPATIONAL CERTIFICATE PROGRAMS

Students who successfully complete a sequence of college courses leading toward specific areas of employment will be issued a college **Occupational Certificate**. These certificates are designed for those students who have a limited time to pursue their formal education and who wish to specialize in a particular area that is employment oriented. Petitions for occupational certificates are available in the Office of Academic Affairs (Admin 101).

Certificate courses are not listed in sequence to be taken. Not all courses of each certificate are taught every semester. Many courses have prerequisites which are indicated by the symbol *. Students are therefore advised to consult the department chair or a counselor in order to plan their sequence of courses appropriately.

Residency requirement: One fifth of the units required for an occupational certificate must be taken at Los Angeles Valley College (less than .5 units will be rounded down and .5 and higher unit will be rounded up); national, state, regional or other recognized requirements may take precedence over this requirement.

All courses applied to a certificate program must be completed with a grade of C or better.

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

Associate Degree with a Certificate

Students desiring an Associate Degree must complete a major and the appropriate graduation requirements. Consult with a counselor regarding these requirements.

Many, but not all, of the courses listed in these programs carry transfer credit to four-year colleges so the student who decides at a later date to pursue work beyond two years may do so without a great loss of time. However, those students who plan to transfer to a four-year college should consult the TRANSFER REQUIREMENTS section of the catalog and see a counselor or instructor-advisor from the appropriate department. Descriptions of the courses listed in each program are found in the COURSE DESCRIPTION section of this catalog.



Computer Applications & Office Technologies

DEGREE AND TRANSFER MAJORS, AND CERTIFICATES

ADMINISTRATION OF JUSTICE

TRANSFER MAJOR PREPARATION

UCLA

This particular major is not offered at UCLA.

CSUN

Administration of Justice major is not offered, however, students may wish to consider the Sociology major with an option in Criminology and Corrections. See page 62 for major requirements in Sociology.

CSULA (CRIMINAL JUSTICE)

Administration of Justice 1, 2

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

AJ 1	Intro to Administration of Justice	3
AJ 2	Concepts of Criminal Law	3
AJ 3	Legal Aspects of Evidence	3
AJ 4	Principles and Procedures of the Justice System	3
AJ 5	Criminal Investigation	3
AJ 75	Introduction to Corrections	3
	In addition, complete one course from the following: Admin. of Justice 6, 8, 24, 27, 39, 41, 42, 49, 54, 67, 75, 84, 385	3
	Total: 21	

PLAN B

There is no Plan B option in this major.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

The Administration of Justice Certificate can lead to positions such as:

Juvenile Officers	Probation Officers
Penal Guards	Security Guards
Police Officers	State Patrolmen

REQUIRED COURSES:

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 and Procedures of the Justice System	3
AJ 5	Criminal Investigation	3
	Total: 15	

PLUS 9 UNITS FROM THE FOLLOWING LIST:

	Total: 24	9
AJ 6	Patrol Procedures	(3)
AJ 8	Juvenile Procedures	(3)
AJ 14	Report Writing	(3)
AJ 24	Introduction to Counseling	(3)
AJ 39	Probation and Parole	(3)
AJ 41*	Officer Safety	(3)
AJ 42	Advanced Criminal Law	(3)
AJ 49	Narcotics and Vice Control	(3)
AJ 54	Interrogation	(3)
AJ 67	Community Relations	(3)
AJ 75	Introduction to Corrections	(3)
AJ 385	Directed Study	(3)

ART

TRANSFER MAJOR PREPARATION

UCLA

Specific LAVC courses are not articulated with UCLA, however, the following major preparation can be completed: one course each in drawing, sculpture, painting, photography, ceramics, and new genres (performance art, video art, installation, and non-studio work); three courses in Art History, including two in Modern/Contemporary Art, and one additional course in Critical Thought. A portfolio and supplemental statement of interest are also required.

CSUN

ART 101, 102, 201, 202*, 501 and 6 units of Art electives.

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

There is no Plan A option in this major.

PLAN B

Core:

Art 101, 102, 201, 501 and 502 15

IN ADDITION, COMPLETE ONE OF THE FOLLOWING OPTIONS:

Graphic Design Option:

Art 600, 604, 605, 618, 620, 626 19

Plus 6 units chosen from the following:

Art 202*, 204, 205, 300, 503, 606, 609, 610, 619, or 621 (6)

Three Dimensional Design Option:

Art 503, 700, 708 9

Plus 9-13 units chosen from the following:

Art 112, 185, 285, 385, 701, 704, 705, 709, 710, or 711 (9-13)

Two Dimensional Studio Option:

Art 202*, 204, 300, 400* 12

Plus 9-13 units chosen from the following:

Art 112, 185, 203, 205, 206, 207, 208, 285, 301, 302, 304, 305, 385, 401, 402, 403, 404, 407, 408, 411, 503, or 620 (9-13)

OCCUPATIONAL CERTIFICATE REQUIREMENTS

The Graphic Design Certificate leads to positions such as:

Art Director, Illustrator, Production Artist

REQUIRED COURSES:

Art 501	Beginning Two-Dimensional Design	3
Art 201	Drawing I	3
Art 600	Lettering I	3
Art 604	Graphic Design I	3
Art 605	Graphic Design II	3
Art 618	Advertising Photo/Graphics I	4
Art 619	Advertising Photo/Graphics II	4
Art 620	Illustration I	3
Art 626	Art Production Methods I	3

PLUS 1 ADDITIONAL APPROVED COURSE (3 UNITS)

Total: 32

Cross-referenced course. * This course has a prerequisite or a corequisite.

ART HISTORY

TRANSFER MAJOR PREPARATION

UCLA

Specific LAVC courses are not articulated with UCLA, however, the following major preparation can be completed: two courses in Ancient, Medieval, Renaissance and Baroque, or Modern Art and two courses in non-Western Art History.

CSUN (ART)

ART 101, 102, 201, 202*, 501 and 6 units of Art electives.

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

Core:

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

6 UNITS FROM THE FOLLOWING,
3 OF WHICH MUST BE FROM COLUMN A: 6

COLUMN A

Art 103	Art Appreciation	(3)
Art 105	Intro Survey of Asian Art	(3)
Art 109	Intro Survey of the Arts of Africa, Oceania, Native America	(3)

COLUMN B

Art 112	Contemporary Art Experience	(3)
Art 115	Intro Survey of Modern Art	(3)
Art 116	History of Women and Art	(3)

Total: 21

PLAN B

There is no Plan B option in this major.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

BIOLOGY

TRANSFER MAJOR PREPARATION

UCLA

Biology 6, 7, 40
Chemistry 101*, 102*, 211*, 212*, 221
Mathematics 225*, 265*, 266*
Physics 37*, 38*, 39*
(or one year of physics taken at UCLA after transfer)
Underlined courses must be completed before transfer.

CSUN

B.A. Core:

Biology 6, 7
Chemistry 101*, 102*
Mathematics 240* with 245*; or 260*
Physiology 1* or Mathematics 265*
Physics 6*, 7*

B.S. Core:

Biology 6, 7
Chemistry 101*, 102*
Mathematics 265*
Physics 6*, 7*

CELLULAR & MOLECULAR OPTION ADD:
(Recommend Mathematics 266*)

ENVIRONMENTAL OPTION ADD:
Chemistry 210*; or 211* & 212*

MICROBIOLOGY OPTION ADD:
Computer Science 801 or 830
(Recommend Mathematics 225* & 266*)

MARINE BIOLOGY OPTION ADD:
Chemistry 210*; or 211* & 212*

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

PLAN A

Biology 6	General Biology I	5
Biol 7	General Biology II	5
Chem 101*	General Chemistry I	5
Chem 102*	General Chemistry II	5

Total: 20

PLAN B

There is no Plan B option in this major

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

BROADCASTING

TRANSFER MAJOR PREPARATION

UCLA (COMMUNICATION STUDIES)

Limited enrollment; consult LAVC counselor or UCLA Catalog for more information. All of the following courses must be taken before transfer:

Linguistics 1 or English 105
Speech 101
Mathematics 225* or Statistics 1*
3 courses from Political Science 1, Psychology 1, Sociology 1,
Economics 1 or 2*

CSUN (CINEMA AND TELEVISION ARTS, COMMUNICATION STUDIES)

Cinema and Television Arts

(Fall admission only. All 4 courses must be done with grades of "C" or better to be accepted into major.)

Journalism 105 or Broadcasting 1
Broadcasting 25 (Screenwriting Option requires B- or better)
Broadcasting 10
(needed for all options except TV Production Option)
Broadcasting 26 or Cinema 105 or 107

Communications Studies (formerly Speech)

ENGLISH/COMMUNICATION CREDENTIAL OPTION:
Speech 101 or Speech 104
English 205*, 206*, 208*

INTERDISCIPLINARY OPTION:
Journalism 105
Cinema 105 or 107 or Broadcasting 26

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

Bdcast 1	Fundamentals of Radio/Television	3
Bdcast 3	Voice and Diction for Radio/Television	3
Bdcast 10	Radio Programming and Production	3
Bdcast 25	Radio/TV/Film Writing	3
Bdcast 26	TV/Film Aesthetics	3
Bdcast 46	Fundamentals of Television Production	4

Total: 19

PLAN B

Core:

Bdcast 1	Fundamentals of Radio & TV Broadcasting	3
Bdcast 3	Voice & Diction for Radio & TV	3
Bdcast 10	Radio Programming and Production	3
Bdcast 25	Radio/TV/Film Writing	3
Bdcast 26	TV/Film Aesthetics	3
Bdcast 46	Fundamentals of Television Production	4
		Total: 19

IN ADDITION, COMPLETE ONE OF THE OPTIONS LISTED BELOW:

Radio Option

Jmal 101	Collecting and Writing News	3
Spch Comm 101	Oral Communication I	3
Bdcast 10 (advanced)	Radio Programming and Production	3
Bdcast 17	Industrial and Commercial Voice-Over Techniques	3
Bdcast 22*	Radio/Television Activities	1
Bdcast 31*	Advanced Voice-Over	3
Spch Comm 130	Intro to Oral Interpretation of Literature	3
		Total: 19

Television Option

Bdcast 5	Radio and Television Acting	3
Bdcast 28	Television Announcing I	3
Bdcast 45	Advanced Workshop for TV Acting and Directing	3
Bdcast 46 (adv)	Fundamentals of Television Production	4
Bdcast 83	Field Work III	3
Bdcast 385	Directed Study-Broadcasting	3
		Total: 19

Performance Option

Bdcast 5	Radio and Television Acting	3
Bdcast 5 (adv)	Radio and Television Acting	3
Bdcast 17	Industrial and Commercial Voice-over Techniques	3
Bdcast 28	Television Announcing I	3
Bdcast 31*	Advanced Voice-Over	3
Bdcast 45*	Advanced Workshop for TV Acting and Directing	3
Bdcast 185	Directed Study-Broadcasting	1
		Total: 19

Total of Core plus Option: 38

OCCUPATIONAL CERTIFICATE REQUIREMENTS

Core:

Bdcast 1	Fundamentals of Radio/Television Broadcasting	3
Bdcast 3	Voice and Diction for Radio/Television Broadcasting	3
Bdcast 10	Radio Programming and Production	3
Bdcast 25	Radio/TV/Film Writing	3
Bdcast 26	TV/Film Aesthetics	3
Bdcast 46	Fundamentals of Television Production	4
CSIT 801	Intro. to Computers and Their Uses (or other fundamental computer course or training)	3
		Total: 22

IN ADDITION TO THE COURSES LISTED ABOVE, COMPLETE ONE OF THE OPTIONS, RADIO, TELEVISION OR PERFORMANCE AS LISTED BELOW:

Radio Option

Speech Comm 101	Oral Communication I	3
Bdcast 10 (Adv)	Radio Programming and Production	3

PLUS 1 ADDITIONAL APPROVED COURSE (3 UNITS) FROM:

Jmal 101	Collecting and Writing News	3
Bdcast 17	Industrial and Commercial Voice-Over Techniques	3
Bdcast 22*	Radio/Television Activities	1
Speech Comm 130	Introduction to Oral Interpretation of Literature	3
		Total: 9

Television Option

Bdcast 45*	Advanced Acting and Directing	3
Bdcast 46 (Adv)*	Fundamentals of Television Production	4
Plus 1 additional approved course (3 units) from:		
Bdcast 5	Radio and Television Acting	3
Bdcast 28	Television Announcing I	3
Bdcast 83*	Field Work III	3
Bdcast 385	Directed Study	3
		Total: 10

Performance Option

Bdcast 5	Radio and Television Acting	3
Bdcast 45*	Adv. Techniques for TV Acting & Directing	3
Plus 2 additional approved courses (6 units) from:		
Bdcast 17	Industrial and Commercial Voice-Over Techniques	3
Bdcast 28	Television Announcing I	3
Bdcast 31*	Advanced Voice Over	3
Bdcast 185	Directed Study	1
		Total: 10

Total of Core plus Option: 31-32

BUSINESS

TRANSFER MAJOR PREPARATION

UCLA (BUSINESS/ECONOMICS)

Students must complete all the following courses before transfer:

- Economics 1
- Economics 2*
- Mathematics 265*, 266*
- English 102* or 103*
- Accounting 1, 2*

CSUN (BUSINESS ADMINISTRATION)

Accounting

- Grades of "C" or better required in all core courses.
- Accounting 1 (or 21-22), 2*
- Economics 1, 2*
- Business 5 or Law 1
- Business 32
- Computer Science 801 or 830 or 819*; or CAOT 82
- Mathematics 238* or 245* or 265*, and 225*
- English 101*

Business Administration Core:

- Grades of "C" or better required in all core courses.
- Accounting 1 (or 21-22), 2*
- Business 5 or Law 1
- Business 32
- Computer Science 801 or 830 or 819*; or CAOT 82
- Economics 1, 2*
- English 101*
- Mathematics 238* or 245* or 265*; and 225*

INTERNATIONAL BUSINESS OPTION ADD:

Semester 4 of a foreign language

SYSTEMS AND OPERATIONS MANAGEMENT OPTION ADD:

Computer Science 802

Cross-referenced course. * This course has a prerequisite or a corequisite.

Business, Continued

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A (SEE ECONOMICS MAJOR)

There is no Plan A option in this major.

PLAN B

Core:

Acctg 1 or 21 & 22	Introductory Accounting I or Bookkeeping and Accounting I & II	5-6
CAOT 82	Microcomputer Software Survey	3
Bus 1	Introduction to Business	3
Mgmt 31	Human Relations for Employees	3
Bus 5 or Law 1	Business Law I	3
PLUS ONE COURSE CHOSEN FROM THE FOLLOWING:		3-5
Business 38, Mathematics 115, 175*, 225*, 238*; Statistics 1		

Total: 20-23

IN ADDITION, COMPLETE ONE OF THE FOLLOWING OPTIONS:

Accounting Option

Acctg 2*	Introductory Accounting II	5
Acctg 3*	Intermediate Accounting	3
Acctg 15*	Tax Accounting I	3
Mgmt 48	Management Systems and Procedures	3

ONE COURSE CHOSEN FROM THE FOLLOWING:		3
Any Accounting course not used above		

Total: 17

Banking and Finance Option

Finance 8	Personal Finance and Investments	3
PLUS 10 UNITS CHOSEN FROM THE FOLLOWING:		10
Acctg 2	Introductory Accounting II	(5)
Econ 1, 2*	Principles of Economics I, II	(3)
RE 7	Real Estate Finance I	(3)

Total: 13

Management Option

Mgmt 48	Management Systems and Procedures	3
Econ 1	Principles of Economics I	3
Psych 1	General Psychology I	3
International Bus 1	International Trade	3
PLUS 7 UNITS CHOSEN FROM THE FOLLOWING:		7
Acctg 2*	Introductory Accounting II	(5)
Any Management course not used above		

Total: 19

Marketing Option

Market 1	Principles of Selling	3
Market 11	Fundamentals of Advertising	3
Market 21	Principles of Marketing	3
Market 31	Retail Merchandising	3
International Bus 1	International Trade	3

PLUS 5-6 UNITS CHOSEN FROM THE FOLLOWING:
(may not include core courses)

Accounting		
Business		
Business 5 or 6 (Law 1 or 2)		
Marketing		
Management		

Total: 20-21

Real Estate Option

RE 1	Real Estate Principles	3
RE 3	Real Estate Practices	3
RE 5*	Legal Aspects of Real Estate I	3
RE 7*	Real Estate Finance I	3
RE 9*	Real Estate Appraisal	3
Real Estate 21* or any Accounting course		3-5

Total: 18-20

Total of Core plus Option: 36-43

OCCUPATIONAL CERTIFICATE REQUIREMENTS

The Department of Business/Computer Applications & Office Technologies offers Occupational Certificates in the following programs:

Accounting	Banking
Bank Management	Business Management
Credit Administration	Finance
Marketing	Real Estate

Accounting Certificate

The Accounting Certificate can lead to positions such as:

Accountant	Bookkeeper
Accounts Payable	Clerk Cashier

REQUIRED COURSES:

Acctg 1	Introductory Accounting I	5
Acctg 2*	Introductory Accounting II	5
Acctg 3*	Intermediate Accounting	3
Acctg 15*	Tax Accounting I	3
CAOT 82	Microcomputer Software Survey	} (3)
	OR	
CAOT 85	Basic Spread Sheet Applications	

Total: 19

PLUS 6 UNITS ELECTIVES FROM THE FOLLOWING LIST: 6

Total: 25

Acctg 11*	Cost Accounting	3
Acctg 16*	Tax Accounting II	3
Acctg 20*	Managerial Accounting	3
Mgmt 48	Management Systems and Procedures	3

Banking Certificate

The Banking Certificate can lead to positions such as:

Teller	Accounts Desk
Management Trainee	

REQUIRED COURSES:

Bus 38	Business Computations	
Bus 31	Business English	11
Acctg 1	Introductory Accounting I	} 6
Acctg 21	Bookkeeping and Accounting I AND	
Acctg 22	Bookkeeping and Accounting II	
Finance 8	Personal Finance and Investments	3
Mgmt 31	Human Relations for Employees	3
Bus 5	Business Law I	3
Econ 2*	Principles of Economics II	3
CSIT 830	Microcomputer Applications Software	3

Total: 26(27)

Bank Management Certificate

The Bank Management Certificate can lead to positions such as:

Bank Manager	Operations Officer
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REQUIRED COURSES:

BANKING CERTIFICATE plus		29
Bus 1	Introduction to Business	3
Real Estate 7*	Real Estate Finance I	3

Total: 35

Cross-referenced course. * This course has a prerequisite or a corequisite.

Credit Administration Certificate

The Credit Administration Certificate can lead to positions such as:
 Credit Administrator Loan Counselor

REQUIRED COURSES:

BANKING CERTIFICATE plus	26-27	
Acctg 2*	Introductory Accounting II	5
		Total: 31-32

An agreement between Los Angeles Valley College and the American Institute of Banking permits students to qualify for the A.I.B. certificates.

Business Management Certificate

The Business Management Certificate can lead to positions such as:
 Assistant Department Manager
 Department Manager Personnel Manager

REQUIRED COURSES:

Bus 1	Introduction to Business	3
Acctg 1	Introductory Accounting I] (5-6)
	OR	
Acctg 21 & 22	Bookkeeping and Accounting I AND Bookkeeping and Accounting II] (5-6)
Mgmt 31	Human Relations for Employees	
CSIT 801	Principles of Business Data Processing I	3
Mgmt 48	Management Systems and Procedures	3
Intl Business 1	International Trade	3
		Total: 20(21)

Plus 9 units of electives from any course in Accounting, Business, Finance, Management, Marketing, or Real Estate. The selection of any course not taught by the Business Administration Department will require the approval of the Business Administration Chairperson.

Finance Certificate

The Finance Certificate can lead to positions such as:
 Loan Clerk Underwriter
 Insurance Agent Actuarial Clerk
 Brokerage Clerk Mortgage Clerk
 Claims Adjuster

REQUIRED COURSES:

Bus 38	Business Computations] (3)
	OR	
Math 238*	Calculus for Business & Social Sciences] (5)
Acctg 1	Introductory Accounting I	
	OR] (5-6)
Acctg 21 & 22	Bookkeeping and Accounting I AND Bookkeeping and Accounting II	
Finance 8	Personal Finance and Investment	3
		Total: 11(14)

Plus 15 units of electives from any course in Accounting, Business, Finance, Management, Marketing, or Real Estate. The selection of any course not taught by the Business Administration Department will require the approval of the Business Administration Chairperson.

Total: 15
Total of Core plus Option: 26-29

Marketing Certificate

The Marketing Certificate can lead to positions such as:
 Assistant Manager Retail or Wholesale Sales
 Assistant Buyer Marketing Research Clerk

REQUIRED COURSES:

Market 1	Principles of Selling	3
Market 11	Fundamentals of Advertising	3
Market 21	Principles of Marketing	3
Market 31	Retail Merchandising	3
Intl Business 1	International Trade	3
CSIT 830	Microcomputer Applications Software	3
		Total: 18

Plus 12 units of electives from any course in Accounting, Business, Finance, Management, Marketing, or Real Estate. The selection of any course not taught by the Business Administration Department will require the approval of the Business Administration Chairperson.

Total: 12
Total of Core plus Option: 30

Real Estate Certificate

The Real Estate Certificate can lead to positions such as:
 Real Estate Salesperson **Real Estate Broker
Salesperson license requires completion of Real Estate I and two additional courses from Group I and/or Group II within 18 months after license is issued.
*1**Brokers license requires completion of four (4) courses from Group I and one (1) course from Group II and three (3) courses from Group III, or completion of four (4) courses from Group I and two (2) courses from Group II and two (2) courses from Group III.*

REQUIRED COURSES: GROUP I (ALL COURSES)

RE 3	Real Estate Practices	3
RE 5*	Legal Aspects of Real Estate I	3
RE 7*	Real Estate Finance I	3
RE 9*	Real Estate Appraisal I	3

REQUIRED COURSES: GROUP II (ONE COURSE)

Any Accounting Course	3	
RE 21*	Real Estate Economics	3

REQUIRED COURSES: GROUP III (ONE COURSE)

RE 1	Real Estate Principles	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 11	Escrow Principles	3
RE 14	Property Management	3
Bus 5	Business Law I	3
Bus 6	Business Law II	3

REQUIRED COURSES: GROUP IV (TWO COURSES)

RE 18*	Real Estate Investments I	3
Bus 1	Introduction to Business	3
Bus 31	Business English	3
Bus 32	Business Communications	3
Bus 38	Business Computations	3
Econ 1	Principles of Economics I	3
Econ 2*	Principles of Economics II	3
Finance 2	Investment	3
Finance 8	Personal Finance and Investments	3
Mgmt 13	Small Business Management	3
Market 1	Principles of Selling	3
Speech Comm. 101	Oral Communication I	3
Speech Comm. 102	Oral Communication II	3

Cross-referenced course. * This course has a prerequisite or a corequisite.

CHEMISTRY

TRANSFER MAJOR PREPARATION

UCLA

Regular Chemistry and General Chemistry

Chemistry 101*, 102*, 211*, 212*, 221
 Mathematics 265*, 266*, 267*, 270*, 275*
 Physics 37*, 38*, 39*

Biochemistry

Chemistry 101*, 102*, 211*, 212*, 221
 Mathematics 265*, 266*, 267*
 Physics 37*, 38*, 39*
 Biology 6, 7, 40

CSUN

B.S.

Chemistry 101*, 102*
 Mathematics 265*, 266*, 267*, 275*
 Physics 37*, 38*, 39*

ENVIRONMENTAL CHEMISTRY OPTION:

Biology 6, 7
 Chemistry 101*, 102*
 Mathematics 265*, 266*
 Physiology 1*
 Physics 6*, 7*

B.A.

Chemistry 101*, 102*
 Mathematics 265*, 266*
 Physics 6*, 7*

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

PLAN A

There is no Plan A option in this major.

PLAN B

Chem 101*	General Chemistry I	5
Chem 102*	General Chemistry II	5
Chem 210*	Principles of Organic Chemistry	10
	AND	
Chem 221*	Biochemistry for Science Majors	10
	OR	
Chem 211*	Organic Chemistry for Science Majors I	10
	AND	
Chem 212*	Organic Chemistry for Science Majors II	5
Math 265*	Calculus with Analytic Geometry I	
Math 266*	Calculus with Analytic Geometry II	5
Physics 6* & 7*	General Physics I & II	(8-10)
	OR	
Physics 37* & 38*	Physics for Engineers and Scientists I & II	
		Total: 38-40

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

CHILD DEVELOPMENT

TRANSFER MAJOR PREPARATION

UCLA

This particular major is not offered at UCLA.

CSUN

Psychology 2* or Physiology 1*
 Mathematics 225* or Statistics 1*
 Required electives: up to 12 units in Child Development on approval of CSUN advisor.

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

Core:

CD 1	Child Growth & Development	3
CD 11	Home, School & Community Relations	3
CD 3 or 4	Creative Experiences for Children I or II	3
		Total: 9

PLUS COMPLETE ONE OF THE FOLLOWING OPTIONS:

Early Childhood Education Option

CD 2	Early Childhood Principles & Practices	3
CD 10	Child Health	3

IN ADDITION, TWO COURSES FROM THE FOLLOWING:

CD 3 or 4	Creative Experiences for Children I or II (whichever not already taken in Core classes above)	(3)
CD 34*	Observation and Assessment of Children	(3)
CD 35	Emergent Literacy in Early Childhood	(3)
CD 42	Child in a Diverse Society	(3)
CD 44*	Programs for Children with Special Needs I	(3)
CD 45*	Programs for Children with Special Needs II	(3)
CD 48	Positive Guidance in Early Childhood Settings	(3)
F&CS 1	Professional Career Opportunities	(2)
F&CS 31	Marriage & Family Life	(3)
		Total: 20-21

Special Education Option

CD 44*	Programs for Children with Special Needs I	3
CD 45*	Programs for Children with Special Needs II	3
CD 10	Child Health	3

IN ADDITION, ONE COURSE CHOSEN FROM THE FOLLOWING:

CD 34*	Observation and Assessment of Children	(3)
CD 42	Child in a Diverse Society	(3)
CD 48	Positive Guidance in Early Childhood Settings	(3)
F&CS 1	Professional Career Opportunities	(2)
F&CS 31	Marriage & Family Life	(3)
Psych 17	Exceptional Child	(3)
Psych 14	Abnormal Psychology	(3)
		Total: 20-21

Infant and Toddler Studies Option

CD 30*	Infant & Toddler Studies I	3
CD 31*	Infant & Toddler Studies II	3
CD 10	Child Health	3

IN ADDITION, ONE COURSE CHOSEN FROM THE FOLLOWING:

CD 2	Early Childhood Principles & Practices	(3)
CD 34*	Observation and Assessment of Children	(3)
CD 35	Emergent Literacy in Early Childhood	(3)
CD 42	Child in a Diverse Society	(3)
CD 44*	Programs for Children with Special Needs I	(3)
CD 45*	Programs for Children with Special Needs II	(3)
CD 48	Positive Guidance in Early Childhood Settings	(3)
F&CS 1	Professional Career Opportunities	(2)
F&CS 31	Marriage & Family Life	(3)
		Total: 20-21

School Age Programs Option

CD 46	School Age Programs I	3
CD 47	School Age Programs II	3
CD 10	Child Health	3

IN ADDITION, ONE OR TWO COURSES (MINIMUM OF 2 UNITS)
CHOSEN FROM THE FOLLOWING:

CD 2	Early Childhood Principles & Practices	(3)
CD 35	Emergent Literacy in early Childhood	(3)
CD 36	Literature for Early Childhood	(1)
CD 37	Literature for School Age Children	(2)
CD 42	Child in a Diverse Society	(3)
CD 44*	Programs for Children with Special Needs I	(3)
CD 45*	Programs for Children with Special Needs II	(3)
CD 48	Positive Guidance in Early Childhood Settings	(3)
F&CS 1	Professional Career Options	(2)
F&CS 31	Marriage & Family Life	(3)

Total: 20-21

Administration & Supervision Option

CD 38*	Administration & Supervision of Early Childhood Programs I	3
CD 39*	Administration & Supervision of Early Childhood Programs II	3
CD 65*	Adult Supervision/Early Childhood Mentoring	2

IN ADDITION, ONE COURSE CHOSEN FROM THE FOLLOWING:

CD 2	Early Childhood Principles & Practices	(3)
CD 10	Child Health	(3)
CD 34*	Observation and Assessment of Children	(3)
CD 35	Emergent Literacy in Early Childhood	(3)
CD 42	Child in a Diverse Society	(3)
CD 44*	Programs for Children with Special Needs I	(3)
CD 45*	Programs for Children with Special Needs II	(3)
CD 48	Positive Guidance in Early Childhood Settings	(3)
F&CS 31	Marriage & Family Life	(3)

Total: 20

PLAN B

Core:

CD 1	Child Growth & Development	3
CD 2	Early Childhood Principles & Practices	3
CD 3 or 4	Creative Experiences for Children I or II	3
CD 10	Child Health	3
CD 11	Home, School & Community Relations	3
CD 22*	Practicum in Child Development I	}
	AND	
CD 23*	Practicum in Child Development II	}
	OR	
CD 81*	Field Work in Child Development I	}
	AND	
CD 82*	Field Work in Child Development II	}

Total: 21-23

Plus 13-15 units chosen from the following courses to complete a minimum of 36 units of work: CD 3 or 4 (whichever not already taken), CD 30*, CD 31*, CD 34*, CD 35, CD 36, CD 37, CD 42, CD 44*, CD 45*, CD 46, CD 47, CD 48, CD 65*, F&CS 31

Total: 36

OCCUPATIONAL CERTIFICATE PROGRAMS

The Family and Consumer Studies Department offers Occupational Certificates in the following programs:

- Certificate A: Associate Teacher, Preschool
- Certificate B: Director, Preschool
- Certificate C: School Age Programs Teacher, Day Care
- Certificate D: Infant/Toddler Teacher
- Child Development: Teacher

Associate Teacher, Preschool (Cert.A)

Completion of 12 units meets the State Department of Social Services minimum requirements for Child Care Center Associate Teacher in private, for-profit centers as defined in Title 22.

(All courses must be completed with a grade of C or better).

REQUIRED COURSES:

CD 1	Child Growth & Development	3
CD 3 or 4	Creative Experiences for Children I or II	3
CD 11	Home, School & Community Relations	3

Total: 9

PLUS ONE COURSE FROM THE FOLLOWING:

CD 2	Early Childhood Principles & Practices	(3)
CD 10	Child Health	(3)
CD 35	Fostering Literacy Development in Young Children	(3)
CD 42	Child in a Diverse Society	(3)
CD 44*	Programs for Children with Special Needs I	(3)
CD 45*	Programs for Children with Special Needs II	(3)
CD 48	Positive Guidance in Early Childhood Settings	(3)

Total: 12

Director, Preschool (Cert.B)

Completion of 15 units meets the State Department of Social Services minimum requirements for Child Care Center Director in private, for-profit and non-profit centers as defined in Title 22.

(All courses must be completed with a grade of C or better).

REQUIRED COURSES:

CD 1	Child Growth & Development	3
CD 3 or 4	Creative Experiences for Children I or II	3
CD 11	Home, School & Community Relations	3
CD 38*	Administration & Supervision of Early Childhood Programs I	3

Total: 12



Cross-referenced course. * This course has a prerequisite or a corequisite.

Child Development, Continued

PLUS ONE COURSE FROM THE FOLLOWING

CD 2	Early Childhood Principles & Practices	(3)
CD 10	Child Health	(3)
CD 34*	Observation and Assessment of Children	(3)
CD 35	Fostering Literacy Development in Young Children	(3)
CD 39*	Administration & Supervision of Early Childhood Programs II	(3)
CD 42	Child in a Diverse Society	(3)
CD 44*	Programs for Children with Special Needs I	(3)
CD 45*	Programs for Children with Special Needs	(3)
CD 48	Positive Guidance in Early Childhood Settings	(3)

Total: 15**School Age Programs Teacher, Day Care (Cert.C)**

Completion of 15 units meets the State Department of Social Services minimum requirements for Child Care Center School Age Programs Teacher/Aide in private, for-profit and non-profit centers as defined in Title 22. (All courses must be completed with a grade of C or better).

REQUIRED COURSES:

CD 1	Child Growth & Development	3
CD 3 or 4	Creative Experiences for Children I or II	3
CD 11	Home, School & Community Relations	3
CD 46	School Age Programs I	3
	OR	
CD 47	School Age Programs II	

Total: 12

PLUS ONE OR TWO COURSES (MINIMUM OF 3 UNITS) FROM THE FOLLOWING :

CD 2	Early Childhood Principles & Practices	(3)
CD 10	Child Health	(3)
CD 35	Fostering Literacy Development in Young Children	(3)
CD 36	Literature for Early Childhood	(1)
CD 37	School Age Literature	(2)
CD 42	Child in a Diverse Society	(3)
CD 44*	Programs for Children with Special Needs I	(3)
CD 45*	Programs for Children with Special Needs II	(3)
CD 46 or 47	School Age Programs I or II	(3)
	(whichever not already taken above)	
CD 48	Positive Guidance in Early Childhood Settings	(3)

Total: 15**Infant/Toddler Care Teacher (Cert.D)**

Completion of 15 units meets the State Department of Social Services minimum requirements for Infant Care Teacher in private, for-profit and non-profit centers as defined in Title 22. (All courses must be completed with a grade of C or better).

REQUIRED COURSES:

CD 1	Child Growth & Development	3
CD 3 or 4	Creative Experiences for Children I or II	3
CD 11	Home, School & Community Relations	3
CD 30*	Infant & Toddler Studies I	3
	OR	
CD 31*	Infant & Toddler Studies II	

Total: 12

PLUS ONE COURSE FROM THE FOLLOWING :

CD 2	Early Childhood Principles & Practices	(3)
CD 10	Child Health	(3)
CD 30* or 31*	Infant & Toddler Studies I or II	(3)
	(whichever not already taken above)	
CD 34*	Observation and Assessment of Children	(3)
CD 35	Fostering Literacy Development in Young Children	(3)
CD 42	Child in a Diverse Society	(3)
CD 44*	Programs for Children with Special Needs I	(3)
CD 45*	Programs for Children with Special Needs II	(3)
CD 48	Positive Guidance in Early Childhood Settings	(3)

Total: 15**Child Development Occupational Certificate, Teacher**

With additional G.E. units and required experience, the student will be eligible for the Child Development Permit as defined under Title 5. Meeting this requirement will enable the student to teach in federal and state preschool programs.

(All Child Development Courses Require a Minimum grade of C)

REQUIRED COURSES:

CD 1	Child Growth & Development	3
CD 11	Home, School & Community Relations	3
CD 3 or 4	Creative Experiences for Children I or II	3
CD 22*	Practicum in Child Development I	8
	AND	
CD 23*	Practicum in Child Development II	6
	OR	
CD 81*	Field Work in Child Development I	6
	AND	
CD 82*	Field Work in Child Development II	3
Engl 28	Intermediate Reading & Composition	
	OR	
Engl 101	College Reading & Composition	

Total 18-20

Plus 7-9 units chosen from the following courses to complete a minimum of 24 units in Child Development: CD 2, CD 3 or 4 (whichever not already taken above), CD 10, CD 30*, CD 31*, CD 34*, CD 35, CD 36, CD 37, CD 38*, CD 39*, CD 42, CD 44*, CD 45*, CD 46, CD 47, CD 48

Total 27**CINEMA****TRANSFER MAJOR PREPARATION****UCLA**

School of Theater, Film and Television offers an undergraduate program in Film and Television. No specific courses are required as preparation. Suggested courses include: Critical Studies; Film and Television Production; Film and Television Craft-Writing, Directing, Photography, Sound Recording, and Editing.

CSUN**CINEMA AND TELEVISION ARTS**

(Fall admission only. All 4 courses must be done with grades of "C" or better to be accepted into major.)

- Journalism 105 or Broadcasting 1
- Broadcasting 25 (Screenwriting option requires B-or better)
- Broadcasting 10 (needed for all options except TV Production)
- Broadcasting 26 or Cinema 105 or 107

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)**PLAN A**

There is no Plan A option in this major.

PLAN B**Core:**

Cinema 101*	Beginning Film Production Workshop	3
Cinema 105	History of Motion Pictures	3
Cinema 107	Understanding Motion Pictures	3
Cinema 110*	Motion Picture Sound	3
Cinema 115*	Cinematography	3
Cinema 117*	Creative Cinematography Techniques	3
Cinema 120*	Film Editing	3
Cinema 123*	Motion Picture Production Workshop I	3
Cinema 124*	Motion Picture Production Workshop II	3
	OR	
Cinema 125*	Film Production Workshop I	3

Total: 24-27

PLUS ANY 9 TO 10 UNITS FROM THE FOLLOWING OPTIONS:

Cinema 104	History of Documentary Films	(3)	12-13
Cinema 106	The Art of Animation & Special Effects	(3)	
Cinema 126*	Cinema Production Workshop	(3)	
Cinema 185, 285, 385	Directed Study	(1-3)	
Bdcast 1	Fundamentals of Broadcasting	(3)	
Bdcast 5	Radio & Television Acting	(3)	
Bdcast 17	Industrial & Commercial Voice-Over Techniques	(3)	
Bdcast 25	Radio/TV/Film Writing	(3)	
Bdcast 26	TV/Film Aesthetics	(3)	
Bdcast 27	TV/Film Documentary	(3)	
Bdcast 45	Advanced TV Acting & Directing	(4)	
Bdcast 46	Fundamentals of TV Production	(4)	
Photo 10	Beginning Photography	(3)	
Jrnal 105	Mass Communications	(3)	
CSIT 865*	Computer Graphics	(3)	
CSIT 867	Microcomputer Operating Environments	(2)	
Art 604	Graphic Design I	3	
Art 618	Advertising Photo/Graphics I	(4)	
Music 165	Intro. to Recording Arts	(3)	
Music 171	Intro. to Acoustics	(3)	
English 240	Literature and the Motion Picture	(3)	
Total: 36-37			

OCCUPATIONAL CERTIFICATE REQUIREMENTS

Motion Picture Production Technician Certificate

The Motion Picture Production Technician Certificate can lead to positions such as:

Camera Operator	Production Manager
Unit Manager	Assistant Editor
Sound Editor	Production Assistant
Gaffer/Grip	Assistant Sound
Assistant Director	Assistant Camera
Assistant Producer	Sound Recordist/Mixer

REQUIRED COURSES:

Cinema 101*	Beginning Film Production Workshop	3
Cinema 105	History of Motion Pictures	3
Cinema 107	Understanding Motion Pictures	3
Cinema 110*	Motion Picture Sound	3
Cinema 115*	Cinematography	3
Cinema 117*	Creative Cinematography Techniques	3
Cinema 120*	Film Editing	3
Cinema 123*	Motion Picture Production Workshop I	3
Cinema 124*	Motion Picture Production Workshop II	3
	OR	
Cinema 125*	Film Production Workshop I	3
Total: 24-27		

PLUS 3 UNITS FROM THE FOLLOWING:

Cinema 104	History of Documentary Films	(3)
Cinema 106	The Art of Animation & Special Effects	(3)
Cinema 126*	Cinema Production Workshop	(3)
Bdcast 1	Fundamentals of Radio and TV Broadcasting	(3)
Bdcast 5	Radio and Television Acting	(3)
Bdcast 25	Radio/TV/Film Writing	(3)
Bdcast 27	TV/Film Documentary	(3)
Photo 10	Beginning Photography	(3)
Jrnal 105	Mass Communications	(3)
CSIT 865	Computer Graphics	(3)
Art 604	Graphic Design I	(3)
Music 165	Introduction to Recording Arts	(3)
English 240	Literature and the Motion Picture I	(3)
Total: 30		

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES (FORMERLY OFFICE ADMINISTRATION)

TRANSFER MAJOR PREPARATION

UCLA

This particular major is not offered at UCLA.

CSUN

This particular major is not offered at CSUN.

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

There is no Plan A option in this major.

PLAN B

Core:

CAOT 2*	Computer Keyboarding II	3
CAOT 31	Business English	3
CAOT 32	Business Communications	3
CAOT 33	Records Management and Filing	2
CAOT 34	Business Vocabulary & Spelling	2
CAOT 37	Secretarial Accounting	3
CAOT 43	Office Procedures	3
CAOT 82	Microcomputer Software Survey in the Office	3
CAOT 92	Microcomputer Windows Applications	2

PLUS TWO COURSES CHOSEN FROM THE FOLLOWING:

CAOT 97	Intro. To Internet for the Office	(3)
CAOT 47	Applied Office Practice	(2)
CAOT 7	Machine Transcription	(3)
CAOT 78	Microcomputer Accounting Applications for the Electronic Office	(3)
CAOT 108	Microcomputer Presentation Design for Office	(2)
CAOT 115	Microcomputer Office Applications Web Page Design for the Office Professional	(3)
Total: 29-30		

Office Systems and Word Processing Specialist Option

CAOT 39	Word Processing: Keyboarding and Operations	3
	OR	
CAOT 84	Microcomp. Office Applications: Word Processing	3
CAOT 35	Word Processing: Concepts in Information Systems	
CAOT 85	Microcomputer Office Applications: Spreadsheets	
CAOT 86*	Microcomputer Office Applications: Database	
Total: 12		

Office Assistant Option

CAOT 39	Word Processing: Keyboarding and Operations	3
	OR	
CAOT 84	Microcomp. Office Applications: Word Processing	

PLUS 9 ADDITIONAL UNITS FROM ANY CAOT. COURSES NOT USED ABOVE TO EQUAL THE 38 UNITS NEEDED.

Total: 41-42

Cross-referenced course. * This course has a prerequisite or a corequisite.

*Computer Applications and Office Technologies, Continued***OCCUPATIONAL CERTIFICATE REQUIREMENTS**

The Computer Applications & Office Technologies Department offers Occupational Certificates in the following programs:

- Entry Level Office Assistant Certificate
- Office Systems and Word Processing Certificate
- Entry Level Office Assistant Certificate**

Entry Level Office Assistant Certificate**

REQUIRED COURSES:

CAOT 2*	Computer Keyboarding II (with the ability to type 40 wpm for 5 minutes with no more than 5 errors)	3
CAOT 31	Business English	3
CAOT 33	Records Management and Filing	2
CAOT 34	Business Vocabulary and Spelling	2
CAOT 92	Microcomputer Windows Applications	2
CAOT 39	Word Processing: Keyboarding and Operations] (3)
	OR	
CAOT 84	Microcomp. Office Applications: Word Processing] (3)
CAOT 47	Applied Office Practice	
CAOT 43	Office Procedures	3

Total: 20

PLUS 6 UNITS FROM THE FOLLOWING COURSES:

CAOT 7	Machine Transcription	3
CAOT 32	Business Communications	3
CAOT 35	Word Processing: Concepts in Information Systems	3
CAOT 37	Secretarial Accounting	3
CAOT 78	Microcomputer Accounting Applications for the Electronic Office	3
CAOT 82	Microcomputer Software Survey in the Office	3
CAOT 85	Microcomputer Office Applications: Spreadsheets	3
CAOT86*	Microcomputer Office Applications: Database	3
CAOT 97	Introduction to Internet for the Office	3
CAOT 108	Presentation Design for the Office	(2)
CAOT 115	Microcomputer Office Applications Web Page Design for the Office Professional	3

Total: 26**Office Systems and Word Processing Specialist Certificate****

The Office Systems Word Processing Specialist Certificate can lead to positions such as:

- Administrative Assistant
- Computer Applications Specialist
- Word Processing Technician

REQUIRED COURSES:

CAOT 2*	Computer Keyboarding II (with the ability to type 50 wpm for 5 minutes with no more than 5 errors)	3
CAOT 31	Business English	3
CAOT 32	Business Communications	3
CAOT 33	Records Management and Filing	2
CAOT 34	Business Vocabulary and Spelling	2
CAOT 37	Secretarial Accounting	3
CAOT 82	Microcomputer Software Survey in the Office	3
CAOT 92	Microcomputer Windows Applications	2
CAOT 39	Word Processing: Keyboarding & Operations] (3)
	OR	
CAOT 84	Microcomp. Office Applications: Word Processing] (3)
CAOT 35	Word Processing: Concepts in Information Systems	
CAOT 85	Microcomputer Office Applications: Spreadsheet	3
CAOT 86*	Microcomputer Office Applications: Data Base	3

Total: 33

PLUS 2 COURSES FROM THE FOLLOWING:

CAOT 97	Introduction to Internet for the Office	3
CAOT 47	Applied Office Practice	2
CAOT 43	Office Procedures	3
CAOT 7	Machine Transcription	3
CAOT 78	Microcomputer Accounting Applications for the Electronic Office	3
CAOT 108	Presentation Design for the Office	2
CAOT 115	Microcomputer Office Applications Web Page Design for the Office Professional	3

Total: 38-39

**Certificate applicants must submit a typing certificate verifying their typing speed along with their petitions. This typing certificate must be dated no more than one year before the date the occupational certificate is submitted.

**COMPUTER SCIENCE****TRANSFER MAJOR PREPARATION****UCLA (ENGINEERING/COMPUTER SCIENCE)**

Minimum Preparation must be completed before transfer:

Mathematics 265*, 266*, 267*, 270*, 275*

Physics 37*, 38*, 39*

English 101* (English 102* also required if high school was in non-English speaking country.)

Computer Science 813* or 839*

Other Major requirements (Not Part of Minimum Preparation):

Computer Science 839* and 840*.

General Education Requirements (Not Part of Minimum Preparation):

Computer Science majors: Six total courses in Humanities and Social Sciences, with at least two courses in each area (two Humanities and two Social Sciences), and two courses in Life Sciences (lab not required). Use IGETC general education course list for course selection.

CSUN

Grades of "C" or better required in all below:

- Computer Science 802; 816*, 832*, 836*
- English 101* (prerequisite to all upper division Computer Science courses)
- Mathematics 265*, 266*, 270*
- Philosophy 9

Select one sequence from the following:

- Biology 6, 7
- Physics 37*, 38*
- Chemistry 101*, 102*

Select an additional science with lab from one of the following not already taken above:

- Biology 7
- Chemistry 101*
- Geography 1 & 15*
- Geology 1 & 6*
- Geology 2 & 7*
- Physics 37*

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

PLAN A

There is no Plan A option in this major.

PLAN B

Core:

CSIT 802	Intro. To Computer Science(replaces 806 & 807)	(5)	
	OR		
CSIT 806*	Intro. To Computer Programming	}	(6)
	AND		
CSIT 807*	Programming Logic		
CSIT 830	Microcomputer Application Software	3	
CSIT 832*	Advanced Data Structures and Intro. to Data Bases	3	
CSIT 836*	Introduction to Data Structures	3	
CSIT 839*	Intermediate Programming Using C/C++	3	
CSIT 840	Object-Oriented Programming in C++	3	
CSIT 884	Navigating the Internet	2	

PLUS 15 UNITS CHOSEN FROM THE FOLLOWING: 15
 Computer Science-Information Technology 808*; 809*; 816* or 834*; 850*; 861*; 863*; 865*; 890*

Total: 37-38

Occupational Certificate Requirements

The Computer Science-Information Department offers the following occupational certificates:

- Computer Science Programming
- Microcomputers Applications Management Specialist
- C/C++ (Computer Programming)
- Interdepartmental Microcomputer Systems

Computer Science Programming Certificate

Designed for students pursuing a Programmer/Analyst position, for job upgrading, and for establishing entrepreneur service businesses.

REQUIRED COURSES:

CSIT 806*	Intro. To Computer Programming	}	6
	AND		
CSIT 807*	Programming Logic		
	OR		
CSIT 802	Introduction to Computer Science (replaces 806 and 807)	5	
CSIT 808*	Beginning Basic Programming	3	
CSIT 839*	Intermediate Programming using C/C++	3	
CSIT 840*	Object-Oriented Programming in C++	3	
CSIT 836*	Introduction to Data Structures	3	
CSIT 861*	Advanced Computer Programming	3	

Total: 20-21

PLUS 11 UNITS CHOSEN FROM THE FOLLOWING:

11

Total: 31-32

CSIT 832*	Advanced Data Structures and Intro. to Databases	(3)
CSIT 830	Microcomputer Application Software	(3)
CSIT 833*	Microcomputer Database Programming	(3)
CSIT 834*	Operating Systems	(3)
CSIT 809*	Advanced Visual Basic	(3)
CSIT 890*	Object-Oriented Programming in Java	(3)
CSIT 863*	Intro. To Computer Networking	(4)
CSIT 884	Navigating the Internet	(2)

Microcomputer Applications Management Specialist Certificate

This is a dichotomized program for: 1) students entering the job market and 2) employed professionals. It equips both to use the computer as a tool for increasing productivity on the job.

REQUIRED COURSES:

CSIT 867	Microcomputer Operating Environments	2	
CSIT 884	Navigating the Internet	2	
CSIT 830	Microcomputer Application Software	3	
CSIT 833*	Microcomputer Database Programming	3	
CSIT 866*	Desktop Publishing Applications	2	
CSIT 850*	Microcomputer Applications Software-Advanced Techniques	3	
CSIT 806*	Intro. to Computer Programming	}	6
	AND		
CSIT 807*	Programming Logic		
	OR		
CSIT 802	Introduction to Computer Science (replaces 806 and 807)	5	

Total: 20-21

PLUS 6 UNITS CHOSEN FROM THE FOLLOWING:

6

Total: 26-27

CSIT 808*	Programming in Visual Basic	3
CSIT 809*	Advanced Visual Basic	3
CSIT 839*	Intermediate Programming using C/C++	3
CSIT 890*	Object-Oriented Programming in Java	3
CSIT 865*	Computer Graphics	3
CSIT 819*	Information Technology and Applications in Business	4

C/C++ Certificate

REQUIRED COURSES:

CSIT 806*	Intro. to Computer Programming	}	6
	AND		
CSIT 807*	Programming Logic		
	OR		
CSIT 802	Introduction to Computer Science (replaces 806 and 807)	5	
CSIT 839*	Intermediate Programming using C/C++	3	
CSIT 840*	Object-Oriented Programming in C++	3	
CSIT 861*	Advanced Computer Programming	3	

14-15

Interdepartmental Microcomputer Systems Certificate

The Interdepartmental Microcomputer Systems Certificate can lead to a position of Microcomputer Systems Technician.

REQUIRED COURSES:

EL 2	Introduction to Electronics	3
EL 54	Computer Logic	4
EL 56*	Computer Circuits	3
EL 57	Computer Circuits Laboratory	1
CSIT 830	Microcomputer Application Software	3

Total: 14

Cross-referenced course. * This course has a prerequisite or a corequisite.

EARTH SCIENCE

TRANSFER MAJOR PREPARATION

UCLA

Specific LAVC courses are not articulated with UCLA, however, the following major preparation can be completed: Introductory courses in Earth Science, Origin and Evolution of the Solar System, and Oceanography; one course in Biology with lab; two courses in General Chemistry with lab for the major; one year of Calculus; and one year of Calculus-based Physics with lab.

CSUN

Geography 3 or Meteorology 3
 Geology 1, 6*
 Chemistry 101*, 102*
 Mathematics 225* or 265*
 Physics 6*, 7*

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

PLAN A

Part I - Core:

Astron 1	Elementary Astronomy	3
Environ Sci 1	The Human Environment: Physical Processes	3
Geol 1	Physical Geology	3
Ocean 1	Introduction to Oceanography	3

Total: 12

Part II - Electives

Select from the following courses to complete at least 18 total units. A lab course cannot apply unless the corresponding lecture course is also taken.

Geog 1	Physical Geography	3
Geog 3/Met 3	Introduction to Weather & Climate	3
Geog 15*	Physical Geography Laboratory	2
Geog 31	Introduction To GIS	3
Geog 32*	GIS Applications	3
Geol 2*	Earth History	3
Geol 6*	Physical Geology Laboratory	2
Physics 12 or higher	Physics Fundamentals	3
Chem 68 or higher	Preparation for General Chemistry	5
Stat 1* or Math 225*	Elementary Statistics I for the Social Sciences or Introductory Statistics	3

Total: 18

PLAN B

Core:

Math 265*	Calculus with Analytic Geometry I	5
Math 266*	Calculus with Analytic Geometry II	5
Math 267*	Calculus with Analytic Geometry III	5
Physics 37*	Physics for Engineers & Scientists I	5
Physics 38*	Physics for Engineers & Scientists II	5
Physics 39*	Physics for Engineers & Scientists III	5

PLUS 6 UNITS CHOSEN FROM THE FOLLOWING:		6
Astron 1	Elementary Astronomy	(3)
Environ Sci 1	The Human Environment: Physical Processes	(3)
Geol 1	Physical Geology	(3)

Total: 36

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

ECONOMICS

TRANSFER MAJOR PREPARATION

UCLA

Economics 1, 2*
 Mathematics 265*, 266*
 English 102* or 103*

BUSINESS/ECONOMICS

Students must complete all the following courses before transfer:

Economics 1, 2*
 Mathematics 265*, 266*
 English 102* or 103*
 Accounting 1, 2*

ECONOMICS/INTERNATIONAL AREA STUDIES

Economics 1, 2*
 Mathematics 265*, 266*
 Level 6 of a foreign language spoken in geographical area of your major concentration.

CSUN

Grades of "C" or better required in all below:
 Economics 1, 2*
 Accounting 1 (or 21 & 22)
 Mathematics 238* or 245* or 265* and 225*

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

Complete Parts I, II, and III

Part I - Core:

Econ 1	Principles of Economics I	3
Econ 2*	Principles of Economics II	3
Math 245* or 238* or 265*	College Algebra or Calculus for Business & Social Sciences I or Calculus with Analytic Geometry	3-5

Part II - Option

One course chosen from the following: 5-6
 Acctg 1 (or 21 & 22) Introductory Accounting I
 (or Bookkeeping & Acctg. I & II)

Math 225*, 239*, 266* Introductory Statistics, Mathematical Analysis for Business & Social Sciences II, Calculus with Analytic Geometry II

Part III - Elective

One or more courses, not already used in Part I or II, chosen from the following to complete at least 18 units: 1-6

Economics (Any course offered)
 Accounting 1, 2*, 21, 22
 Computer Science-Information Technology (Any transferable course)
 Mathematics 225*, 238*, 239*, 265*, 266*
 Statistics 1*
 Philosophy 7, 9
 (Or other courses may be approved by petition)

Total: 18-22

PLAN B

There is no Plan B option in this major.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

ELECTRONICS

TRANSFER MAJOR PREPARATION

UCLA

This particular major is not offered at UCLA.

CSUN

This particular major is not offered at CSUN.

CSULA

(INDUSTRIAL TECHNOLOGY: PRODUCTION TECHNOLOGY OPTION)

- Accounting 1 (or 21 and 22), 2*
- Chemistry 51
- Computer Science 808*
- Drafting 1
- Electronics 4*
- Mathematics 225* or Statistics 1*
- Mathematics 245* or 260*; and 238*
- Physics 12

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

PLAN A

El 4A*/B*	Fundamentals of Electronics	4
El 20A/B	Electronics Circuits 1 with lab	4
El 22A/B	Electronics Circuits 2 with lab	4
El 54	Computer Logic	4
El 58*	Introduction to Microprocessors	4

Total: 20

PLAN B

Core:

El 2*	Introduction to Electronics	3
El 4 A*/B*	Fundamentals of Electronics I with lab	4
El 10*	Mathematics of Electronics I	3
El 20 A/B	Electronic Circuits I with lab	4
El 22 A/B	Electronic Circuits 2 with lab	4
El 54	Computer Logic	4
El 56*/57*	Computer Circuits with lab	4
El 58*	Introduction to Microprocessors	4
El 64*	Technical Computer Applications	4

Total: 34

IN ADDITION, COMPLETE ONE OF THE FOLLOWING OPTIONS:

Biomedical Equipment Technology Option

3-4 UNITS CHOSEN FROM THE FOLLOWING:	3-4
El 34	Introduction to Biomedical Electronics (3)
El 36*/37*	Biomedical Measurements 1 (4)
El 38*/39*	Biomedical Measurements 2 (4)
El 931	Cooperative Education (Internship) (3)
EL 941	Cooperative Education (Internship) (4)

Consumer/Computer Servicing Option

3-4 UNITS CHOSEN FROM THE FOLLOWING:	3-4
El 44*	Communications Electronics (3)
El 66*/67*	Television Circuits 1 with lab (4)
El 68*/69*	Television Circuits 2 with lab (4)
El 85*	Stereo Systems I (4)
El 110*	VCR Servicing with lab (4)
El 931	Cooperative Education (Internship) (3)
EL 941	Cooperative Education (Internship) (4)

Industrial Electronics Option

3-4 UNITS CHOSEN FROM THE FOLLOWING:	3-4
El 6A*/B*	Fundamentals of Electronics 2 (4)
El 24A*/B*	Electronics Circuits 3 (4)
El 240	Industrial Electronics (4)
El 931	Cooperative Education (Internship) (3)
EL 941	Cooperative Education (Internship) (4)

Total: 37-38

OCCUPATIONAL CERTIFICATE REQUIREMENTS

The Electronics Program offers a one-year Electronics Technology Certificate and four, two-year Electronics Technology Certificates, the latter in the following areas:

- Biomedical Equipment Technology
- Electronics Technician
- Consumer/Computer Servicing
- Industrial Electronics

Biomedical Equipment Technology Certificate (2 year)

The Biomedical Equipment Technology Certificate can lead to positions such as:

- Biomedical Equipment Technician (BMET)
- Field Service Engineer
- Medical Equipment Sales Engineer
- Clinical Laboratory Technician
- R & D Technician

REQUIRED COURSES:

El 2	Introduction to Electronics	3
El 4A/B*	Fundamentals of Electronics I with lab	4
El 10*	Mathematics for Electronics	3
El 20A/B*	Electronic Circuits I with lab	4
El 22A/B	Electronic Circuits II with lab	4
El 54	Computer Logic	4
El 56*/57*	Computer Circuits and Laboratory	4
El 58*	Introduction to Microprocessors	4
El 64*	Technical Computer Applications	4

Total: 34

PLUS 8 UNITS FROM THE FOLLOWING:

El 34	Introduction to Biomedical Electronics	(3)
El 36*/37*	Biomedical Measurements 1 with lab	(4)
El 38*/39*	Biomedical Measurements 2 with lab	(4)
El 931-941	Cooperative Education (Internship)	(3-4)

Total: 42

Consumer/Computer Servicing Certificate (2 year)

The Consumer/Computer Electronics Servicing Certificate can lead to positions such as:

- Television Repair Technician
- Stereo System Technician
- Video Recorder Technician
- Customer Service Engineer
- Computer Service Technician
- Field Service Engineer
- Auto Radio Technician
- Cable TV Installer
- Electronic Retail Salesperson

REQUIRED COURSES:

El 2	Introduction to Electronics	3
El 4A*/B*	Fundamentals of Electronics I with lab	4
El 10*	Mathematics for Electronics	3
El 20A/B*	Electronic Circuits I with lab	4
El 22A/B	Electronics Circuits II with lab	4
El 54	Computer Logic	4
El 56*/57*	Computer Circuits with lab	4
El 58*	Introduction to Microprocessors	4
El 64*	Technical Computer Applications	4

Total: 34

PLUS 8 UNITS FROM THE FOLLOWING:

El 44*	Communications Electronics	(3)
El 66*/67*	Television Circuits I and lab	(4)
El 68*/69*	Television Circuits II and lab	(4)
El 85*	Stereo Systems I	(4)
El 110*	VCR Servicing and lab	(4)
El 931-941	Cooperative Education (Internship)	(3-4)

Total: 42

Cross-referenced course. * This course has a prerequisite or a corequisite.

*Electronics, Continued***Electronics Technician Certificate (2 year)**

The two-year Electronics Technician Certificate can lead to positions such as:

Electronics Technician	Flight-line Technician
Field Service Technician	Broadcast Technician
Field Service Engineer	Quality Control Technician
Test Technician	Electronics Manufacturers Technician

REQUIRED COURSES:

El 2	Introduction to Electronics	3
El 4A*/B*	Fundamentals of Electronics I with lab	4
El 10*	Mathematics of Electronics I	3
El 20A*/B*	Electronics Circuits I with lab	4
El 22A/B	Electronics Circuits II with lab	4
El 54	Computer Logic	4
El 56*/57*	Computer Circuits with lab	4
El 58*	Introduction to Microprocessors	4
El 64*	Technical Computer Applications	4

Total: 34

PLUS A MINIMUM OF 8 UNITS CHOSEN FROM TWO OF THE THREE AREAS LISTED BELOW:

Biomedical Equipment Technology	8
Consumer/Computer Servicing	
Industrial Electronics	

Total: 42**Electronics Technology Certificate (1 year)**

The one-year Electronics Technology Certificate can lead to positions such as:

Entry-level Electronics Technician
Electronic Assembler Technician
Electronics Supply Salesperson
Test Technician Trainee

REQUIRED COURSES:

El 2	Introduction to Electronics	3
El 4A*/B*	Fundamentals of Electronics I with lab	4
El 10*	Mathematics of Electronics I	3
El 20A*/B*	Electronic Circuits I with lab	4
El 54	Computer Logic	4
El 64*	Technical Computer Applications	4

Total: 22**Industrial Electronics Certificate (2 year)**

The Industrial Electronics Certificate can lead to positions such as:

Process Control Technician	Motor Control Technician
PLC Technician	Network Control Technician
Robotics Technician	

REQUIRED COURSES:

El 2	Introduction to Electronics	3
El 4A*/B*	Fundamentals of Electronics I with lab	4
El 10*	Mathematics for Electronics	3
El 20A*/B*	Electronic Circuits I with lab	4
El 22A/B	Electronic Circuits II with lab	4
El 54	Computer Logic	4
El 56*/57*	Computer Circuits and Laboratory	4
EL 58*	Introduction to Microprocessor	4
El 64*	Technical Computer Applications	4

Total: 34

PLUS A MINIMUM OF 8 UNITS FROM THE FOLLOWING LIST:

El 6A*/B*	Fundamentals of electronics II	(4)
El 24A*/B*	Electronic Circuits III with lab	(4)
El 240*	Industrial Electronics I	(4)
El 931-941	Cooperative Education Internship	(3-4)

Total: 42**ENGINEERING****TRANSFER MAJOR PREPARATION****UCLA**

Majors in Aerospace, Chemical, Civil, Electrical, Materials, Mechanical Engineering, Computer Science & Engineering (hardware and software), and Computer Science (software).

Minimum Preparation must be completed before transfer for all above majors (with exceptions noted):

Mathematics 265*, 266*, 267*, 270*, 275*

Physics 37*, 38*, 39*

English 101* (English 102* also required if high school was in non-English speaking country.)

Computer Science 813* or 839*

Chemistry 101* and 102* (only Chemistry 101 needed for Computer Science & Engineering and Computer Engineering option of Electrical Engineering; no Chemistry for Computer Science, but Chemistry 101 counts as Life Science on G.E.; see G.E. below).

Other Major Requirements (Not Part of Minimum Preparation):

General Engineering 151* required for all except Chemical, Computer Science, Computer Science & Engineering, and Electrical Engineering.

Chemical Engineering majors are required to take Chemistry 210* or 211*.

Computer Science, Computer Science & Engineering, and Electrical Engineering majors are required to take Computer Science 839* and 840*.

General Education Requirements (Not Part of Minimum Preparation):

Computer Science majors: Six total courses in Humanities and Social Sciences, with at least two courses in each area (two Humanities and two Social Sciences), and two courses in Life Sciences (lab not required). Use IGETC general education course list for course selection.

All other Engineering majors: any 4 course from Humanities and Social Sciences, one Life Science (lab not required). Use IGETC general education course list for course selection.

CSUN

(Includes majors in Civil, Electrical, General, Manufacturing Systems, and Mechanical Engineering)

Grades of "C" or better required in all below:

Chemistry 101*

Computer Science 839*

English 101* (prerequisite to all upper division Engineering courses)

General Engineering 151*, 243*

Mathematics 265*, 266*, 267*, 275*

Physics 37*, 38*

Computer Engineering

Grades of "C" or better required in all below:

Computer Science 802; 816*; 832*; 836*

English 101* (prerequisite to all upper division major courses)

Mathematics 265*, 266*, 267*, 275*

Physics 37* & 38*

Select 8-10 units from the following:

Biology 6, 7

Chemistry 101*, 102*

Physics 39*

Mathematics 270*

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

PLAN A

Core:

GE 101	Introduction to Science, Engineering, and Technology	2
GE 111##	Introduction to Engineering Drafting	3
Math 265##*	Calculus with Analytic Geometry I	5
GET 166	Shop Practice	2

Total: 12

IN ADDITION, THE FOLLOWING COURSES MUST BE TAKEN:

GE 112##*	Engineering Descriptive Geometry	3
GE 151##*	Materials of Engineering	3
GE 243##*	Statics and Strength of Materials	4

Total: 22

##In addition to these classes the student needs to complete the required Mathematics, Physics, and Chemistry for the school to which he or she is transferring.

PLAN B

COMPUTER AIDED DESIGN TECHNOLOGY (AS)

Core:

GE 101	Intro. to Science, Engineering & Technology	2
GE 111 or GE 912	Intro. to Engineering Drafting or Elementary Engineering Drafting	3
GET 166	Shop Practice	2
Math 115 or any 5 unit mathematics course		5

Total: 12

IN ADDITION TO THE CORE COMPLETE ONE OF THE FOLLOWING OPTIONS:

Mechanical Drafting/Design Option

Math 240*	Trigonometry	(3)
	OR	
GE 111	Intro. to Engineering Drafting - If not taken in core	(3)
GE 112*	Engineering Descriptive Geometry	3
Math 115	Elementary Algebra	5
GET 211*	Elementary Engineering Graphics	3
GET 212*	Applied Engineering Computer Graphics	3
GET 213*	Intro to Autocad	3
GET 214*	Advanced Autocad	3
T & M 27	Basic Machine Shop Theory & Practice	4

Total: 39

ENGINEERING TECHNOLOGY (AS)

Core:

GE 101	Intro. to Science, Engineering & Technology	2
GET 166	Shop Practice	2
GE 912	Elementary Engineering Drafting	3
T & M 27	Basic Machine Shop Theory & Practice	4
Math 115	Elementary Algebra	5

Total: 16

IN ADDITION COMPLETE ONE OF THE FOLLOWING OPTIONS:

Industrial/Manufacturing Option

Math 240*	Trigonometry	3
Draft 17	Blueprint Reading II	2
GET 211*	Elementary Engineering Graphics	3
NC 21	Advanced Manual CNC Lathe Programming and Intro to CAM	3
T & M 30	Machine Shop Practice I	3
Chem 60*	Introduction to General Chemistry	(5)
	OR	
Chem 68*	Preparation for General Chemistry	(5)
CSIT 830	Microcomputer Application Software	3

Total: 22-25

Total of Core plus Option: 38-41

Mechanical Engineering Option

Math 240*	Trigonometry	3
GE 111	Intro. to Engineering Drafting - If not taken in core	(3)
Draft 17	Blueprint Reading II	2
NC 21	Advanced Manual CNC Lathe Programming and Intro to CAM	3
GE 112*	Engineering Descriptive Geometry	3
GET 211*	Elementary Engineering Graphics	3
CSIT 830	Microcomputer Application Software	3
GET 212*	Applied Engineering Computer Graphics I	3

Total: 20-23

Total of Core plus Option: 36-39

MANUFACTURING TECHNOLOGY (AS)

Core:

GE 101	Intro. to Science, Engineering & Technology	2
GE 111 or GE 912	Intro. to Engineering Drafting or Elementary Engineering Drafting	3
GET 166	Shop Practice	2
T & M 27	Basic Machine Shop Theory & Practice	4
Math 115 or any 5 unit mathematics course		5

Total: 16

IN ADDITION COMPLETE ONE OF THE FOLLOWING OPTIONS:

Metal Machining Option

Draft 17	Blueprint Reading II	2
NC 21	Advanced Manual CNC Lathe Programming & Intro to CAM	3
T & M 30	Machine Shop Practice I	3
T & M 31	Machine Shop Practice II	3
NC 22	Advanced Manual CNC Mill & Micro-Computer Assisted Programming	3
NC 23	Computer Aided Manufacturing Programming of CNC Equipment	3

Total: 17

Total of Core plus Option: 33

Numerical Control Option

NC 21	Advanced Manual CNC Lathe Programming & Intro to CAM	3
Draft 17	Blueprint Reading II	2
GE 151	Materials of Engineering	3
NC 22	Advanced Manual CNC Mill & Micro-Computer Assisted Programming	3
NC 25	Numerical Control Computer Programming	3
T & M 30	Machine Shop Practice I	3
T & M 40	Industrial Tool Design	4

Total: 21

Total of Core plus Option: 37

OCCUPATIONAL CERTIFICATE REQUIREMENTS

Engineering

The Engineering Program offers Occupational Certificates in the following programs:

- Architecture
- Mechanical Drafting/Design
- Computer Graphics/Design
- Metal Machining
- Industrial Technology/Manufacturing
- Numerical Control
- Mechanical Engineering Technology

NOTE: Engineering course numbers have changed. See Course Description section.

Cross-referenced course. * This course has a prerequisite or a corequisite.

*Engineering, Continued***Architecture Certificate**

REQUIRED COURSES:

GE 101	Introduction to Science, Engineering and Technology	2
GE 912	Elementary Engineering Drafting	3
Math 115	Elementary Algebra (or higher level math course)	3-5
Arch 5	Architectural Drawing I	3
Arch 12	Architectural Rendering	2
GE 112*	Engineering Descriptive Geometry	3
GET 211*	Elementary Engineering Graphics	3
Arch 6	Architectural Drawing II	3
Arch 7	Architectural Drawing III	3
Arch 36	Introduction to C.A.A.D.	3

Total: 28-30**Computer Graphics/Design Certificate**

The Engineering Computer Graphics/Design Technology Certificate contains a body of courses designed to train students in computer graphics applications, as used in industry. This training program is continually readjusted to keep current with the newest techniques of applying computers to aid in engineering design and manufacturing. Primarily this certificate prepares the student for operating CAD software in computer applications as related to engineering and manufacturing.

REQUIRED COURSES:

GE 101	Introduction to Science, Engineering and Technology	2
GE 111	Introduction to Engineering Drafting	3
Math 115	Elementary Algebra	5
GE 112*	Engineering Descriptive Geometry	3
GET 166	Shop Practice	2
GET 211*	Elementary Engineering Graphics	3
GET 212*	Applied Engineering Computer Graphics	3
GET 213*	Introduction to Autocad	3
GET 214*	Advanced Autocad	3
Math 240*	Trigonometry	3

Total: 30**Industrial Technology/Manufacturing Certificate**

The Industrial Technology/Manufacturing Certificate can lead to positions such as:

Drafter	Manufacturing Controlle
Drill Press Operator	Operations Researcher
Engineering Liaison	Parts Inspector
Quality Controller	Lathe Operator
Grinder	

REQUIRED COURSES:

GE 101	Introduction to Science, Engineering and Technology	2
GE 111	Introduction to Engineering Drafting	3
Draft 17	Blueprint Reading II	2
EL 4 A/B*	Fundamentals of Electronics I	4
GE 112	Engineering Descriptive Geometry	3
CSIT 830	Microcomputer Application Software	3
T & M 27	Basic Machine Shop Theory and Practice	4
T & M 30	Machine Shop Practice I	3
GET 211*	Elementary Engineering Graphics	3
NC 21	Adv. Manual CNC Lathe Programming and Intro to CAM	3

Total: 30**Mechanical Drafting/Design Certificate**

The Mechanical Drafting/Design Certificate can lead to positions such as:

Drafter Tracer	Detailer Engineering Aide
Computer Aided Drafting	Drafter

REQUIRED COURSES:

GE 101	Introduction to Science, Engineering and Technology	2
GE 912	Elementary Engineering Drafting	3
	OR	(3)
GE 111	Introduction to Engineering Drafting	3
Draft 17	Blueprint Reading II	2
GET 166	Shop Practice	2
GE 112*	Engineering Descriptive Geometry	3
Math 115*	Elementary Algebra	5
T & M 27	Basic Machine Shop Theory and Practice	4
GET 211*	Elementary Engineering Graphics	3
GET 212	Applied Engineering Computer Graphics I	3

Total: 27**Mechanical Engineering Technology Certificate**

The Mechanical Engineering Technology Certificate can lead to positions such as:

Research Aide	Maintenance Aide
Production Aide	Salesperson
Design Aide	Detail Drafter
Construction Aide	Engineering Technician

REQUIRED COURSES:

+GE 101	Introduction to Science, Engineering and Technology	2
GE 111	Introduction to Engineering Drafting	3
Draft 17	Blueprint Reading II	2
Math 115	Elementary Algebra	5
GET 166	Shop Practice	2
GE 112*	Engineering Descriptive Geometry	3
GET 211*	Elementary Engineering Graphics	3
T & M 27	Basic Machine Shop Theory and Practice	4
GET 212	Applied Engineering Computer Graphics I	3
Math 240*	Trigonometry	3
T & M 30	Machine Shop Practice I	3

Total: 32

+ Cooperative Education may be substituted for this course.

Metal Machining Certificate

The Metal Machining Certificate can lead to positions such as:

Mill Operator	Lathe Operator
Numerical Control Machinist	Numerical Control Operator

REQUIRED COURSES:

GE 101	Introduction to Science, Engineering, and Technology	2
Draft 16	Blueprint Reading I (Mech.)	2
T & M 27	Basic Machine Shop Theory and Practice	4
Math 105	Arithmetic for College Students	3
T & M 30	Machine Shop Practice I	3
Num Con 21	Adv. Manual CNC Lathe Programming & Introduction to CAM	3
Num Con 22	Adv. Manual CNC Mill & Microcomputer Assisted Programming	3
T & M 31	Machine Shop Practice II	3
Draft 17	Blueprint Reading II (Mech)	2

Total: 25**Numerical Control Certificate**

The Numerical Control Certificate can lead to positions such as:

Numerical Control Programmer
Numerical Control Machinist
Numerical Control Machine Operator

REQUIRED COURSES:

GE 101	Introduction to Science, Engineering and Technology	2
Draft 16	Blueprint Reading I (Mech.)	2
T & M 27	Basic Machine Shop Theory and Practice	4
Num Con 23	Computer Aided Manufacturing Programming of CNC Equipment	3
T & M 30	Machine Shop Practice I	3
Num Con 21	Advanced Manual CNC Lathe Programming & Introduction to CAM	3
Math 115	Elementary Algebra	5
CSIT 830	Microcomputer Application Software	3
Draft 17	Blueprint Reading II (Mech.)	2
Num Con 22	Adv. Manual CNC Mill & Microcomputer Assisted Programming	3
		Total: 31

+ Cooperative Education may be substituted for this course.

ENGLISH

TRANSFER MAJOR PREPARATION

UCLA

English 101*, 102*, 205*, 206*
 One Foreign Language through 5th semester or a combination of course 3 in a foreign language and 2 additional courses in Foreign Language or Foreign Literature in Translation. The latter are English 203*, 204*, 250*, 252*, 253*; Humanities 1, 30; Jewish Studies 3, 5, 17; Spanish 12. Foreign language requirement courses may be taken CR/NC. (Students who have satisfied IGETC foreign language requirement with high school level work may meet department's requirement by taking 5 Foreign Literature in Translation courses if they so wish.)

CSUN

Literature or Honors or Credential Option:
 English 205*, 206*
 English 207* or 208*

Creative Writing Option:
 English 127*
 English 205* or 206* or 207* or 208*

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

Complete Parts I, II, and III:

Part I

Engl 101*	College Reading and Composition I	3
Engl 102*	College Reading and Composition II	(3)
OR		
Engl 103	Critical Thinking and Composition	(3)

Part II

Two courses chosen from one of the following sequences:		
Engl 205*, 206*	English Literature I, II	} (6)
OR		
Engl 211*, 212*, 213*	Fiction, Poetry, Dramatic Literature	} (6)

Part III

Two courses chosen from the following:		(6)
English 203*, 204*, 207*, 208*, 214*, 215*, 216*		}
English 205*, 206* (if not used in Part II)		
English 211*, 212*, 213* (if not used in Part II)		

Total: 18

PLAN B

There is no Plan B option in this major.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

ETHNIC STUDIES

TRANSFER MAJOR PREPARATION

UCLA (AFRO-AMERICAN STUDIES, ASIAN-AMERICAN STUDIES, CHICANA/CHICANO STUDIES)

Afro-American Studies: one course in Introduction to Civilizations of Africa and additional introductory course in one of nine areas of concentration (anthropology, psychology, etc.)

Asian-American Studies: no specific preparation courses.

Chicana/Chicano Studies: one course in Introduction to Chicano Life and Culture, one course in Chicanos in American Society, and the equivalent of five quarter terms of Spanish.

CSUN (ASIAN-AMERICAN STUDIES, CHICANA/CHICANO STUDIES, PAN-AFRICAN STUDIES)

Asian-American Studies: take all lower division courses at CSUN after transfer.

Chicana/Chicano Studies:

- Chicano Studies 2
- Chicano Studies 42 or Spanish 12

Pan-African Studies:

Core:

- African-American Studies 4 or 5
- Sociology 11

African American Arts and Literature option add:

- African-American Studies 20 or English 234
- African and African American Cultural Studies option, African Concentration add:*
- History 27

African and African American Cultural Studies option, African American Concentration add:

- African-American Studies 4 or 5, whichever not taken for core.

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

Afri-Amer St 4	The African-American in the History of the United States I	3
Afri-Amer St 5	The African-American in the History of the United States II	3
Chic St 7	The Mexican-American in the History of the United States I	3
Chic St 8	The Mexican-American in the History of the United States II	3
Jewish St 25	The History of the Jewish People	3
Jewish St 1	The Jew in America	3
		Total: 18

PLUS 6-9 UNITS FROM THE FOLLOWING:

Afri-Amer St 2	The African-American in Contemporary Urban Society	(3)
Afri-Amer St 20	African-American Literature I	(3)
Soc 2	American Social Problems	(3)
Soc 11	Ethnic and Racial Minorities in the United States	(3)
Hist 9	History of American Minorities	(3)
Hist 20	History of California and the Pacific Coast	(3)
Jewish St 2	The Jewish Religious Heritage	(3)
Jewish St 9	Hebrew Civilization I	(3)
Jewish St 10	Hebrew Civilization II	(3)
Jewish St 27	Holocaust: A Prototype of Genocide	(3)
Chic St 2	The Mexican-American in Contemporary Society	(3)
Chic St 44	Mexican Civilization	(3)
		Total: 24-27

PLAN B

There is no Plan B option in this major.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

Cross-referenced course. * This course has a prerequisite or a corequisite.

FIRE TECHNOLOGY

TRANSFER MAJOR PREPARATION

UCLA

This particular major is not offered at UCLA.

CSUN

This particular major is not offered at CSUN.

CSULA

(FIRE PROTECTION ADMINISTRATION AND TECHNOLOGY)

A minimum of 15 semester units of community college courses is required, as follows:

Building Construction for Fire Protection
Fire Company Organization and Management
Fire Behavior and Control
Fire Protection Equipment and Systems
Fundamentals of Fire Prevention

A maximum of 6 semester units may be used as lower division electives selected from:

Fire Apparatus and Equipment
Fire Hydraulics
Fire Investigation
Fire Service Communications Systems
Fire Service Records and Reports
Hazardous Materials I and II
Related Codes and Ordinances
Rescue Practices
Wildland Fire Control

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

PLAN A

Core:

Fire Tech 201	Fire Protection Organization	3
Fire Tech 202	Fire Prevention Technology	3
Fire Tech 203	Fire Protection Equipment and Systems	3
Fire Tech 204	Building Construction for Fire Protection	3
Fire Tech 205	Fire Behavior and Combustion	3

Total: 15

PLUS 6 UNITS FROM THE FOLLOWING:

Fire Tech 27	Wildland Firefighter	(4)
Fire Tech 28	Wildland Engine Firefighter	(4)
Fire Tech 30	Fire Marshal Certification-Instructor 1A	(2)
Fire Tech 31	Fire Marshal Certification-Instructor 1B	(2)
Fire Tech 40	Fire Marshal Certification-Fire Prevention 1A	(2)
Fire Tech 41	Fire Marshal Certification-Fire Prevention 1B	(2)
Fire Tech 42	Fire Marshal Certification-Fire Prevention 1C	(2)
Fire Tech 48	Fire Marshal Certification-Public Education 1	(2)
Fire Tech 50	Fire Marshal Certification-Management 1	(2)
Fire Tech 60	Fire Marshal Certification-Command 1A	(2)
Fire Tech 61	Fire Marshal Certification-Command 1B	(2)
Fire Tech 70	Fire Marshal Certification-Fire Investigation 1A	(2)
Fire Tech 71	Fire Marshal Certification-Fire Investigation 1B	(2)
Fire Tech 80	USAR-Trench Rescue	(1.5)
Fire Tech 81	Rescue Systems 1	(2)
Fire Tech 82	Low/High Angle Rescue	(2)
Fire Tech 83	Confined Space Rescue	(2)
Fire Tech 91	I-100 Incident Command System	(0.5)
Fire Tech 93	I-300 Incident Command System	(1)
Fire Tech 94	I-400 Advanced Incident Command	(1)
Fire Tech 95A	Fire Marshal Accredited Firefighter 1 Academy-Mod A	(7)
Fire Tech 95B	Fire Marshal Accredited Firefighter 1 Academy-Mod B	(7)
Fire Tech 96	Emergency Medical Technician 1	(4)
Fire Tech 97	Emergency Medical Technician 1-Refresher	(4)
Fire Tech 98	Fire Dept. Physical Ability Testing	(.1)
Fire Tech 206	Hazardous Materials	(3)
Fire Tech 207	Wildland Fire Control	(3)
Fire Tech 208	Fire Hydraulics	(3)

Fire Tech 209	Fire Fighting Tactics and Strategy	(3)
Fire Tech 210	Fire Company Organization and Procedures	(3)
Fire Tech 213	Fire Investigation	(3)
Fire Tech 214	Rescue Practices	(3)
Fire Tech 217	Fire Apparatus	(3)

Total: 21

PLAN B

There is no Plan B option in this major.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

The Fire Technology Certificate can lead to positions such as:

Fire Fighters	Forest Fire Fighters
Fire Inspectors	Arson Investigators

REQUIRED COURSES:

Fire Tech 17	Fire Apparatus	3
Fire Tech 201	Fire Protection Organization	3
Fire Tech 202	Fire Prevention Technology	3
Fire Tech 206*	Hazardous Materials I	3
Fire Tech 208	Fire Hydraulics	3
Fire Tech 209	Fire Fighting Tactics and Strategy I	3
Fire Tech 210	Fire Company Organization and Procedure	3
Fire Tech 213	Fire Investigation	3
Fire Tech 214	Rescue Practices I	3
Fire Tech 17	Fire Apparatus	3
Fire Tech 201	Fire Protection Organization	3
Fire Tech 202	Fire Prevention Technology	3
Fire Tech 206*	Hazardous Materials I	3
Fire Tech 208	Fire Hydraulics	3
Fire Tech 209	Fire Fighting Tactics and Strategy I	3
Fire Tech 210	Fire Company Organization and Procedure	3
Fire Tech 213	Fire Investigation	3
Fire Tech 214	Rescue Practices I	3

Total: 27

FOREIGN LANGUAGE

TRANSFER MAJOR PREPARATION

UCLA

UCLA does not offer a general Foreign Language major, however, individual majors are available in French, German, Italian, and Spanish.

CSUN

CSUN does not offer a general Foreign Language major, however, individual majors are available in French, German, and Spanish.

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

This major is an alternative to the individual language majors of French, German, Italian, and Spanish where the student must take three classes for credit from courses 1 through 6 in any one language. Students whose prior language skills preclude taking three classes in any one language may meet the Foreign Language AA major requirements by completing the following:

Semester 4 or higher in a primary language	5
Two classes in a sequence in a secondary language	10
Linguistics 1	3

Total: 18

FRENCH

TRANSFER MAJOR PREPARATION

UCLA

Two years of French or French 4*. Additional preparation includes related courses in French civilization, culture, history, linguistics, literature, and closely related languages.

CSUN

French 4*
English 203* or 204*

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

(See also Foreign Language)

THREE COURSES CHOSEN FROM THE FOLLOWING: 15-16

French 21 & 22* or 1, 2*, 3*, 4*, 5*, 6*, Elementary, Intermediate, Advanced French, AND	}	(3-4)
French 10 French Civilization		
OR		
French 8* (2 semesters) Conversational French		
OR		
Linguistics 1 Introduction to Language & Linguistics		

Total: 18 or 20

PLAN B

There is no Plan B option in this major.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

GEOGRAPHY

TRANSFER MAJOR PREPARATION

UCLA

One course in Physical Geography, one course in Biogeography, one course in Cultural Geography, one course in Economic Geography, and one course in Geographical Statistics or Introductory Statistics. In addition, five quarter courses in any combination of foreign languages and/or mathematics. [No more than two languages may be counted; mathematics courses must be Finite Mathematics and/or Calculus.]

CSUN

Geography 1 or 3 or Meteorology 3
Geography 2

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

Core:

Geog 1	Physical Geography	3
Geog 2	Cultural Elements of Geography	3
Geog 3 or Meteor 3	Introduction to Weather and Climate	3
Geog 15*	Physical Geography Laboratory	2

Total: 11

IN ADDITION, THREE COURSES CHOSEN FROM THE FOLLOWING: 9

Geol 1	Physical Geology	(3)
Ocean 1	Introduction to Oceanography	(3)
Stat 1* or Math 225*	Elementary Statistics I for the Social Sciences or Introductory Statistics	

Total: 20

PLAN B

There is no Plan B option in this major.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

GEOLOGY

TRANSFER MAJOR PREPARATION

UCLA

Introductory course in Earth Science, one introductory course in Biology with Lab, two courses in General Chemistry with lab for the major; one year of Calculus, and one year of Calculus-based Physics with Lab.

Recommended: one introductory course in computer programming.

CSUN

Geology Option:

Geology Option:

- Geology 1, 2*, 6*, 7*
- Chemistry 101*, 102*
- Computer Science 801 or 830
- Physics 6*, 7*; or 37*, 38*
- Mathematics 265*

Ten units maximum from the following:

- Chemistry 210*; or 211* & 212*
- Computer Science 807
- Computer Science 808* or 813* or 815* or 839*
- Mathematics 225*, 266*, 267*, 270*, 275*
- Physics 39*

Geophysics Option:

- Geology 1, 6*
- Chemistry 101*, 102*
- Mathematics 265*, 266*, 267* 275*
- Physics 37*, 38*, 39*
- Computer Science 807 or 802

One course from the following:

- Computer Science 808*, 813*, 815*, 839*

Environmental Geology Option:

- Geology 1, 2*, 6*, 7*
- Chemistry 101*, 102*; 210, or 211* & 212*
- Computer Science 801 or 830
- Mathematics 265*
- Physics 6*, 7*; or 37*, 38*

Secondary Teaching Option:

- Astronomy 1 with 5*
- Biology 6, 7
- Chemistry 101*, 102*
- Geology 1, 2*, 6*, 7*
- Mathematics 265*
- Physics 6*, 7*; or 37*, 38*

Eight units maximum from the following:

- Chemistry 210*; or 211* & 212*
- Mathematics 225*, 265*, 267*, 270*, 275*
- Physics 39*

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

PLAN A

There is no Plan A option in this major.

PLAN B

Complete Parts I and II

Part I

Geol 1	Physical Geology	3
Geol 6*	Physical Geology Laboratory	2
Chem 101*	General Chemistry I	5
Chem 102*	General Chemistry II	5

Choose one of the following Physics sequences:

Physics 37*, 38*, 39* Physics for Engineers & Scientists I, II, III	}	(8-15)
OR		

Physics 6*, 7* General Physics I, II

Total: 23-30

Cross-referenced course. * This course has a prerequisite or a corequisite.

*Geology, Continued***Part II**

Select from the following courses to complete at least 36 total units.

A lab course cannot apply unless lecture course is also taken.

Geol 2*	Earth History	(3)
Geol 7*	Earth History Laboratory	(2)
Stat 1*	Elementary Statistics I for the Social Sciences	(3)
	OR	
Math 225*	Introductory Statistics	(5)
Math 265*	Calculus with Analytic Geometry I	
Biology 7	General Biology II	(5)
Ocean 1	Introduction to Oceanography	(3)
Ocean 10*	Physical Oceanography Laboratory	(2)
Geog 31	Introduction to GIS	(3)
Geog 32*	GIS Applications	(3)

Total: 36

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

GERMAN**TRANSFER MAJOR PREPARATION****UCLA**

Two years of German or German 4*. Additional preparation includes: related courses in German civilization, culture, history, linguistics, literature and close related languages.

CSUN

German 3*, 4*, 5*
English 203*, 204

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)**PLAN A**

(See also Foreign Language)

THREE COURSES CHOSEN FROM THE FOLLOWING:		15
German 1, 2*, 3*, 4*, 5*	Elementary, Intermediate, Advanced German AND	(3-4)
German 10	German Civilization	
	OR	(3-4)
German 8* (2 semesters)	Conversational German	
	OR	(3-4)
Linguistics 1	Introduction to Language and Linguistics	

Total: 18-19

PLAN B

There is no Plan B option in this major.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

HEALTH SCIENCE**TRANSFER MAJOR PREPARATION****UCLA**

Please refer to UCLA Nursing major on page 58.

CSUN

Also please refer to CSUN Nursing major on page 58.

Health Administration Option:

Accounting 1 (or 21 & 22), 2*

Biology 3

Mathematics 238*

Physiology 1*

Psychology 1

Sociology 1

Health Education Option:

Anatomy 1*

Biology 3

Chemistry 51

Mathematics 225*

Physiology 1*

Psychology 1

Sociology 1

Single Subject Credential candidates must also take Health 11, 12.

Physical Therapy:

B.S. degree no longer offered; Master's in Physical Therapy only available. If interested in the MPT program must apply for another baccalaureate program within the Health Sciences department or other degree program within the University. Consult catalog or see a counselor for further information.

Radiologic Technology Option:

Anatomy 1* with Physiology 1*; or Physiology 8* with 9*

Biology 3

Chemistry 51

Mathematics 240*, 245*

Physics 6*, 7*

Psychology 1

Sociology 1

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)**PLAN A**

There is no Plan A option in this major.

PLAN B

Please refer to page 58 for Nursing major and page 61 for Respiratory Therapy major.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

The Health Science Department offers the following Occupational Certificate programs:

Registered Nursing (see page 58-59)

Respiratory Therapist (see page 61-62)

HISTORY

TRANSFER MAJOR PREPARATION

UCLA

History 1 or 2
 Two courses from History 3-9, 11-14, 21, 27, 29, 38, 43, 44, 46, 47-49, 52; African American Studies 4, 5; Chicano Studies 7, 8; Philosophy 33.
NOTE: Only one course may be taken from History 11, 43, 44; Chicano Studies 7, 8. Only one course may be taken from History 12, 13. A maximum of two courses may be taken from History 7, 47, 48; Philosophy 33.

CSUN

History 1, 2
 History 11, 12
 History 27; or 5 & 6

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

Hist 1	Introduction to Western Civilization I	3
Hist 2	Introduction to Western Civilization II	3
TWO SEQUENTIAL COURSES CHOSEN FROM THE FOLLOWING:		6
Hist 5 & 6	History of the Americas I & II	
Hist 11 & 12	Political and Social History of the U.S. I & II	
TWO COURSES CHOSEN FROM THE FOLLOWING:		6
History 3, 4, 7, 8, 13 (not in combination with 11 & 12, 14), 14 (not in combination with 11 & 12, 13), 19 (not in combination with 11 & 12, 13), 20, 29, 38, 52, 76, 88		
Humanities 6, 8		

Total: 18

PLAN B

There is no Plan B option in this major.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

HUMANITIES

TRANSFER MAJOR PREPARATION

UCLA

This particular major is not offered at UCLA, however, there are several related majors available. Consult the UCLA catalog for options.

CSUN

English 101 (prerequisite to all Humanities courses at CSUN)
 Humanities 30
 Music 111
Recommended: Foreign Language courses 1 and 2

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

Core:

Humanities 1	Cultural Patterns of Western Civilization	3
Humanities 30	The Beginnings of Civilization	3
Humanities 31	People in Contemporary Society	

PLUS ONE COURSE CHOSEN FROM EACH OF THE THREE CATEGORIES LISTED BELOW:

9

The Arts

African-American Studies 20	}	(3)
Humanities 3, 7, 61		
Music 111, 121, 122		
Art 101, 102, 103, 105, 109		
English 203*, 204*, 205*, 206*, 207*, 208*, 213*, 214*, 215*, 216*		
Theater 100, 110, 125		
Jewish Studies 3, 5, 17		

Additional Civilization Courses

Humanities 2, 6, 8, 40, 60, 88	}	(3)
History 1, 2, 3, 4, 19, 21, 29, 38, 46		
Chicano Studies 44		
Jewish Studies 9, 10, 25		
Spanish 9, 10, 16		
Italian 10		
French 10		
German 10		

Religious and Philosophical Ideas

History 7, 47, 48, 49	}	(3)
Philosophy 1, 12, 14, 20, 30, 35		
Anthropology 121		
Jewish Studies 2		

Total: 18

PLAN B

There is no Plan B option in this major.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

ITALIAN

TRANSFER MAJOR PREPARATION

UCLA

Two years of Italian or Italian 4*. Additional preparation includes: related courses in Italian civilization, culture, history, linguistics and closely related languages.

CSUN

Offered as a Minor only.
 Suggested coursework: Italian 1-3

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

(See also Foreign Language)

THREE COURSES CHOSEN FROM THE FOLLOWING:		15
Italian 1, 2*, 3*, 4*, 5* Elementary, Intermediate, Advanced Italian	}	(3-4)
AND		
Italian 10 Italian Civilization		
OR		
Italian 8* (2 semesters) Conversational Italian		
OR		
Linguistics 1 Introduction to Language and Linguistics		

Total: 18-19

PLAN B

There is no Plan B option in this major.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

Cross-referenced course. * This course has a prerequisite or a corequisite.

JEWISH STUDIES

TRANSFER MAJOR PREPARATION

UCLA

One year of elementary Hebrew and two courses in survey of Jewish History as available.

CSUN

This particular major is not offered at CSUN.

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

Jewish St 2	The Jewish Religious Heritage	3
Jewish St 4	Israel: Theory and Practice of Zionism	3
Jewish St 11	Elementary Hebrew I	5
Jewish St 25	The History of the Jewish People	3
Jewish St 27	Holocaust: A Prototype of Genocide	3

Total: 17

PLUS 3 UNITS FROM THE FOLLOWING:

Jewish St 1	The Jew in America	(3)
Jewish St 3	Contemporary Hebrew Literature in Translation	(3)
Jewish St 5	Yiddish Literature in English Translation	(3)
Jewish St 6	American-Jewish Literature	(3)
Jewish St 7	Elementary Yiddish I	(3)
Jewish St 8	Elementary Yiddish II	(3)
Jewish St 9	Hebrew Civilization I	(3)
Jewish St 10	Hebrew Civilization II	(3)
Jewish St 12	Elementary Hebrew II	(5)
Jewish St 13	Intermediate Hebrew I	(5)
Jewish St 14	Intermediate Hebrew II	(5)
Jewish St 17	The Talmud: Mishnah as Literature	(3)
Jewish St 26	Survey of Jewish Thought and Culture	(3)

Total: 20

PLAN B

There is no Plan B option in this major.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

JOURNALISM

TRANSFER MAJOR PREPARATION

UCLA

This particular major is not offered at UCLA.

CSUN

Broadcasting 1 or Journalism 105

Journalism 101

No more than 3 additional units of Journalism count towards BA required units.

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

Core:

Jrnal 101	Collecting and Writing News	3
Jrnal 105	Mass Communications	3
Jrnal 106	Mechanics of Expression	3

Total: 9

PLUS COMPLETE ONE OF THE FOLLOWING OPTIONS:

Newspaper Journalism Option

Jrnal 202*	Advanced Newswriting	3
Jrnal 218*	Practical Editing	3
Art 619	Advertising Photo/Graphics II	4

Total: 10

Magazine Journalism Option

Jrnal 108	Article Writing	3
Jrnal 220*	Magazine Editing	3
Art 619	Advertising Photo/Graphics II	4

Total: 10

Photojournalism Option

Photo 10	Beginning Photography	3
Photo 20*	Beginning Photojournalism	(4)
Photo 21*	News Photography	(4)
Photo 11	Advanced Photography	(4)
	OR	
Photo 23*	Magazine Photography	(4)

Total: 15

Total of Core plus Option: 19 or 24

PLAN B

There is no Plan B option in this major.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

The Journalism Department offers Occupational Certificates in the following programs:

Newspaper	Magazine
Photo	

NEWSPAPER CERTIFICATE

The Newspaper-Journalism Certificate leads to positions such as:

Broadcast Writer	Public Relations Writer
Copy Editor	Reporter
Proof Reader	Sports Writer
Publicist	Technical Writer
Writer for Online Publications	

REQUIRED COURSES:

Jrnal 101	Collecting and Writing News	3
Jrnal 106	Mechanics of Expression	3
Jrnal 202*	Advanced Newswriting	3
Jrnal 218*	Practical Editing (Valley Star)	3
Jrnal 105	Mass Communications	3

Total: 15

PLUS 6 UNITS FROM THE FOLLOWING COURSES:

Total: 21

Jrnal 108	Article Writing	3
Jrnal 220*	Magazine Editing	3
Jrnal 243	Public Relations Techniques	3
Photo 10	Beginning Photography	3
Bdcast 1	Fundamentals of Radio and TV	3
Jrnal 185-385	Directed Study-Journalism	(1-3)
Jrnal 911-941	Work Experience in Major	(1-4)

Magazine Certificate

The Magazine-Journalism Certificate leads to positions such as:

Article Writer	Magazine Editor
Speech Writer	In-house Publications Editor
Proof Reader	
Writer for Online Publications	

REQUIRED COURSES:

Jrnal 105	Mass Communications	3
Jrnal 106	Mechanics of Expression	3
Jrnal 108	Article Writing	3
Jrnal 220*	Magazine Editing	3
Photo 10	Beginning Photography	3

Total: 15

PLUS 9 UNITS FROM THE FOLLOWING COURSES:		9
		Total: 24
Jmal 101	Collecting and Writing News	(3)
Jmal 105	Mass Communications	(3)
Jmal 202*	Advanced Newswriting	(3)
Jmal 243	Public Relations Techniques	(3)
Jmal 185-385	Directed Study-Journalism	(1-3)
Jmal 911-941	Work Experience in Major	(1-4)

Photojournalism Certificate

The Photo-Journalism Certificate leads to positions such as:

Freelance Photographer	Newspaper Photographer
Magazine Photographer	Photo Prepress Technician

REQUIRED COURSES:		
Jmal 101	Collecting and Writing News	3
Jmal 218*	Practical Editing	3
Jmal 220*	Magazine Editing	3
Photo 10	Beginning Photography	3
Photo 11*	Advanced Photography	4
Photo 20*	Beginning Photojournalism	4
Photo 21*	News Photography	4
Photo 619	Advertising Photo/Graphics II	4
		Total: 20

PLUS 6 UNITS FROM THE FOLLOWING COURSES:		6
		Total: 26
Jmal 105	Mass Communications	3
Jmal 106	Mechanics of Expression	3
Jmal 108	Article Writing	3
Jmal 243	Public Relations Techniques	3
Jmal 185-385	Directed Study-Journalism	(1-3)
Jmal 911-941	Work Experience in Major	(1-4)

LIBERAL ARTS AND SCIENCES

TRANSFER MAJOR PREPARATION

UCLA (DIVERSIFIED LIBERAL ARTS PROGRAM-DLAP)

This is not a separate major, but a special certificate program that covers the subject matter requirement for the multiple subject credential for teaching in elementary schools. Consult LAVC counselor or UCLA catalog for further information.

CSUN (LIBERAL STUDIES MAJOR)

This major satisfies CSUN's general education and Title V requirements therefore, Liberal Studies majors should not follow a CSU General Education Certification or IGETC plan. MSAT waiver requires 2.7 gpa in the major and at least "C" grade in each major course. List below is for teaching credential option only. See CSUN advisor for details on the non-credential option.

NOTE: Students beginning their college education Fall 2002 or later must follow the plan below. Continuing students are encouraged to switch to this new plan if at all possible, however if you have been following the previous plan please see a counselor to avoid loss of credit for courses already taken. Courses from the previous plan (ITEP/F) will be honored if taken before Fall 2003.

Core:

- Art 103 or Music 111
- Biology 3
- Child Development 1 or Psychology 11
- Education 203
- English 101*
- Geography 2
- History 11 or African-American Studies 4
- History 86
- Linguistics 1
- Mathematics 215*
- Physical Science 1 & 14 (lab)
- Political Science 1

One course from:
 English 102*, 203*-208*, 219, 234
 Chicano Studies 42
 Spanish 12
 African-American Studies 20
These courses are highly recommended to meet this requirement, however, CSUN will accept any CSU GE Literature course.

One course from:
 English 103*
 Philosophy 6, 7, 8, 9
 Speech 105
These courses are highly recommended to meet this requirement, however, CSUN will accept any CSU GE Critical Thinking course.

One course from:
 Speech 101, 104
These courses are highly recommended to meet this requirement, however, CSUN will accept any CSU GE Oral Communication course.

One course from:
 Philosophy 1, 20, 30, 33, 35
 History 7, 47, 48
These courses are highly recommended to meet this requirement, however, CSUN will accept any CSU GE Humanities, Philosophy, or Religion course.

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

18 units (beyond those 30 required in General Education for the AA, Plan A) completed in either Option 1 or 2

Option 1:

Three 3 units chosen from each 18
 of the following areas in General Education
 listed for the AA (Plan A):
 Language and Rationality
 Humanities
 Social Sciences
 Natural Science

PLUS SIX (6) ADDITIONAL UNITS CHOSEN FROM ANY OF THE ABOVE AREAS.

Option 2:

Nine (9) units in each of two 18
 areas chosen from the following areas in General Education
 listed for the AA (Plan A):
 Language and Rationality
 Humanities
 Social Science
 Natural Science

NOTE: Students may substitute Area E on the General Education Certification (transfer to California State Universities) list for one of the above areas (Health 9, 10, 11 and Physical Education may not be used if they are used to meet General Education requirements).

Total: 18

PLAN B

This major requires completion of the California State University General Education Certification plan or completion of the Intersegmental General Education Transfer Curriculum (IGETC) with a minimum of 36 transferable units. Courses that apply to either of the above plans, as well as to the AA degree general education requirements, may be double-counted for both the Liberal Arts AA major and the AA general education requirements. If IGETC is completed with fewer than 36 transferable units, other UC or CSU transferable coursework may be counted, such as lower division major courses required by the university to which the student intends to transfer.

Total: 36-39

NOTE: Completion of this Associate Degree does not guarantee completion of transfer requirements to all CSU or UC campuses and majors. See a counselor for details on completing transfer requirements.

Cross-referenced course. * This course has a prerequisite or a corequisite.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

MATHEMATICS**TRANSFER MAJOR PREPARATION****UCLA**

For all the Mathematics majors below, both Computer Science 839 and 840 must be taken before transfer in order to apply on major.

B.S. Mathematics

Computer Science 839*, 840*
Mathematics 265*, 266*, 267*, 270*, 275*
Physics 37*
2 courses from Biology 7, Chemistry 101*, 102*, Philosophy 9,
Physics 38*, 39*

B.S. Applied Mathematics

Computer Science 839*, 840*
Mathematics 265*, 266*, 267*, 270*, 275*
Physics 37*, 38*
Physics 39* or Chemistry 101* or 102*

B.S. Mathematics of Computation

Computer Science 839*, 840*
Mathematics 265*, 266*, 267*, 270*, 275*
Physics 37*, 38*
Physics 39* or Chemistry 101* or 102*

B.S. Mathematics/Applied Science

Computer Science 839*, 840*
Mathematics 265*, 266*, 267*, 270*, 275*

ACTUARIAL PLAN, ADD:

Economics 1, 2*

OPERATIONS RESEARCH PLAN, ADD:

Economics 1, 2*

Accounting 1

MANAGEMENT/ACCOUNTING PLAN, ADD:

Accounting 1, 2*

MEDICAL AND LIFE SCIENCE PLAN, ADD:

Chemistry 101*, 102*, and either 210* or 211*
Biology 6, 7, 40
Physics 37*, 38*

B.S. Mathematics/Economics

Computer Science 839*, 840*
Economics 1, 2*
Mathematics 265*, 266*, 267*, 270*, 275*

B.S. General Mathematics

Computer Science 839*, 840*
Mathematics 265*, 266*, 267*, 270*, 275*
2 courses from Physics 37*, 38*, 39*; Chemistry 101*, 102*; or Computer Science 836*

CSUN

Mathematics 265*, 266*, 267*, 270*
Physics 37*, 38*
Philosophy 9
Computer Science 802*; or 839*

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)**PLAN A**

Math 265*	Calculus with Analytic Geometry I	5
Math 266*	Calculus with Analytic Geometry II	5
Math 267*	Calculus with Analytic Geometry III	5
PLUS ONE COURSE CHOSEN FROM THE FOLLOWING:		3
Math 260*, 270*, 275*	Precalculus, Linear Algebra, Ordinary Differential Equations	

Total: 18**PLAN B**

There is no Plan B option in this major.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

MEDIA ARTS**TRANSFER MAJOR PREPARATION****UCLA**

UCLA does not offer this particular major, however, students may wish to investigate the majors in the School of Theater, Film and Television.

CSUN

CSUN does not offer this particular major, however, students may wish to investigate the Cinema and Television Arts major.

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)**PLAN A**

There is no Plan A in this major.

PLAN B

There is no Plan B in this major.

MEDIA ARTS CERTIFICATE

The Media Arts Academy offers the following Media Arts Certificate:

REQUIRED COURSES:

Art 201	Drawing I	3
Art 501	Beginning Two Dimensional Design	3
Bdcast 1	Fundamentals of Radio/TV Broadcasting	3
Bdcast 10	Radio Programming & Production	3
	OR	
Bdcast 46	Television Production	3
Cinema 101	Beginning Film Production Workshop	
Cinema 107	Understanding Motion Pictures	3
CSIT 801	Intro. to Computers and Their Uses	3
CSIT 884	Navigating the Internet	2
Jrnal 101	Collecting and Writing News	3
Jrnal 105	Mass Communications	3
Music 111	Music Appreciation	3
Music 165	Intro to Recording Arts	3

Total: 35-36

Plus 5-7 units from any two of the following courses, 5-7
but not more than one from a single discipline.
(Do not choose a course already taken from the required course list).

Art 502	Beginning Three-Dimensional Design	3
Art 204	Life Drawing I	3
Bdcast 25	Radio/TV Film Writing	3
Bdcast 26	TV/Film Aesthetics	3
Bdcast 10	Radio Programming & Production	3
	OR	
Bdcast 46	Television Production	3
Cinema 105	History of Motion Pictures	
Cinema 106	The Art of Animation and Special Effects	3
CSIT 830	Microcomputer Application Software	3

Cross-referenced course. * This course has a prerequisite or a corequisite.

CSIT 866*	Desktop Publishing Applications	2
Jrnal 220	Magazine Editing	3
Music 161	Intro to Electronic Music	3
Music 265	Recording Arts Workshop	3
Theater 110	History of the World Theater	3
Theater 270	Beginning Acting	3

Total: 40-42

MUSIC

TRANSFER MAJOR PREPARATION

UCLA

UCLA School of the Arts and Architecture offers concentrations in Performance, Music Education, Composition, and Jazz Studies.

Prep for Major: Once enrolled, student must take a placement exam in music theory. Department determines any exemptions to lower division major requirements. Applicants who live within 200 miles of campus must audition in person; others may submit a tape. Applicants must also complete a questionnaire and statement of purpose.

CSUN

All students are required to take placement test to demonstrate musicianship skills. Entrance audition on the major performance instrument required. See CSUN catalog for ensemble units required for options in both degrees.

B.A.

Music 121*, 122*, 161, 211*-213*
Music 201*-203*

BREADTH STUDIES IN MUSIC OPTION ADD:
Music 214

MUSIC INDUSTRY OPTION ADD:
Business 5 or Law 1

MUSIC EDUCATION OPTION ADD:
Music 214; 651

MUSIC THERAPY OPTION ADD:
Music 214
Anatomy 1

B.M.

Music 121*, 122*, 161, 201*-203*, 212*-214

KEYBOARD OPTION, PIANO/PEDAGOGY EMPHASIS, ADD:
Psychology 1

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

There is no Plan A option in this major.

PLAN B

Commercial Music

Music 137	Music As A Business	3
Music 161	Introduction to Electronic	3
Music 165	Introduction to Recording Arts	3
Music 200	Introduction to Music Theory	4
Music 205*	Commercial Harmony I	3
Music 206*	Commercial Harmony II	3
Music 211*	Musicianship I	2
Music 212*	Musicianship II	2
Music 241	Music Notation & Copying I	1
Music 265*	Recording Arts Workshop	3
Music 281*	Commercial Music Techniques I	3
Music 282*	Commercial Music Techniques II	3
Music 295*	Computer Music Sequencing	1
Music 322*	Elementary Piano II	2
Performance ensembles (4 semesters, .5-1 units each)		2-4

Total: 38-40

Music

Music 121*	Music History & Literature I	3
Music 122*	Music History & Literature II	3
Music 152	Current Musical Events (2 semesters, 1 unit each)	2
Music 180	Music Lab for Practicing (four semesters, .5 unit each)	2
Music 181	Applied Music-Individual Study I	.5
Music 182*	Applied Music-Individual Study II	.5
Music 183*	Applied Music-Individual Study III	.5
Music 184*	Applied Music-Individual Study IV	.5
Music 201*	Harmony I	3
Music 202*	Harmony II	3
Music 203*	Harmony III	3
Music 211*	Musicianship I	2
Music 212*	Musicianship II	2
Music 213*	Musicianship III	2
Music 250	Music Performance Workshop (2 semesters, .5 unit each)	1
Music 324*	Elementary Piano IV	2
Performance ensembles (4 semesters, .5-1 units each)		2-4
Electives in Music		3

Total: 35-37

OCCUPATIONAL CERTIFICATE REQUIREMENTS

The Music Department offers four Occupational Certificates in Commercial Music:

Commercial Music Composer	Music Copyist
Recording Technician	Instrumental/Vocal Performer

Commercial Music Certificates

The Commercial Music Certificates can lead to positions such as:

Recording Technician	Composer/Arranger
Music Copyist	Musician/Performer

Commercial Music Composer

REQUIRED COURSES:

Music 111	Music Appreciation	
	OR	3
Music 141	Jazz Appreciation	
Music 137	Music As a Business	3
Music 161	Intro. to Electronic Music	3
Music 165	Intro. to Recording Arts	3
Music 200	Introduction to Music Theory	4
Music 201*	Harmony I	3
Music 205*	Commercial Harmony I	3
Music 206*	Commercial Harmony II	3
Music 211*	Musicianship I	2
Music 231*	Orchestration & Arranging I	3
Music 232*	Orchestration & Arranging II	3
Music 241	Music Notation & Copying	1
Music 265*	Recording Arts Workshop I	3
Music 281*	Commercial Music Techniques I	3
Music 282*	Commercial Music Techniques II	3
Music 295*	Computer Music Sequencing	1
Music 322*	Elementary Piano II	2

Total: 46

Cross-referenced course. * This course has a prerequisite or a corequisite.

*Music, Continued***Instrumental/Vocal Performer**

REQUIRED COURSES:

Music 137	Music As a Business	3
Music 200	Introduction to Music Theory	4
Music 201*	Harmony I	3
Music 205*	Commercial Harmony I	3
Music 206*	Commercial Harmony II	3
Music 211*	Musicianship I	2
Music 212*	Musicianship II	2
Music 250	Music Performance Workshop (2 semesters, 0.5 units each)	1
Music 321	Elementary Piano I	2

MUSIC PERFORMANCE IN ONE OR MORE OF THE FOLLOWING FOR A TOTAL OF: 1.5-3

Music 501	College Choir	(0.5)
Music 531	Philharmonic Choir	(0.5)
Music 563	Chamber Singers	(1)
Music 721	Orchestra	(1)
Music 731	Rehearsal Band	(0.5)
Music 751	Wind Ensemble	(0.5)
Music 771	Guitar Ensemble	(0.5)
Music 775	Jazz Ensemble	(0.5)

PLUS 9 UNITS OF ELECTIVES TO BE CHOSEN FROM THE FOLLOWING: 9

Music 111	Music Appreciation	(3)
Music 121*	Music History and Literature I	(3)
Music 122*	Music History and Literature II	(3)
Music 141	Jazz Appreciation	(3)
Music 161	Intro. to Electronic Music	(3)
Music 165	Intro. to Recording Arts	(3)
Music 202*	Harmony II	(3)
Music 203*	Harmony III	(3)
Music 206*	Commercial Harmony II	(3)
Music 213*	Musicianship III	(2)
Music 221*	Counterpoint I	(3)
Music 231*	Orchestration and Arranging I	(3)
Music 241	Music Notation and Copying I	(1)
Music 242*	Music Notation and Copying II	(1)
Music 265*	Recording Arts Workshop	(3)
Music 281*	Commercial Music Techniques I	(3)
Music 282*	Commercial Music Techniques II	(3)
Music 295*	Computer Music Sequencing	(1)
Music 321-664	Class instruction in instrumental and vocal technique (.5-2)	

Total: 33.5-35**Music Copyist**

REQUIRED COURSES:

Music 101	Music Fundamentals	3
Music 137	Music As a Business	3
Music 161	Intro. to Electronic Music	3
Music 241	Music Notation and Copying I	1
Music 242*	Music Notation and Copying II	1
Music 295*	Computer Music Sequencing	1
Music 321	Elementary Piano I	2

Total: 14**Recording Technician**

REQUIRED COURSES:

Music 101	Music Fundamentals	3
Music 111	Music Appreciation	} 3
	OR	
Music 141	Jazz Appreciation	} 3
Music 137	Music As a Business	
Music 161	Intro. to Electronic Music	3
Music 165	Intro. to Recording Arts	3
Music 241	Music Notation and Copying I	1
Music 265	Recording Arts Workshop I (two semesters, 3 units each)	6
Music 295*	Computer Music Sequencing	1
Music 321	Elementary Piano I	2

Total: 25**NURSING****TRANSFER MAJOR PREPARATION****UCLA**

Offers a three-year bridge BS to MSN Program for those with an AA/AS degree in nursing and RN California licensure with one year of full-time experience and have passed the Regents College Exams in Fundamentals of Nursing, Maternal and Child Nursing (Associate degree level), Psychiatric Mental Health Nursing and Adult Nursing.

Gives priority to students who are pursuing Master's in Nursing. All of the following courses must be completed prior to admission:

Anatomy 1* with Physiology 1* or Physiology 8* with Physiology 9*
 Anthropology 102
 Biology 6
 Chemistry 101*, 102*, 211*
 English 101*; 102* or 103* or Speech 105*
 Family & Consumer Studies 21
 Humanities – one class in IGETC – Area 3B
 Mathematics – any IGETC course (IGETC completion not required.)
 Microbiology 1* or 20*
 Physics 12 or one year high school Physics with a lab
 Psychology 1
 Sociology 1

Applicants must have completed 60 to 70 semester units, 3.0 cumulative GPA and "C" in each prerequisite course. 30 units may be applied from Regents College Exams, however, AA nursing classes do not transfer. Also must complete university requirement of American History and Institutions.

CSUN

Prerequisite: AA/AS in Nursing & RN California Licensure. Grades of "C" or better required in all courses below:

Anatomy 1* with Physiology 1*; or Physiology 8* with Physiology 9*
 Microbiology 1* or 20*
 Chemistry 51 or 60* or 68*
 Demonstrated computer competency or Computer Science 801 or 830 or Computer Application & Office Technologies 82
 Psychology 1
 Sociology 1
 Mathematics 225* or Statistics 1*

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)**PLAN A**

There is no Plan A option in this major.

PLAN B**Registered Nursing Program**

The Associate Degree R.N. Nursing Program is approved by the California Board of Registered Nursing (BRN) and accredited by the National League for Nursing (NLN).

The program is comprised of 37 units of Nursing Theory and Clinical Experience plus approximately 36 units of science and general education courses. Clinical experience is provided in hospitals and other health care facilities in the community. This experience is correlated with classroom teaching of nursing theory and computer assisted instruction (CAI) in the Health Science Learning Center.

The program is designed to prepare graduates to function as Registered Nurses in health care delivery agencies in a staff nurse position.

Students who complete the BRN requirements and the college degree requirements will receive an Associate Degree of Science in Nursing. Students who complete the Board of Registered Nursing requirements but not the degree requirements may receive an Occupational Certificate. (LVN 30 unit option II only and those with higher degree(s))

Students are encouraged to complete the degree requirements (i.e. attain graduate status) before taking the National Council Licensing Exam (NCLEX).

Cross-referenced course. * This course has a prerequisite or a corequisite.

Men and women, regardless of age, race, religious affiliation or marital status, are welcome to apply.

Qualifying Requirements

The process for selecting students when the number of applicants exceeds the seats available is a waiting list system. This system is in compliance with Title V of the state regulations. Please contact the Health Science Office at (818) 947-2559 for further information.

Nursing Program Requirements

Anatomy 1* with With a grade of C or better prior to Nursing 709
 Physiology 1* OR
 Physiology 8* with
 Physiology 9* with a grade of C or better prior to Nursing 709
 Microbiology 1* or 20* with a grade of C or better prior to Nursing 709
 OR

a 4 unit General Microbiology course with Lab is a prerequisite
 Psychology 1 with a grade of C or better prior to Nursing 709
 Psychology 41 with a grade of C or better prior to Nursing 709
 Speech 101 with a grade of C or better prior to Nursing 709
 English 101* with a grade of C or better prior to Nursing 709
 Passing Score on Algebra Competency Test or Math 115 with a grade of C or better prior to Nursing 709

Nursing 709		
Module A	Nursing Foundations	4.5 Units
Module B	Medical-Surgical Nursing I	4.5 Units
Nursing 710		
Module A	Reproductive Health & Maternity Nursing	4.5 Units
Module B	Medical-Surgical Nursing II	5.0 Units
Nursing 711		
Module A	Medical-Surgical Nursing III	4.5 Units
Module B	Psychiatric & Gerontological Nursing	5.0 Units
Nursing 712		
Module A	Medical-Surgical Nursing IV	5.0 Units
Module B	Nursing Management	4.0 Units

All the above courses must be completed with a grade of C or better to be eligible to apply for NCLEX-RN exam.

To graduate from the college and receive an AS degree, the following must also be completed prior to enrollment into the Nursing Program:

Social and Behavioral Science Requirement	Three units under graduation Plan B
Physical Education	One unit course.
Humanities	One three unit course under graduation Plan B.
Sociology 1 or Anthro 102	Three unit course.

Students must complete health requirements and non-nursing courses prior to entrance into the clinical portion of the curriculum.

Whenever the number of applicants designated as eligible for enrollment has exceeded the number of student positions available, a first come, first served system will be used to determine who shall be admitted. Information on the selection process may be obtain in the Health Science Office.

Progression and Retention

To remain in the program and progress toward graduation, the following must be adhered to:

1. A grade of C or better in theory and a rating of satisfactory in the clinical area in each nursing course. A grade of C or better in ALL courses required by the Board of Registered Nursing.
The lowest grade to equal a C in the nursing courses is 75%.
2. Clinical performance will be graded pass or fail as evaluated by the instructor and is based on established criteria for each course. Failure in the clinical portion means failure in the course regardless of the theory grade.
3. The Health Science Department reserves the right to refuse continuation in the program if a grade of C or better is not maintained, or if the student is unable to perform satisfactorily and safely in the clinical area.

4. A student who does not attain a C in a nursing course is considered to have failed the course. The student may repeat the course one time when a seat is available and there is an instructional remediation plan. To meet the remediation plan, all students must be enrolled in a college course.

NOTE: College policy permits repetition of 15 units to improve standard grades. (See college policy on repetition of courses).

Graduation

Please refer to Graduation Plan B in this catalog. Only students who meet degree requirements are considered graduates. Degree students must petition to graduate. Petitions may be obtained in the Graduation Office. It is recommended that students petition during the third semester so that if there are problems they can be rectified during the fourth semester whenever possible. Nursing students who meet only the BRN requirements for the LVN 30 semester unit option may awarded a Certificate of Completion.

Withdrawal and Readmission

A student may be readmitted to the nursing program a maximum of one time under readmission/transfer guidelines per Nursing Student Handbook. Enrollment is defined as attending at least one meeting of a nursing class.

Readmission/Transfer

Readmission is not automatic. Requests for readmission must be submitted in writing and are evaluated by the Admission Enrollment Committee. Transfer students who have completed one or more nursing courses in another program will be considered when seats are available. Priority for available seats for advanced placement will be as follows:

1. Returning student who withdrew passing
2. Career-ladder L.V.N. applicant
3. Returning student who withdrew failing or who failed**
4. Transfer student who withdrew passing
5. Transfer student who withdrew failing

** Consideration for readmission will also be based on whether or not the recommendations for remediation have been done.

Attendance

Attendance at all scheduled nursing classes, theory and clinical, is expected and if absences in hours exceed the number of hours the class meets per week, the student will be excluded from the class.

Transportation

Each student is responsible for his or her own transportation to the extended campuses for clinical experiences.

Evening and Alternative Clinical Rotations

Some clinical experiences may be scheduled in the evening between 1:00 p.m. and 11:00 p.m. and on Fridays and Saturdays. Students must be prepared to attend alternate schedules when necessary. Child care or work schedule conflicts will not be considered a reason for exemption from an evening or week-end rotation.

Advanced Placement

A vocational nurse who is licensed to practice in the State of California, may apply for advanced placement. Advanced placement is not given to Certified Nursing Assistants, Psychiatric Technicians or other allied health professionals. For further information regarding career mobility options for LVNs, please contact the Health Science Office.

Credit by Examination

The Health Science Department follows the same policies as the college. See information in the Academic Policy section of this catalog. For further information, see the Department Chairperson.

Advisement

Advisement may be obtained from the Counseling Office or from the Health Science Office. Counselors are located in the Admissions area and in special circumstances the Health Science Office, Engineering 113. A one-hour advisement program is held each month in the Health Science/Engineering Building. Dates and times are available in Counseling or the Health Science Department.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

Please see Registered Nursing Program description above.

PHILOSOPHY

TRANSFER MAJOR PREPARATION

UCLA

Philosophy 9, 14, 20
One course from Philosophy 6, 7, 8 or 12

CSUN

Philosophy 7 or 9
Philosophy 12, 14

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

Core:

Phil 12	History of Greek Philosophy	3
Phil 14	History of Modern European Philosophy	3
Phil 9	Symbolic Logic	3
Phil 20	Ethics	3
		Total: 12

IN ADDITION, TWO COURSES CHOSEN FROM THE FOLLOWING: 6

Phil 1	Intro. to Philosophy	(3)
Phil 6	Logic in Practice	(3)
Phil 7	Inductive Logic	(3)
Phil 40	Intro. to the Philosophy of Art	(3)
Phil 30	Asian Philosophy	(3)
Phil 33	Comparative Survey of World Religions	(3)
Phil 35	Judaism, Christianity, & Islam	(3)

(Or other courses may be approved by petition).

Total: 18

PLAN B

There is no Plan B option in this major.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

PHYSICAL EDUCATION

TRANSFER MAJOR PREPARATION

UCLA

This particular major is not offered at UCLA..

CSUN

Kinesiology

Core:

Anatomy 1* with Physiology 1*; or Physiology 8* with Physiology 9*
Biology 3

EXERCISE SCIENCE OPTION ADD:

Chemistry 51 or 60* or 68* or 101*; and Physics 6*

ATHLETIC TRAINING AND PHYSICAL EDUCATION OPTIONS ADD:

Health 12

FOR NATIONAL ATHLETIC TRAINERS ASSOCIATION CERTIFICATION ADD:

Family & Consumer Studies 21

Health 11

Leisure Studies

THERAPEUTIC RECREATION OPTION:

Anatomy 1* and Physiology 1*, or Physiology 8* with Physiology 9*

RECREATION MANAGEMENT OPTION:

Twelve units from the following:

Accounting 1
Business 5
Mathematics 238*
Speech 101

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

Biol 3	Introduction to Biology	4
Health 11	Principles of Healthful Living	3

SELECT 7 UNITS FROM THE FOLLOWING PHYSICAL EDUCATION MAJORS COURSES: 7

PE 701	Advanced Life Saving	(2)
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 713	Introduction to Coaching Athletics	(3)
PE 718	Fundamentals of Athletic Training	(3)
Health 3	Cardiopulmonary Resuscitation	(1)
Health 12	Safety Education and First Aid	(3)

PLUS 4 UNITS OF ACTIVITY ELECTIVES CHOSEN FROM THE FOLLOWING: 4

Physical Education 95, 96, 97, 100 through 699, 701 and 702

Total: 18

PLAN B

Biol 3	Introduction to Biology	4
Anat 1*	Introduction to Human Anatomy	4

AND

Physiol 1*	Introduction to Human Physiology	4
	OR	

Physiol 8*	Anatomy	4
	AND	

Physiol 9*	Physiology	4
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Health 11	Principles of Healthful Living	3
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Health 12	Safety Education and First Aid	3
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F&CS 21	Nutrition	3
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Statistics 1*	Elementary Statistics 1 for the Social Sciences	3
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SELECT 10 UNITS FROM THE FOLLOWING PHYSICAL EDUCATION MAJORS COURSES: 10

PE 701	Advanced Life Saving	(2)
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 713	Introduction to Coaching Athletics	(3)
PE 718	Fundamentals of Athletic Training	(3)
PE 630	Aerobic Super Circuit Laboratory	(1)
PE 640	Beginning Lifelong Fitness	(1)

PLUS 2 UNITS OF ACTIVITY ELECTIVES CHOSEN FROM THE FOLLOWING: 2

Physical Education 101 through 699, 701 and 702

Total: 38

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

PHYSICS

TRANSFER MAJOR PREPARATION

UCLA

B.S., Physics or B.A., General Physics

Physics 37*, 38*, 39*
 Chemistry 101*, 102*
 Mathematics 265*, 266*, 267*, 270*, 275*

CSUN

B.S. Core:

Chemistry 101*
 Computer Science 839*
 Mathematics 265*, 266*, 267*, 275*
 Physics 37*, 38*, 39*
 Physics Option add:
 Chemistry 102*

B.A., Biomedical Physics:

Biology 6, 7
 Chemistry 101*, 102*, 210* or 211* & 212*
 Mathematics 265*, 266*
 Physics 6*, 7*
 Physiology 1*

ASSOCIATE DEGREE REQUIREMENTS (AS)

PLAN A

There is no Plan A option in this major.

PLAN B

Physics 37*	Physics for Engineers & Scientists I	5
Physics 38*	Physics for Engineers & Scientists II	5
Physics 39*	Physics for Engineers & Scientists III	5
Mathematics 265*	Calculus with Analytic Geometry I	5
Mathematics 266*	Calculus with Analytic Geometry II	5
Mathematics 267*	Calculus with Analytic Geometry III	5

PLUS TWO COURSES CHOSEN FROM THE FOLLOWING: 6-10

Chem 101*	General Chemistry I	(5)
Chem 102*	General Chemistry II	(5)
Math 275*	Ordinary Differential Equations	(3)
Math 175* or	Mathematical Elements of Computer Programming or	(3)
CSIT 806* or 807*	Intro. To Computer Programming or Programming Logic	(3)

Total: 36-40

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

POLITICAL SCIENCE

TRANSFER MAJOR PREPARATION

UCLA

Political Science 1, 2, 5, 7
 Mathematics 225* or Statistics 1*

CSUN

Political Science 1
 Political Science 2 or 7

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

Core:

Pol Sci 1	The Government of the United States	3
Pol Sci 2	Modern World Governments	3
Pol Sci 5	The History of Western Political Thought	3
Pol Sci 7	Contemporary World Affairs	3
Law 3	Civil Rights and the Law	3

PLUS ONE COURSE CHOSEN FROM THE FOLLOWING: 3

History 5, 6, 9, 11, 12, 13, 14, 17, 18, 20, 21, 52, 76		
Chicano Studies 7, 8		(3)
African-American Studies 4, 5		

Total: 18

PLAN B

There is no Plan B option in this major.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

PSYCHOLOGY

TRANSFER MAJOR PREPARATION

UCLA

Anthropology 101
 Biology 3 or 7
 One course from Chemistry 60*, 68*, 101*, or one year of high school Chemistry with "C" or better grades.
 Mathematics 238* or 265* or 225* or Statistics 1* (a Statistics course is preferred), or
 Computer Science 839* and 840*
 One course from Philosophy 1, 6, 7, 8, 9, 12, 14, or 20
 One course from Physics 6*, 12*, or 37*
 Psychology 1

CSUN

Mathematics 225* or Statistics 1*
 Psychology 1, 2*

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

Core:

Psych 1	General Psychology I	3
Psych 2*	General Psychology II	3
Statistics 1*	Elementary Statistics 1 for the Social Sciences	3

Total: 9

PLUS COMPLETE ONE OF THE FOLLOWING OPTIONS:

General Option

12 units chosen from the following:
 Any Psychology course 12

Developmental Option

Psych 11*	Child Psychology	3
Psych 12*	Adolescent Psychology	3
Psych 17*	The Exceptional Child	3

PLUS THREE UNITS CHOSEN FROM THE FOLLOWING:

Psychology 3, 13*, 14*, 16*, 41

Total: 12

*Psychology, Continued***Personality and Social Option**

Psych 3	Personality and Social Development	3
Psych 13*	Social Psychology	3
Psych 14*	Abnormal Psychology	3
PLUS THREE UNITS CHOSEN FROM THE FOLLOWING:		3
Psychology 11*, 12*, 16*, 41		

Total: 12**Total of Core plus Option: 21****PLAN B**

There is no Plan B option in this major.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

RESPIRATORY THERAPY**TRANSFER MAJOR PREPARATION****UCLA**

This particular major is not offered at UCLA.

CSUN

This particular major is not offered at CSUN.

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)**PLAN A**

There is no Plan A option available in this major.

PLAN B**Respiratory Therapy Program**

The Respiratory Therapist Program is nationally accredited by the Committee on Accreditation for Respiratory Care (CoARC) in conjunction with the Commission on Accreditation of Allied Health Educational Programs (CAA-HEP). Respiratory care practitioners are licensed by the Respiratory Care Board of California under the Department of Consumer Affairs.

PROGRAM REQUIREMENTS

Program requirements are divided into two phases. Any student may enroll in Phase I, with scheduled counseling recommended. Formal application must be made for admission to Phase II. The requirements for the Respiratory Therapist Program also meet the AS Degree major requirements.

REQUIREMENTS NECESSARY FOR ACCEPTANCE INTO PHASE II INCLUDE:

1. High school diploma or equivalent
2. Grade of C or better in all Phase I courses
3. Physical examination (Pass rating)
4. Formal application to the program

Respiratory Care Practitioner License

Fulfillment of the Respiratory Therapist Program requirements can lead to California licensed practice as a respiratory care practitioner (RCP), working in such areas as:

- Adult Intensive Care
- Emergency and Trauma Care
- Pulmonary Rehabilitation and Home Care
- Neonatal and Pediatric Intensive Care
- Cardiopulmonary Function Testing

REQUIRED COURSES: (PHASE I)

FALL

Physics 5*	Allied Health Physics	3
Physiol 8*	Anatomy	4
	OR equivalent	
Anatomy 1*	Introductory Human Anatomy	(4)
Chem 51	Fundamentals of Chemistry I	5
Resp Ther 1	Introduction to Respiratory Therapy	1

SPRING

Microbiol 20*	General Microbiology or a 4-unit General Microbiology Course	4
Psych 1	General Psychology I	3
Resp Ther 2*	Fundamentals of Respiratory Therapy	4
Physiol 9*	Integrated Human Anatomy and Physiology II	4
	OR	
Physiol 1*	Introduction to Human Physiology	4

REQUIRED COURSES: (PHASE II)

SUMMER

Resp Ther 15*	Introduction to Clinical Experience	4
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FALL

Resp Ther 3*	Applications of Respiratory Therapy and Clinical Experience I	5
Resp Ther 4*	Applications of Respiratory Therapy and Clinical Experience II	5
Resp Ther 6*	Respiratory Physiology	4

SPRING

Resp Ther 5*	Applications of Respiratory Therapy and Clinical Experience III	5
Resp Ther 11*	Applications of Respiratory Therapy and Clinical Experience IV	5
Resp Ther 7*	Applied Medicine and Pathology	3
Resp Ther 8	Administrative Procedures of Respiratory Therapy	1
Plus Plan B as requirements		13

Malpractice Insurance

Malpractice Insurance is mandatory and will be purchased at a minimal cost through the program.

Clinical Area Performance

Clinical area performance will be graded pass or fail as evaluated by the clinical instructors. **Failure in the clinical area means failure in the course regardless of the grade in theory.** Attendance at all scheduled classes is expected, and if absences from clinical laboratory in any one semester exceed four days, the student may be excluded from the Respiratory Therapist Program. The Health Science Department reserves the right to refuse a student continuation in the program if a grade of C or better is not maintained or if the student is unable to perform safely in the clinical area.

Associate Degree

Occupational certificates may be issued to students completing requirements in the Respiratory Therapist Program. Pursuant to California RCP license law, an Associate Degree will be required. Students obtaining an AS Degree in Respiratory Therapy must complete General Education Requirements under Plan B, described on page 24 as well as the unit, scholastic, residence, and general competency requirements described on page 24. Previously attained degrees may be applicable. For further information regarding graduation requirements please contact (818) 947-2559.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

Please see description of Respiratory Therapy Program above.

SOCIOLOGY

TRANSFER MAJOR PREPARATION

UCLA

All courses listed below must be taken before transfer:
 Mathematics 238* or 265*
 Mathematics 225* or Statistics 1*
 Sociology 1

CSUN

Sociology 1
 Mathematics 225* or Statistics 1*

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

Core:

Soc 1	Introduction to Sociology	3
Soc 2	American Social Problems	3
Soc 12	Marriage and Family Life	3
Total: 9		

In addition complete one of the following options:

General Option

9 UNITS CHOSEN FROM THE FOLLOWING:	9
Any Sociology course	
Stat 1* Elementary Statistics I for the Social Sciences	

Social Welfare Option

9 UNITS CHOSEN FROM THE FOLLOWING:	9
Sociology 3, 10, 11, 17, 21, 22, 25, 185* & 285* or 385*	
Statistics 1*	
Total: 18	

PLAN B

There is no Plan B option in this major.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

SPANISH

TRANSFER MAJOR PREPARATION

UCLA

Two years of Spanish or Spanish 4*. Additional preparation includes: related courses in Spanish civilization, culture, history, linguistics, literature, and closely related languages.

CSUN

Spanish 3*, 4*
 Literature Option Add:
 English 203*, 204*

ASSOCIATE DEGREE REQUIREMENTS (AA)

PLAN A

(See also Foreign Language)

THREE OR FOUR COURSES CHOSEN FROM THE FOLLOWING:

Span 21 & 22*	Fundamentals of Spanish I & II	15-16
	OR	
Span 1	Elementary Spanish I	(5-6)
Span 2*	Elementary Spanish II	
Span 3*	Intermediate Spanish I	(5)
Span 4*	Intermediate Spanish II	(5)
Span 5*	Advanced Spanish I	(5)
Span 6*	Advanced Spanish II	(5)
Span 35	Spanish for Spanish Speakers I	(5)
Span 36*	Spanish for Spanish Speakers II	(5)
Span 48	Intro to Spanish Translation I	(3)
Span 49*	Intro to Spanish Translation II	(3)
Span 8*(2 semesters)	Conversational Spanish	(3-4)
	OR	
Linguistics 1	Introduction to Language and Linguistics	
	OR	
ONE COURSE CHOSEN FROM THE FOLLOWING:		
Span 9	Hispanic Civilization	(3-4)
Span 10	Latin-American Civilization	
Span 12	Contemporary Mexican Literature	
Span 16	Mexican Civilization	
Span 25	Spanish American Short Story in Translation	
Span 46	Chicano Literature/Literatura Chicana	
Total 18-24		

PLAN B

There is no Plan B option in this major.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

SPEECH COMMUNICATION

TRANSFER MAJOR PREPARATION

UCLA (COMMUNICATIONS STUDIES)

Limited enrollment; consult LAVC counselor or UCLA catalog for more information. All of the following courses must be taken before transfer:

- Linguistics 1 or English 105
- Speech 101
- Mathematics 225*
- 3 courses from Political Science 1; Psychology 1, Sociology 1, Economics 1 or 2*

CSUN (COMMUNICATION STUDIES)

English/Communication Credential Option:

- Speech 101 or 104
- English 205*, 206*; 207* or 208*

Interdisciplinary Option:

- Journalism 105
- Cinema 105 or 107 or Broadcasting 26

Cross-referenced course. * This course has a prerequisite or a corequisite.

PRODUCTION CERTIFICATE

REQUIRED COURSES:

Theater 110	History of the World Theater	}	3
	OR		
Theater 120	History of the African-American Theater	}	3
Theater 225	Beginning Direction		
Theater 270	Beginning Acting		3
Theater 301	Stagecraft		3
Theater 310	Lighting		3
Theater 315	Scene Design		3
Theater 232,233	Play Production	}	2-3
	OR		
Theater 293	Rehearsals and Performances		

Total: 20-21

PLUS 2 COURSES FROM THE FOLLOWING:

Theater 227	Advanced Direction	3
Theater 130	Playwriting	3
Theater 325	Stage Management and Advanced Stagecraft	3
Theater 450	Beginning Stage Make-Up	2
ETG 213*	Introduction to Autocad	3
Art 501	Beginning Two-Dimensional Design	3

Total: 26-27

WILDLAND FIRE TECHNOLOGY

TRANSFER MAJOR PREPARATION

UCLA

This particular major is not offered at UCLA.

CSUN

This particular major is not offered at CSUN.

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

PLAN A

Option 1:

Wildland Fire Fighting Operations
30 units are required for the Associate in Science degree

CORE:

WFT 101	Wildland Fire Behavior	3
WFT 102	Wildland Firefighter Safety and Survival	3
WFT 103	Wildland Fire Operations (Ground, Air)	3
WFT 104	Wildland Fire Public Information Officer, Prevention, and Investigation	3
WFT 105	Wildland Fire Logistics, Finance, and Planning	3

Total 15

PLUS A MINIMUM OF 15 UNITS SELECTED FROM THE FOLLOWING ELECTIVES:

WFTO 310	Basic Fire Suppression Orientation (S-110)	.5
WFTO 311	Firefighter Training (S-130)	2
WFTO 312	Advanced Firefighter Training (S-131)	.5
WFTO 313	Introduction to Wildland Fire Behavior (S-190)	.5
WFTO 314	Initial Attack Incident Commander Type 4 ICT 4 (S-200)	1
WFTO 315	Supervisory Concepts & Techniques (S-201)	1
WFTO 316	Fire Operations in the Urban Interface (S-205)	2
WFTO 317	Portable Pumps and Water Use (S-211)	.5
WFTO 318	Wildfire Powersaws (S-212)	1.5
WFTO 320	Interagency Helicopter Training Guide (S-217)	2
WFTO 321	Crew Boss (Single Resource) (S-230)	1.5
WFTO 322	Engine Boss (Single Resource) (S-231)	.5
WFTO 323	Dozer Boss (Single Resource) (S-232)	1

WFTO 324	Tractor/Plow Boss (S-233)	.5
WFTO 325	Firing Methods & Procedures (S-234)	1.5
WFTO 326	Felling Boss (S-235)	1.5
WFTO 327	Staging Area Manager (J-236)	.5
WFTO 328	Field Observer (I-244)	2
WFTO 329	Interagency Incident Business Management (S-260)	.5
WFTO 330	Basic Air Operations (S-270)	1
WFTO 332	Intermediate Wildland Fire Behavior (S-290)	2
WFTO 334	Leadership & Organizational Development (S-301)	1.5
WFTO 335	Task Force/Strike Team Leader (S-330)	1.5
WFTO 336	Fire Suppression Tactics (S-336)	2
WFTO 337	Division Supervisor (S-339)	1
WFTO 342	Air Tanker Coordinator (S-376)	1.5
WFTO 346	Liaison Officer (I-402)	1
WFTO 351	Look Up, Look Down, Look Around (PMS-427)	.5
WFTO 354	Operations Section Chief (S-430)	1

Total: 30

Option 2:

Wildland Firefighting Prevention, Investigation, Prescribed Burning
A total of 30 units is required for the Associate in Science degree

CORE:

WFT 101	Wildland Fire Behavior	3
WFT 102	Wildland Firefighter Safety and Survival	3
WFT 103	Wildland Fire Operations (Ground, Air)	3
WFT 104	Wildland Fire Public Information Officer, Prevention and Investigation	3
WFT 105	Wildland Fire Logistics, Finance, and Planning	3

PLUS A MINIMUM OF 15 UNITS SELECTED FROM THE FOLLOWING:

WFTP 310	Introduction to Wildfire Prevention (P-101)	2
WFTP 311	Inspecting Fire Prone Property (P-110)	.5
WFTP 313	Wildfire Origin & Cause Determination (P-151)	2
WFTP 318	Burn Boss (RX-300)	2
WFTP 319	Wildfire Prevention Analysis and Planning (P-301)	2
WFTP 322	Introduction to Fire Effects (RX-340)	2
WFTP 325	Smoke Management Techniques (RX-450)	2

OR THE FOLLOWING WILDLAND FIRE TECHNOLOGY OPERATIONS COURSES:

WFTO 313	Introduction to Wildland Fire Behavior (S-190)	.5
WFTO 315	Supervisory Concepts & Techniques	1
WFTO 316	Fire Operations in the Urban Interface (S-205)	2
WFTO 329	Fire Business Management Principles (S-260)	.5
WFTO 332	Intermediate Wildland Fire Behavior (S-290)	2
WFTO 334	Leadership & Organizational Development (S-301)	1.5
WFTO 344	Introduction to Wildland Fire Behavior Calculations (S-390)	1

Total: 30

Option 3:

Wildland Fire Fighting Logistics, Finance, and Planning
A total of 30 units is required for the Associate in Science degree

REQUIRED COURSES:

WFT 101	Wildland Fire Behavior	3
WFT 102	Wildland Firefighter Safety and Survival	3
WFT 103	Wildland Fire Operations (Ground, Air)	3
WFT 104	Wildland Fire Public Information Officer, Prevention, and Investigation	3
WFT 105	Wildland Fire Logistics, Finance, and Planning	3

Total: 15

Wildland Fire Technology, Continued next page.

Wildland Fire Technology, Continued

PLUS A MINIMUM OF 15 UNITS SELECTED FROM THE FOLLOWING:

WFTL 311	Documentation Unit Leader (J-342)	.5
WFTL 312	Display Processor (S-245)	.5
WFTL 313	Check in Recorder/Status Recorder (S-248)	.5
WFTL 321	Situation Unit Leader (J-346)	1.5
WFTL 322	Demobilization Unit Leader (J-347)	1
WFTL 323	Resource Unit Leader (J-348)	1.5
WFTL 324	Facilities Unit Leader (J-354)	2
WFTL 325	Ground Support Leader (J-355)	.5
WFTL 326	Supply Unit Leader (J-356)	1.5
WFTL 327	Food Unit Leader (J-357)	1.5
WFTL 328	Communications Unit Leader (J-358)	4
WFTL 329	Medical Unit Leader (J-359)	.5
WFTL 330	Cost Unit Leader (I-362)	.5
WFTL 331	Compensation/Claims Unit Leader (I-363)	.5
WFTL 332	Time Unit Leader (I-365)	.5
WFTL 333	Procurement Unit Leader (I-368)	.5
WFTL 334	Planning Section Chief (J-440)	2
WFTL 335	Logistics Section Chief (J-450)	2
WFTL 336	Finance Section Chief (J-460)	2

Total: 30**PLAN B**

There is no Plan B option in this major.

OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.



Special Programs

Cooperative Work Experience Education (CWEE)

CWEE combines on the job experience with classroom instruction. It is designed to expand skills and knowledge and to improve self-understanding by integrating classroom study with planned supervised work experience.

CWEE is based on the principle that well educated individuals develop most effectively by incorporating related education and work experience. These structured experiences in business, industry, government and human services are an enrichment to college studies which enhance the students total development. It is called CWEE because the educational objectives are carefully planned and coordinated with the students employer to provide realistic employment experience. The objectives are:

1. To gain realistic work experience that is meaningfully related to the students college study program.
2. To provide the student opportunity to acquire knowledge, skills, and attitudes essential for successful employment.

Benefits Of Cooperative Work Experience Education

The student:

1. Has the opportunity to learn or improve employment skills under actual working conditions.
2. Gains perspective on career goals through application of classroom theory to real life experience.
3. Builds self-identity and confidence as a worker through individual attention given by instructor/coordinators and employers.
4. Has opportunities to test personal abilities in work environments.
5. Has a more realistic approach to the job market.
6. Will gain a better understanding of human relations.
7. Will learn to apply Management by Objectives (MBO).
8. May refer to work experience education on future job applications.
9. Benefits financially while learning.
10. Can begin a career earlier.

Student Qualifications

1. Pursue a planned program based on measurable learning objectives agreed to with CWEE instructor/director.
2. Be enrolled in no less than 7 units (including CWEE units) in an accredited college or university.
3. During summer sessions, be enrolled in at least one class in an accredited college or university in addition to CWEE.

Occupational Work Experience

Units: 1-4 units.

A program of on-the-job learning experience for students employed in a job related to their occupational oriented major. May be repeated three times for a maximum of 16 units.

Campus Procedure

For additional information regarding Cooperative Work Experience Education at Los Angeles Valley College, contact the Cooperative Education Office, Bungalow 48, or call phone extension 2333.

Cooperative Education, General

Units: 1-3 units.

A program of on-the-job learning experience for students employed in a job not related to your major. May be repeated one time for a maximum of 6 units.

Cooperative Education

Director: Hanna Pettersson.

Phone: (818) 947-2333. Office: B48

COOPERATIVE EDUCATION - WORK EXPERIENCE - NOT IN MAJOR - 1-3 UNITS

Prerequisite: Must be enrolled in at least 7 units (includes Coop Ed.)

5 to 9 hours per week of work experience 1 unit

10 to 14 hours per week of work experience2 units

15 or more hours per week of work experience3 units

Required: students enrolling in Cooperative Education for the first time must attend two seminars.

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.

California State University: Approved Cooperative Education Subject Areas

Los Angeles Community College District policy provides that a maximum of twelve (12) 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
- Administration of Justice
- African-American Studies
- Anatomy
- Anthropology
- Architecture
- Art
- Astronomy
- Biology
- Botany
- Broadcasting
- Business
- CAOT
- Chemistry
- Chicano Studies
- Child Development
- Cinema Arts
- Computer Science-Information Technology
- Drafting
- Economics
- Education
- Electronics
- Engineering, Civil
- Engineering, General
- Engineering, Mechanical
- English
- Environmental Science
- Family and Consumer Studies
- Finance
- Fire Technology
- Foreign Languages
- Geography
- Geology
- German
- Health
- History
- Humanities
- Industrial Arts
- Industrial Technology
- Jewish Studies
- Journalism
- Law
- Linguistics
- Management
- Mathematics
- Mechanical Drafting
- Microbiology
- Music
- Nursing
- Oceanography
- Photography
- Physical Education
- Physics
- Physiology
- Political Science
- Psychology
- Real Estate
- Recreation
- Social Science
- Sociology
- Speech Communication
- Statistics
- Television
- Theater

Instructional Alternatives

Modular Classes

Modular classes, which meet in blocks of consecutive hours, allow students to complete course requirements with fewer days of attendance per week. Many of these classes are offered in the evening.

Apprenticeship Training

Los Angeles Valley College offers apprenticeship training in cooperation with the California State Division of Apprenticeship Standards. More information is available from Roberto Gutierrez, at (818) 947-2561 located in Engineering 113B.

Community Service & Extension Program

Community Service classes are designed to meet the educational and recreational interests of the public. We offer a variety of classes for seniors, children, and adults in the areas of computer applications, travel, dance, sports, personal growth, entrepreneurial endeavors, arts and crafts, fitness, acting, and music. Information regarding the Community Services classes may be obtained by calling (818) 947-2577, extension 4172.

The Extension Program at the college has been offering skill-based professional development certificate courses since 1995. These offerings provide real-world practical applications and career training for adults who are beginning or returning to college, for those seeking a career or lifestyle change, for those whose college careers were interrupted by life transitions, and for those who recognize the need for job skill enhancement.

All Community Service and Extension Program offerings are "not-for-credit" status. Both programs offer Certificates of Completion. Fees for classes can be paid by credit card or check directly to the department. There is an easy payment plan option for the Professional Paralegal Academy and Human Resource Assistant Academy.

In the Extension Certificate Programs, students must successfully complete (C average or higher) the courses to be granted certificates. Certificate programs include:

- Human Resource Assistant Academy
- Professional Paralegal Academy

For further information on these certificate programs please call (818) 947-2320.

Instructional Television (ITV)

Each semester, the district wide Instructional Television program offers, via television and the internet, transferable college credit courses.

Instructional Television courses are convenient, flexible and especially suitable for college students needing to supplement their on-campus program or to add classes for those times when campus attendance is not possible.

Students view telecourse lessons at home or in the Valley College Learning Resource Center, complete online quizzes and discussion forums, reading and study assignments and attend seminars held on weekends at Valley College or another Los Angeles Community College near their home, and take a midterm and final exams.

A Los Angeles Community College instructor with office hours and phone times is assigned to each telecourse. The students enrolled in television classes keep in touch with faculty by telephone, the class website, E-mail, fax, mail, as well as at weekend seminars.

Interested students are invited to contact ITV (800) 917-9277 to request a brochure at the beginning of each semester or to visit the Instructional Television Office at Los Angeles Mission College, 13356 Eldridge Avenue, Sylmar, CA 91342. Call (818) 833-3594.

International Education Program Study Abroad Classes

The International Education Program at Los Angeles Valley College is dedicated to furthering the development of international and intercultural awareness. You can also visit our website at <http://www.lavc.edu>.



Job Training Program

Los Angeles Valley College Job Training Program provides training in a variety of occupational programs and services which prepare individuals for employment in the community. Some of the classes that we offer include:

- Computerized Office 2000
- Computerized Office 2000 with Accounting
- Computerized Office 2000 with Human Resources
- Customer Service Representative
- A+ Certification/Network Computer Technician
- General Office Specialist
- General Office Specialist with Accounting
- General Office Specialist with Human Resources
- Certified Nursing Assistant (CNA)/Home Health Aide
- Child Care Provider

Entry into our program includes training, books, parking, counseling, job coaching, job development and placement. All Job Training Programs are individually priced. For further information regarding the Job Training Program please visit us in Bungalow 49 or call us at (818) 947-2941.

Program Accelerated College Education (P.A.C.E.)

This program at Los Angeles Valley college offers college level transferable courses in an accelerated format. PACE fits the needs of today's busy adults, enabling them to meet their employment and family obligations and earn a college degree.

The Bridge to PACE allows working adults the opportunity to brush up on their English and Math skills for entrance into the PACE Program.

Call Robert J. Parker at (818) 947-2455 or email him at parkerrj@lavc.edu. See current class schedule for PACE and Bridge to PACE offerings.

STUDENT SERVICES AND ACADEMIC RESOURCES

Student Services and Academic Resources are listed alphabetically in this section.

Art Gallery

The Los Angeles Valley College Art Gallery exhibits contemporary art, photography, ethnic and historical subjects, and works by faculty and students. The gallery is located in the Art Building on Campus Drive, just south of Oxnard Street.

Bookstore

Located In Campus Center

Information about the Los Angeles Valley College Bookstore is now available online at:

<http://www.lavcbookstore.com>

Hours Of Operation:

7:30 AM TO 7:15 PM, MONDAY through THURSDAY
7:30 AM TO 3:45 PM, FRIDAY

Special and extended hours are posted outside the Bookstore during the rush. Summer hours may be shortened.

Textbooks:

Required textbooks are arranged alphabetically by subject within their respective departments; by course number and alphabetically by the author of the text. The instructors name will be listed under the book. Our goal is to have the correct quantity of books in the store in time for classes. You should not purchase your textbooks until you are officially enrolled. A \$2.00 restocking penalty may be charged if proof of registration and drop slip can not be provided. Although detailed controls are maintained, shortages may occur. Please ask one of the Bookstore employees if you can not locate a textbook or supply. Students will find Used Books, if available, on the shelves with the new books. They are clearly marked USED.

Refund Schedule: (dates posted in store)

Textbooks may be returned for refund. Students have 15 days after the term begins for the fall and spring semesters, and 5 days for short-term, ITV and summer sessions. **A sales receipt is REQUIRED at all times** for refund or exchange.

Shrinkwrapped textbooks will have a \$2.00 fee if wrapping is opened.

New Books must be returned, clean and saleable as new to get a full refund. Any book returned without a sales receipt may be refunded at the used price.

Exchanges are allowed within 24 hours of purchase after the official refund period. This allowance is for incorrect or damaged books. Paperback books may not be returned within the 24-hr. period.

Supplies may be exchanged for supplies only. There are no refunds.

Computer Software may not be refunded if package is open. This includes textbooks with software if the wrappers have been opened.

Check Purchases:

The Student Registration Fee Receipt is required when writing a check. A valid California I.D. or drivers license is also required.

There is a 21-day waiting period for a cash refund on merchandise purchased by check. A credit slip will be issued on merchandise returned. Books and supplies must be returned within the time limit. Merchandise held past the 15 school day limit will not be refunded.

Credit Card Purchases:

Bank credit slips will be issued on refunds, *no cash refunds*.

Book Buy-Back:

No refunds on textbooks purchased during finals. Books may be sold back to the Bookstore at the end of each semester. The Bookstore will make an effort to Buy Back as many texts as possible from LAVC students. It is not an obligation on the part of the Bookstore, but a special service we perform to help keep the costs of books down.

DEFINITIONS:

Refund: Full purchase price refunded.

Book Buy Back: Books purchased for re-sale at the end of the semester.

Business Office

The Business Office provides service to the campus regularly between the hours of 8:00 a.m. and 3:30 p.m., Monday through Friday. The Business Office hours are extended during walk-in registration until approximately 8:30 p.m. Monday through Thursday in Monarch Hall (for Spring and Fall semesters only). During this time, Registration Fee Receipts are issued and enrollment fees are collected. **These services are at the Business Office Station in Monarch Hall. During Winter and Summer sessions all Business Office transactions are provided at the Business Office.**

CalWORKs (GAIN) Program

CalWORKs is an educational program for students on TANF. The goal is to provide an educational environment where the student may develop the needed vocational skills that will lead to meaningful employment. We offer assistance with child care, counseling, classes, books, paid work study, and other services. For more information, contact CalWORKs in Bungalow 13-14, Monday thru Friday, 8 am to 4:40 p.m., (818) 947-2976.

Cafeteria

Full cafeteria service, including breakfast, pastries, hot grill items, pizza, subsandwiches, wraps, soups, salads, snacks and beverages, are available during business hours in the Cafeteria Building, located just north of the campus center. Now open is the sidewalk Café, located next to the tennis courts. Serving most of the food items listed above. A variety of snacks and beverages are available at vending machines located in the arcade and bungalow area.

Campus Center

The Campus Center is a two-story multipurpose building. On the second floor there are classrooms and the offices of the Economics, Philosophy, and HHLPS (History, Humanities, Law, and Political Science) Departments. The ground and lower levels house the College Bookstore; Business Office; Monarch Hall (a multi-purpose room seating 550 people, with a full stage and professional recording capability which is used for college and community activities such as musical productions, lectures, movies and social events); offices for student organizations; a quiet study room (Fireside Room); a patio; and the student government conference room (CC 104) where the ASU Executive Council meets on Tuesdays at 12:45pm and the ASU Inter-Club Council meets on Thursdays at 1:00pm. Other services offered in the Campus Center:

1. Speech Lab (CC 1, lower level)
2. Extended Opportunity Programs & Services (EOP&S) (CC 116)
3. Office of Student Services and Vice President of Student Services (CC 100A)

4. ASU offices and mail boxes (CC 102)
5. Offices of Disabled Students Program and Services (DSP&S) (CC 100)

Campus Child Development Center

Los Angeles Valley College Campus Child Development Center (CCDC) is a licensed childcare facility offering services to children of student parents.

Programs and Hours

DAY PRESCHOOL PROGRAM: Services for preschool age children from three (3) years to five (5) years are available Monday-Friday from 7:45 a.m.–5:00 p.m.

AFTERNOON after-KINDERGARTEN PROGRAM: After-Kindergarten services are available for children enrolled in Kindergarten during the morning hours.

SCHOOL AGE PROGRAM: Services for school age children, kindergarten–13 years of age, are available Monday–Thursday from 11:00 a.m.–10:20 p.m. and Fridays, 11:00 a.m.–5:00 p.m.

The Center faculty develops daily activities to provide a developmentally complete program for preschool and school age children's cognitive, creative, and emotional growth.

Admissions Policy for Child Development Center

The CCDC welcomes all children without regard to race, creed, color or national origin. The CCDC refrains from religious instruction or worship. Enrollment priority is given to student parents. Unit load determines the amount of service student parents are eligible to receive. Fees are charged on a sliding scale based on family size and income. Special funding, to assist low income families with the cost of service is available to those eligible. An application must be filed in the Campus Child Development Center office to be considered for service and/or to be placed on the waiting list.

For applications and information, contact the CCDC at (818) 947-2931. The CCDC is located in the northeast parking lot near the corner of Ethel Avenue and Oxnard Street.

Citizenship Center

Prospective U.S. citizens, students and members of the community are welcome at the Los Angeles Valley College Citizenship Center. Services include: INS citizenship preparation class, non-credit ESL classes, citizenship forms, assistance filling out the citizenship application, and immigration information. The Citizenship Center is located in Bungalow 13-14 and open Monday through Thursday 9 a.m. to 5 p.m. and Friday 9 a.m. to 4:30 p.m. Call (818) 947-2976.

College Advisory Committees

One primary mission of Los Angeles Valley College is career education. In fulfilling that mission, the college provides a variety of programs and services which prepare students for employment and career advancement.

The demands of business and industry determine the various career education programs offered by the college. These include a variety of business, public safety, health and allied health, electronics and engineering, computer programming and high technology, telecommunication and media, family and consumer studies, and other related education and training.

Job placement and career progress are measures of successful students and reflect the effectiveness of the education and training provided by career education at Los Angeles Valley College. To ensure the success of our students, career education programs are developed and maintained by the faculty with the advice and assistance of advisory committees. Advisory committee membership consists of career education faculty plus business and industry consultants who are familiar with the practices and job skills needed in today's job market. Further, the Vocational Technical Education Act of 1998 (VETA), mandates advisory committees for career education programs to establish business and industry partnerships with college faculty and administration. The advisory committee serves a vital role in keeping career education programs relevant, dynamic, and on the cutting-edge of technology. This can only be achieved with a close working relationship between the college and the business community.

Advisory committees meet at least once each academic year, but may meet as often as necessary. Committee members evaluate career education and training programs, including curriculum, equipment, facilities and staffing plans, provide counsel and advice, review past accomplishments, and forecast trends affecting career education, vocational training, and employment.

Advisory committee members are an important component of the education program of the college. The professionals who serve on advisory committees are nominated because of their leadership in technology, the job market, and the economic development of Los Angeles. Bringing expert advice and sound planning on business, trade, and technical issues, advisory committees ensure course and program content reflect the needs of the rapidly changing job market.

2002-2003 Advisory Committees:

Accounting	Finance
Administration of Justice	Fire Technology
Biomedical Electronics	Journalism
Broadcasting	Management
Business Administration	Marketing
Child Development	Media Arts
Cinema Arts	Nursing
Computer Applications & Office Technologies	Real Estate
Computer Science	Respiratory Therapy
Electronics	
Engineering	

Programs and Services for Students with Disabilities (DSPS)

The Disabled Student Programs and Services (DSPS) Office is available to promote and provide equal access to educational programs and activities offered by Los Angeles Valley College for otherwise qualified students with disabilities. DSPS serves and can provide advocacy for students who find that their disability is a barrier to achieving their educational goals. DSPS provides information about campus and community resources, and specialized support that is not available elsewhere on campus. A primary objective of DSPS is to integrate students with disabilities into the general campus educational process. The ability of each student to function independently in the educational environment is the ultimate goal.

Students may be eligible for one or more services, depending on the specific nature of their disabilities. Students should provide disability documentation to DSPS. DSPS staff work closely with each student to identify his or her particular needs.

Accommodations and services are determined by the nature and extent of the disability and the disability-related educational limitations of the student and are provided based upon recommendation of DSPS.

Support services for eligible, registered students with verified permanent or temporary disability-based needs may include registration assistance, orientation to campus, special counseling, sign language interpreters, access to alternative educational materials including large print and taped textbooks, special parking privileges, referral for tutoring, test-taking assistance, referral to on-campus and off-campus resources, note-taking assistance, assessment for learning disabilities, sign language interpreters, liaison with faculty and campus departments, liaison with the California State Department of Rehabilitation, adapted physical education classes, and access to special adaptive equipment and computer software technology. The adaptive software includes scanning devices, computers that have enlarged text and voice input and output programs, Visualtek, Braille-printer for computer, Brailers, and spell checkers.

Students with disabilities who require accommodations for the classroom are strongly urged to contact the DSPS Office as soon as possible in the admissions and registration process in order to receive assistance and information about services. DSPS is located in Campus Center, Room 100. For further information, contact DSPS at (818) 947-2681, (TTD, for the deaf only, (818) 947-2680).

Alternate Text Format

Students with special needs can request printed educational materials and other published college materials in alternate text formats from the Disabled Student Program and Services. Please call (818) 947-2861 or TDD (818) 947-2680 to request alternate text formats.

Teletype Devices for the Deaf (TDD)

Teletype Devices or TDD's for the Deaf are available on campus at the following locations: Disabled Student Program and Services, Campus Center 100; College Sheriff, Bungalow 59 (available 24 hours); Administration Building public telephones, Lobby Area, and outdoor public telephone near vending machines in the Arcade, east of the Physics Building.

Campus Accessibility for Wheelchair Users

The Los Angeles Valley College campus is very flat and most classrooms are accessible to students with disabilities who use wheelchairs. Campus Center/Monarch Hall is the only multi-story building on campus and it is accessible by elevator. All other buildings are accessible by ramps with the exception of some of the bungalows. The following bungalow classrooms have steps and are inaccessible to wheelchair users: Bungalows 3, 4, 5, 9, 10, 11, 12, 26, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 42, 50, 51, 52, 53, 54, 55, 59, 60, 61, 64, 65, 66, 67, and 72. Please try to schedule your classes in rooms other than these inaccessible rooms. If you must enroll in a class that is scheduled in a room that is listed above as inaccessible, please contact DSP&S early in the registration process for assistance.

Extended Opportunity Programs and Services (EOPS)

Extended Opportunity Programs and Services (EOPS), is a state funded support program for students who are low income and educationally disadvantaged. Services include counseling, tutoring, priority registration, child care, and book services. To be eligible for EOPS a student must (1) qualify for fee waiver BOGW A or B, (2) be a California resident, (3) enroll in 12 or more units, (4) have fewer than 70 degree applicable units, and (5) have proof of previously completing or current enrollment/recommended enrollment in remedial English or math.

CARE (Cooperative Agencies Resources for Education)

CARE provides educational support for EOPS students who are single parents. Services include allowances for child-care related expenses, transportation, textbooks, and supplies. To be eligible for CARE, a student must be (1) 18 years of age or older, (2) a CalWORKs/TANF recipient, (3) a single head of household, and (4) a parent of at least one child under 14. Applications and additional information are available in Campus Center 116.

Financial Aid

The goal of financial aid is to provide access to post-secondary education to those who otherwise would be unable to continue their education without financial assistance. Through grants, scholarships, part-time employment and loans, the college provides monetary assistance to students in order to help them meet the basic cost of their education. The amount and type of aid offered to each student is determined by federal and state regulation, **institutional** policy and funding availability. The premise for the determination of the aid awarded is the belief that students/families have the primary responsibility to meet their educational costs and that financial aid is available to assist to fill the gap between an expected student/family contribution and the student's yearly academic expenses.

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

- Be a U.S. citizen or an eligible noncitizen. The language on the Free Application for Federal Student Aid (FAFSA) generally defines an eligible noncitizen as:
 - 1) A U.S. permanent resident who has an Alien Registration Receipt Card (I-551)
 - 2) A conditional permanent resident (I-551C)
 - 3) An other eligible noncitizen with an Arrival-Departure Record (I-94) from the U.S. Immigration and Naturalization Service showing any one of the following designations: "Refugee," "Asylum Granted," "Indefinite Parole," "Humanitarian Parole," or "Cuban-Haitian Entrant."
 - 4) If you are in the United States on a Nonimmigrant Visa such as an F-1, F-2, or M-1 Student Visa, B-1 or B-2 Visitor Visa, J-1 or J-2 Exchange Visitors Visa, H series or L series Visa, or a G series Visa (pertaining to international organizations), you are not eligible for federal or state financial aid.
 - 5) Forms I-797 "Application for Voluntary Departure Under the Family Unity Program" and I-171 or I-464 "Notice of Approval to Apply for Permanent Residence" alone, do not qualify for Student Financial Aid Program eligibility.

- Demonstrate financial need based on the Free Application for Federal Student Aid (FAFSA) data.
- A student must have a valid social security number when applying for financial aid. The Social Security Administration verifies the accuracy of each social security number submitted on the FAFSA. It is also essential to have on file a valid social security number with the Admissions & Records Office so that it may be cross-referenced when reporting a student's grade point average (GPA) for Cal Grant purposes, reporting enrollment data for loan deferments and other financial aid related purposes.
- Be making Satisfactory Academic Progress (SAP) in an eligible program for the purpose of obtaining an AA or AS degree, certificate, or transfer to a baccalaureate degree program.
- Must not be in default on a Federal Perkins loan (formerly the National Direct Student Loan), Federal Nursing Loan, Family Education Loans (FFEL), which includes the Federal Stafford or Federal Direct Loans and Supplemental Loan for Students (SLS) at any school the student attended.
- Must not owe a refund or an overpayment on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) or State Student Incentive Grant (SSIG).
- Be registered with Selective Service if required to do so.
- Have a high school diploma, GED or High School Proficiency Certification.

Ability to Benefit (ATB)

An eligible institution may admit as regular students only persons who have a high school diploma or its recognized equivalent, or persons who are beyond the age of compulsory attendance in the state in which the school is located. Students who are not high school graduates must provide documentation of ability to benefit as defined below:

1. Successfully completed a two-year program (minimum of 48 units) that is applicable for full credit toward a baccalaureate degree. This student may be admitted on the basis that he/she has the recognized equivalent of a high school diploma.
2. Students who are beyond the age of compulsory attendance but do not have a high school diploma or its recognized equivalent must pass an independently administered test that is approved by the Secretary of the U.S. Department of Education. For more information about the ATB test, contact the Los Angeles Valley College Assessment Center.

Beginning Spring of 1991, high school students who have continuously been enrolled and have satisfactorily completed at least one unit each semester are exempt from taking the approved test. Students in this category must have a counselor certify the student's ability to benefit.



Child Development

When To Apply

Complete the FAFSA in January of each year you wish to apply for financial aid.

Priority Dates for 2003-2004 Financial Aid:

May 1, 2003 is the first priority financial aid deadline for the Fall 2003 - Spring 2004 academic year. If you miss this deadline you may still apply for financial aid, but some funds may no longer be available and you may not receive your financial aid at the beginning of the semester because files are reviewed in the date order of receipt.

The Cal Grant deadline is March 2 and September 2, but when the date falls on a Sunday or Holiday, the deadline is extended to the following business day. We strongly encourage all students to apply by the first deadline, March 2, when more funding is available, but if you miss this deadline you may still apply by the second deadline, September 2.

Contact the Financial Aid Office for applicable deadlines related to the various financial aid programs.

Financial Aid Programs

Grants

Federal Pell Grant

The Federal Pell Grant is a federally funded program awarded to undergraduate students who demonstrate financial need and have not earned a bachelor's or professional degree. In some cases, a student may receive a Pell Grant for attending a post-baccalaureate teacher certificate program. Students who wish to apply for the Federal Pell Grant and other federal and state financial aid programs should complete the Free Application for Federal Student Aid (FAFSA).

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG Program is a federal program designed to supplement other sources of financial aid for students with exceptional need. When students apply for financial aid, they will automatically be considered for this program, provided funding is available.

Bureau of Indian Affairs Grant (BIA)

BIA Grants provide money to help defray the cost of education for students of Native American heritage. Amounts of grants vary according to individual BIA agencies. Interested students should contact their Tribal Council for application forms. Students are also required to file a FAFSA.

CA Student Aid Commission - Programs

Cal Grant

The State of California through the California Student Aid Commission (CSAC) offers Cal Grants for students who meet the financial and academic eligibility requirements and who apply on time. Awards may be used only at qualifying colleges in California. Cal Grants A, B and C are for undergraduate students and don't need to be paid back. Cal Grant T is for students who will be enrolled in a teaching credential program and a teaching service component is required.

Cal Grant A

Cal Grant A assists with tuition and fees at California's public and independent four-year colleges, and some occupational and career colleges. Your coursework must be for at least two academic years. If you receive a Cal Grant A but choose to attend a California Community College first, your award will be held in reserve for up to three years until you transfer to a four-year college. There are two Cal Grant A awards: Entitlement and Competitive.

Cal Grant A Entitlement awards are guaranteed for every graduating high school senior who has at least a 3.0 GPA, meets the financial and academic requirements and applies on time.

Cal Grant A Competitive awards are for other eligible students who have at least a 3.0 GPA and apply on time. Selection is based on a composite score that takes into consideration your family's income, parents' education level, GPA, time out of high school, and other factors such as whether you come from a single-parent household or are a former foster youth.

Cal Grant B

Cal Grant B assists low-income students with living expenses and books. When renewed or applied for beyond the freshman year, the award may also pay for tuition and fees at a tuition-charging institution. A community college is not a tuition-charging institution therefore the award remains as assistance for living expenses and books only in subsequent years if the student remains enrolled in a community college. Coursework must be for at least one academic year. There are two Cal Grant B awards: Entitlement and Competitive

Cal Grant B Entitlement awards are guaranteed for every high school senior who has at least a 2.0 GPA, meets the financial eligibility requirements and applies on time.

Cal Grant B Competitive awards are for other eligible students who have at least a 2.0 GPA and apply on time. Selection is based on a composite score that takes into consideration your family's income, parents' education level, GPA, time out of high school and other factors, such as whether you come from a single-parent household or are a former foster youth.

Cal Grant C

Cal Grant C awards assist with tuition and training costs for students who are enrolled in occupational or vocational programs that are at least four months long. If eligible, you will receive a Cal Grant C Supplement application in mid-May, which must be completed and returned by June 15. Supplements are scored based on your work experience, educational history and vocational aptitude.

California Community College Transfer Entitlement Cal Grant

High school students who graduated after June 30, 2000, and go to a California Community College may receive a Cal Grant A or B award to attend a qualifying four-year college in California. You are guaranteed an award if: you have at least a 2.4 community college GPA, meet the admissions requirements of the four-year college, meet the Cal Grant eligibility and financial requirements, apply by March 2 of the award year and are under age 24 as of December 31 of the award year. Students who receive a Cal Grant within a year of graduating from high school are not eligible.

Cal Grant T

Cal Grant T awards cover one year of tuition and fees at a teaching credential program approved by the California Commission on Teacher Credentialing. You must commit to teach at a CA public low performing K-12 school for one year for each award received. If you do not complete the teaching service requirement, you must repay the portion of the award for which you did not complete your service.

To be eligible for a Cal Grant, you must:

- Be a U.S. citizen or an eligible noncitizen
- Be a California resident
- Attend a qualifying California College
- Not have already earned a bachelor's or professional degree (except for Cal Grant T and extended Cal Grant A and B awards)
- Demonstrate financial need at your college
- Have family income and assets below the ceilings (these change each year)
- Maintain satisfactory academic progress as defined by your school of attendance
- Be in a program leading to an undergraduate degree or certificate
- Be enrolled at least half-time
- Have registered with the U.S. Selective Service, if required to do so
- Not owe a refund on any state or federal grant
- Not be in default on any student loan

Applying for a Cal Grant

You may apply for Cal Grants A, B, and C for the 2003-2004 academic year by submitting the 2003-2004 FAFSA as soon after January 1 and no later than the postmark deadline of March 2, 2003. You must also submit a verified grade point average (GPA) by the deadline.

You must apply for the Cal Grant A or B Entitlement award by March 2 of your senior year in high school or within one year of graduating from high school. You may apply for the Cal Grant A and B Competitive awards during your senior year in high school through your junior year in college.

If you attend or plan to attend a California Community College in Fall 2003, you have two chances to apply for a Cal Grant A or B Competitive award: by the March 2 deadline or by the September 2 deadline.

For the California Community College Transfer Entitlement Cal Grant, you must file a FAFSA and a verified community college GPA by March 2.

For Cal Grant T, you must file the FAFSA early enough (by mid-April) so that you have a valid FAFSA on file with CSAC by June 1. You also must submit the Cal Grant T GPA Verification Form by the June 1 deadline.

When March 2, September 2 or June 1 falls on a Sunday or a holiday, the deadline is extended to the following business day.

Law Enforcement Personnel Dependents Grants (LEPD)

Law Enforcement Personnel Dependents Grants are need-based grants for dependents and spouses of California peace officers (highway patrol, marshals, sheriffs, police officers) certain California Department of Corrections and California Youth Authority employees and firefighters with public entities who were killed or totally disabled in the line of duty. To apply, you must file the FAFSA and an LEPD application form, which is available from the CSAC. Applications are accepted throughout the school year.

Child Development Teacher Grants

Child Development Teacher Grants are for students who plan to teach or supervise at a licensed children's center. The grants, renewable for an additional year, are awarded to students attending a public or private two or four-year college in California.

To be eligible you must demonstrate financial need and be pursuing a child development permit at the teacher, site supervisor or program director level. In return, you must teach full-time at a licensed California children's center for one year for each year of grant assistance. The application deadline is June 1. You must also file a FAFSA. Applications received after the deadline will be evaluated on a first-come, first-served basis.

Assumption Programs of Loans (APLE)

Through the Assumption Program of Loans for Education, or APLE, elementary or secondary teacher candidates may receive up to \$19,000 in loan assumption benefits in return for teaching service. Awards are made each year to students who have outstanding educational loans that are mostly need-based.

To qualify, you must have completed at least 60 semester units. District interns and out-of-state teachers may also apply. You must be a resident of California unless you are applying as an out-of-state teacher.

To receive up to \$11,000 in loan-assumption benefits, you must provide four consecutive years of teaching service at a designated K-12 California public school or in a designated subject shortage area. If you teach math, science or special education at the lowest performing schools, you may receive up to an additional \$8,000 in loan assumption benefits.

Applications are available starting April 1 at colleges with approved teaching credential programs. Your school must nominate you for the program. Eligible district interns may apply through the Commission for Teacher Credentialing’s District Intern Office. All nominations are due to the CSAC by July 15.

There is also a Graduate Assumption Program of Loans for Education for students who intend to become college-level faculty. You may visit www.csac.ed.gov or call 888-224-7268 for more information about the CA Student Aid Commission Programs.

Board of Governors Enrollment Fee Waiver (BOGFW)

The California Community Colleges offer the Board of Governors Enrollment Fee Waiver to help students pay their enrollment fees. Fee waiver applications are processed immediately when submitted provided eligibility exists. It is not tied to any other financial aid program so it can be processed quickly. BOGFW applicants do not have to be enrolled in a specific number of courses and the fee waiver pays the enrollment fees for the academic year and summer sessions. The Financial Aid Office encourages students to also complete a FAFSA so they may be considered for all possible types of funding while pursuing their education.

A student is eligible for the BOGFW if he or she:

- Is a CA Resident as determined by the Admissions and Records Office
- Is enrolled in at least one (1) unit
- Meets one of the following criteria in Methods A, B or C:

Method A: The student or his/her parent is a verifiable recipient of TANF (formerly AFDC), Cal WORKs, SSP, SSI, General Assistance/General Relief, the student is a dependent of a deceased or disabled veteran or a dependent of an unmarried surviving spouse of a deceased/disabled member of the CA National Guard. The California Department of Veterans Affairs or the National Guard adjutant General Certification of eligibility for a dependent’s fee waiver must be submitted with the BOGFW application.

Method B: Family income level by household size does not exceed the eligibility criteria established by the Board of Governors of the State of California.

Number in Household (including yourself)	Total 2002 Adjusted Gross Income and/or Untaxed Income
1	\$13,290 or less
2	\$17,910 or less
3	\$22,530 or less
	Add \$4,620 for each additional family member

Method C: A student who has a financial aid application on file in the Financial Aid Office may be eligible for an enrollment fee deferment until his or her BOGFW eligibility may be determined.

If you qualify for the fee waiver after you pay your fees, you may request a refund at the Los Angeles Valley College Business Office within the same academic year. Fee waivers and financial aid cannot be used under any circumstances to pay for audit classes.

Deferred Tuition for Non-Resident Aid Eligible Students

A non-resident student who is eligible for financial aid may make arrangements to defer a portion of his/her non-resident tuition and enrollment fees. Interested students should contact the Financial Aid Office for more information. Keep in mind that grants may not cover your full charges, therefore, a student must be prepared to pay the remaining balance, which could be several hundred dollars depending upon the number of units taken. The remaining balance must be paid at the time of registration. Loans may not be used for this deferment purpose.

Scholarships

Information about scholarships and grants are available at the Student Assistance Center. For information about the Patrons Scholarship contact the Los Angeles Valley College Foundation Office.

Federal College Work-Study Program (FWS)

FWS is a federal program that enables a student to earn part of his/her financial aid award through employment. The college will help you find a part-time job on or off-campus.

Loans (Monies That Must Be Repaid)

Loans require serious consideration and have consequences for both the college and the student. The institution, therefore, observes guidelines in awarding student loans to prospective and continuing borrowers. It takes time for loans to be processed. Students must receive an award letter prior to signing up to attend a loan entrance counseling session which initiates loan processing. Students should not plan to use loan funds to pay registration fees, or non-resident tuition and fees. For more information contact the Financial Aid Office.

Federal Carl D. Perkins Loan

(Formerly the National Direct Student Loan, NDSL).

Perkins loans are for students with exceptional need and funds are usually very limited. The college is the lender, the interest rate is fixed at five percent and there are no fees. No interest will accrue (accumulate) while you are enrolled at least half-time. You must begin repaying your loan nine months after you graduate, leave school or enroll less than half-time. Depending upon how much you borrow, you may have up to 10 years to repay.

Students may be eligible for deferment or cancellation of the loan obligation under certain circumstances. These terms and conditions are explained during the loan entrance and exit counseling sessions.

William D. Ford Federal Direct Loan Program

This loan program falls under the Stafford Loan Program. Two types of Direct Loans, Subsidized and Unsubsidized are offered at Los Angeles Valley College. To be eligible, a student must be enrolled in at least six (6) units at Los Angeles Valley College. Repayment begins six months after a student ceases being a half-time student, withdraws, or graduates from the college. The interest rate on these loans is a variable rate with a cap of 8.25%.

Direct Subsidized Loans – Subsidized loans are awarded based on demonstrated financial need. The federal government pays the interest while the student is enrolled and for the first six months after you graduate, leave school or drop below half-time. To qualify, you must meet all of the requirements for federal student financial aid.

Direct Unsubsidized Loans – Unsubsidized loans are not awarded on the basis of need. You will be charged interest from the time the loan is disbursed until the loan is paid in full. If you allow the interest to accrue (accumulate) while you are in school or during other periods of nonpayment, it will be capitalized, that is, the interest will be added to the principal amount of your loan, and additional interest will be based on that higher amount. Note: if your interest is capitalized, it will increase the amount you have to repay. You can choose to pay the interest as it accumulates; if so, you will repay less in the long run.

Repayment of the Direct Loan programs may extend up to 10 years. There are four different repayment options that are available, whereby loan repayment may extend between 10-30 years. Students may be eligible for deferment or cancellation of the loan obligation under certain circumstances. These terms and conditions are explained during loan entrance and exit counseling sessions.

Federal Nursing Loan

The Nursing Loan Program is available only to students who are enrolled in the Registered Nursing Program and have demonstrated financial need. In order to apply, students must complete a FAFSA. The interest rate is 5%.

Repayment of this loan begins nine months after the borrower graduates, withdraws or ceases to be at least a half-time student. The length of repayment may extend up to 10 years, depending upon the total amount borrowed.

Students may be eligible for deferment or cancellation of the loan obligation under certain circumstances. These terms and conditions are explained during the loan counseling session.

Should a student experience unforeseen circumstances with any of the loan programs previously discussed, which prevent repayment at the minimum level, please contact the Financial Aid Office immediately. There may be other options for you to pursue, so please contact the Financial Aid Office for assistance.

Summer Financial Aid

Pell Grants and Board of Governors Enrollment Fee Waivers are available for summer school enrollment for eligible students. Please contact the Financial Aid Office for more information.

Special Circumstances

In certain cases, a family's financial situation can change because of extraordinary circumstances such as death, separation or divorce, loss of a job, or loss of non-taxable income or benefits. In such cases, the student should contact the Financial Aid Office.

Auditing of Classes

Financial aid and fee waivers cannot be used to pay for audit classes. No exception to this policy can be made.

Federal Refund Requirements

All students who receive federal financial aid and totally withdraw from ALL classes within the first 60% of the semester may have to repay some of the federal funds received prior to withdrawal. The Financial Aid Office will calculate the amount of federal funds earned up to the point of withdrawal. Students will be billed and must repay any federal grants received but not earned. Failure to repay these funds will result in the denial of

future federal financial aid at all colleges. It is strongly advised that students contact the Financial Aid Office before withdrawing from all of their classes to obtain information regarding refund calculations and the results or effect the withdrawal may have in relation to the aid received.

Determining Financial Need

Most financial aid awards are based on demonstrated financial need, which is the difference between the cost of attendance and the expected family contribution (e.g. Cost of Attendance – Expected Family Contribution = Need).

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

Once the student's financial need and eligibility are established, an award letter is sent to the student informing him/her of the aid offered. The Los Angeles Community College District prefers to meet students financial need awarding grant aid whenever possible, but self-help aid such as work-study and loans may also be part of a student's award.

Financial Aid Policy

In order to receive financial aid students must meet the standards described below. Students must be enrolled in an eligible program. At a community college an eligible program is defined as:

1. An Associate of Arts(AA) or Associate of Science (AS) degree, or
2. A certificate program, or
3. A transfer program that is acceptable for full credit toward a baccalaureate degree program.

Standards Of Satisfactory Academic Progress

In accordance with the Higher Education Act of 1965, as amended, the Financial Aid Office of Los Angeles Valley College establishes the following Standards of Progress. These standards apply to all students who apply for and receive aid from the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Perkins Loan, Federal Nursing Loan, Federal Direct (Subsidized and Unsubsidized) Loan(s), Federal College Work-Study, Cal Grants B and C, the Law Enforcement Personnel Dependent Grant and Child Development Teacher Grant.

Note: the Board of Governors Enrollment Fee Waiver program, established to help needy students pay the California Community College enrollment fee, is specifically omitted from the above list. As long as a student is eligible to enroll under the college's academic provisions, fee waivers will be granted to all eligible students. Fee waivers cannot be used to cover payment for any audit classes. No exception to this policy can be made.

Federal regulations require that the standards applied to the students receiving financial aid also apply to those students during periods when they were not receiving aid. Previous coursework earned at any college within the Los Angeles Community College District (LACCD) and any college outside of LACCD (if the information is available) will be reviewed for compliance with the standards put forth in this policy.

After initial eligibility is established, subsequent satisfactory academic progress review will consider only academic performance at the institution providing aid with the exception of the 72 unit limit or if there is information of a previously earned AA, AS, or higher degree. For students aided under a consortium agreement, consortium classes will be included during the satisfactory academic progress review by the primary college. The primary college is defined as the college that processes their financial aid.

General Requirements

Students receiving financial aid must be enrolled in a course of study leading to an AA, AS, certificate or in a transfer program to a four-year college or university.

Satisfactory academic progress is defined as:

1. Completion of the number of units for which the student was paid, minus the three unit leeway*, and
2. Maintenance of a 2.0 semester and cumulative grade point average (GPA)
3. Completion of more than 50% of the semester units attempted with a grade of A, B, C, D, or Credit each semester and cumulatively.
4. Completion of fewer than 72 units or no completion of a previously earned AA, AS, or higher degree at the beginning of the academic year. Students may appeal for an extension of eligibility.

*The three-unit leeway does not apply to students who are enrolled less than half-time.

Determining Enrollment Status

In determining whether or not a student is making satisfactory academic progress, the student's enrollment status is defined as follows:

1. If the student receives a full-time Federal Pell Grant or Cal Grant, the enrollment status is full-time.
2. If the student receives a three-quarter-time Federal Pell Grant or Cal Grant, the enrollment status is three-quarter-time.
3. If the student receives a half-time Federal Pell Grant, Cal Grant B or C, Child Development Teacher Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Perkins Loan, Federal Nursing Loan or Federal Direct (Subsidized and Unsubsidized) Loan(s), the enrollment status is half-time.

In all enrollment status categories, the student is expected to maintain a 2.0 (C average) cumulative grade point average.

Payment for late starting classes will not be requested until the classes begin.

Please note that any change in enrollment may result in a change of your financial aid award. If you withdraw or drop classes, full or partial repayment of your financial aid may be required.

By the end of each academic year, financial aid students must complete the units for which they received aid minus a three-unit leeway:

- A. Full-time students are responsible for 24 units and must complete at least 21 units per year.
- B. Three-quarter-time students are responsible for 18 units and must complete at least 15 units per year.
- C. Half-time students are responsible for 12 units and must complete at least 9 units per year.
- D. Less than half-time students are responsible for completion of all units enrolled in when the first disbursement was made. The three-unit leeway does not apply to these students.

In the determination of enrollment status, it is permissible for a student to count units being taken concurrently at another college as agreed to under the terms of a consortium agreement. A consortium agreement must be made between two colleges with one college designated as the primary college (from which the student receives financial aid) and the other college as the secondary college. If the student is enrolled at a community college and a four-year college, the four-year college must be the primary college.

Maximum Time Lengths

Federal regulations require that institutions establish a maximum time period or unit total for a financial aid student to complete his/her educational objective. If a student is planning to obtain an AA or AS degree, a certificate, or to transfer to a four-year college, he/she will be limited to a maximum of 72 total units or the equivalent of six (6) full-time semesters with one exception. Review of the 72 unit limit will occur at the beginning of the student's first semester of attendance. A student with fewer than 72 units at the time of the review will be considered eligible for aid for the remainder of that academic year provided that all other standards are met and that the student has not already earned an AA, AS or higher degree. If this is the case, the student will be required to file a Petition of Extension of Financial Aid. See appeal procedures.

Short Length Certificate Programs

Some certificate programs at Los Angeles Valley College may be completed in less time than the AA or AS degree. The following list shows the normal completion time and the maximum time for certificate programs of varying length:

Units Required	Normal Length	Maximum Length
10 to 20	2 semesters	3 semesters
25 to 36	3 semesters	4 semesters
37 to 48	4 semesters	5 semesters

To be eligible for financial aid, a program must be at least 6 months in length. If the student has previously earned an AA, AS or higher degree, he/she must file the Petition for Extension of Financial Aid.

Grading Policy, Course Limitations

In the application of these standards of progress, the Financial Aid Office will follow the policies of the college as described in the college catalog. In particular:

- A. In calculating units completed, only those classes passed with an A,B,C,D or CR will be counted as completed classes.
- B. Classes in which the student receives grades of F, NC, INC, IP and W will not be counted as completed classes.
- C. The student may not receive credit for a class for which he/she previously received an A, B, C, or CR unless the catalog specifically says that the class may be repeated for credit.
- D. Students may receive financial aid for ITV classes. Students must be concurrently enrolled in regular classes. ITV classes cannot exceed 50% of the total units and will not be considered for payment until completed and grades have been posted.

Financial Aid Probation And Disqualification

Academic progress for financial aid students will be determined prior to the first disbursement of aid for each academic semester.

1. Probation
 - a. Students whose academic progress is substandard in their most recent prior semester will be placed on probation.
 - b. Students who failed to meet the standards at any college in the LACCD and have been on probation, are on probation at all colleges within the LACCD.
 - c. Students with 50% or more units of Non Credits, Withdrawals, or Incompletes in the most recent semester will be placed on probation.
 - d. Students on probation who have made measurable improvement, but who have failed to achieve the minimum standards of satisfactory academic progress, may be granted additional aided probationary semesters.
 - (1) This will be done utilizing professional judgment on a case-by-case basis (Section 479A of the Higher Education Act of 1965 as amended through June 1994).
 - (2) Students will be notified by mail of their probationary status.
2. Disqualification
 - a. Applicants who have two or more consecutive semesters of substandard progress are subject to disqualification.
 - b. Financial aid recipients who do not achieve a cumulative GPA of 2.0 or better by the end of the second academic year will be disqualified. The second academic year is defined as a period of time and not the level of enrollment.
 - c. Students who are disqualified from financial aid will be notified by mail of the reason(s) for disqualification and procedure for appeal.
 - d. Students can make up unit deficiencies in the Spring semester or during the Summer session.
 - e. If the cumulative GPA is below the 2.0 minimum, it must be increased to a 2.0 GPA by the conclusion of the Spring semester or Summer session to receive aid in a subsequent award year.
 - f. Financial Aid will be discontinued for all students who have not met the minimum requirements upon completion of the Summer session.
 - g. Financial aid will be discontinued for all students who have earned 72 units by the beginning of the academic year or who have previously earned an AA, AS or higher degree.

Appeal Procedure For Reinstatement Of Financial Aid

The student may appeal to be reinstated or continued on financial aid provided the student is eligible to enroll at the college. Generally, the appeal will fall into one of two categories:

- A. To apply for reinstatement after disqualification due to a unit deficiency or failure to maintain a 2.0 cumulative GPA, the student must fill out a Substandard Petition for Reinstatement of Financial Aid. This request will be reviewed and reinstatement may be granted for documented medical problems, family emergencies, and other circumstances beyond the student's control. If the Petition is approved, the student is only eligible for the payment period or period of enrollment in which he/she regains eligibility; eligibility is not retroactive to all earlier payment periods or periods of enrollment. If the Petition is denied, the student must make up the unit or GPA deficiency without receiving financial aid (with the exception of the Board of Governors Fee Waiver) before being considered for reinstatement. After making up the deficiency the student must submit a new Substandard Petition for Reinstatement. In a case where the student disagrees with the decision, he/she may request to have the appeal reviewed again provided new or additional information is submitted that was not contained in the first appeal.
- B. Students who have completed 72 units or more at the start of the academic year, or who have already earned an AA, AS or higher degree may apply for an extension by completing the Petition for Extension of Financial Aid. This petition must be accompanied by an educational plan completed by a Los Angeles Valley College Academic Counselor listing all courses (g.e. and major requirements) remaining that are needed to obtain the student's immediate educational objective. This request will be reviewed and an extension may be granted based on the circumstances of the explanation provided and educational plan content. If the Petition is approved, the student is only eligible for the payment period or period of enrollment in which he/she regains eligibility; eligibility is not retroactive to all earlier payment periods or periods of enrollment. If the Petition is denied the student will not be eligible to receive any financial aid (with the exception of a Board of Governors Fee Waiver). In the case where the student disagrees with the decision, he/she may request to have the appeal reviewed again provided new or additional information is submitted that was not contained in the first appeal.

Tax credits

For the latest information about educational tax credits that might be useful for Los Angeles Valley College students and their families, view the Internal Revenue Service's web site at www.irs.gov/formspubs/page/0,,id=12989,00.html

Additional Financial Aid Information

The Financial Aid Office receives many financial aid publications. If you would like to receive more information about financial aid programs, satisfactory academic progress standards and financial aid procedures, please visit the Los Angeles Valley College Financial Aid Office.

Fraud

A student who attempts to obtain financial aid by fraud, will be suspended from financial aid for unsatisfactory conduct. The college will report such instances to local law enforcement agencies, to the CA Student Aid Commission and to the United States Department of Education. Full restitution of any financial aid received through fraudulent means will be required.

Valley College Historical Museum

The Los Angeles Valley College Historical Museum, of which Austin Conover is curator, contains documents, photographs and artifacts relating to the San Fernando Valley. It is also a repository for Valley College publications, documents and photographs. The Museum is located in Bungalow 15 at the south end of the campus facing Burbank Boulevard and is open during the school year from 12:00 noon. to 3:30 p.m. and by appointment. The phone number is (818) 947-2373.

Job Resource Center

The Job Resource Center is located in Bungalow 48, (818) 947-2333. Job listings are available to assist individuals in obtaining full and part-time employment. Also, internet access available to search job banks.

A student attending Los Angeles Valley College is entitled to use the job placement services of any of the other Los Angeles Community Colleges.

Lab for Academic and Instructional Resources (LAIR)

The LAIR provides student access to the Internet World Wide Web, Word Processing, and access to a growing collection of productivity and educational software. The LAIR is located in the Library Building. The telephone number is (818) 947-2499.

Learning Centers and Services

Learning Center

Students may take advantage of learning opportunities by going to the Learning Center in the south wing of the Library building. Peer tutors provide FREE tutoring for a variety of subjects including math, chemistry, biology, physics, statistics, child development, English, Spanish, music, accounting, and economics. Learning Center tutors provide services in groups on a walk-in basis and individual tutoring sessions by appointment. Call (818) 947-2744 for further information.

Self-instructional materials are available in a wide range of areas from accounting to zoology. Materials include audio tapes, video tapes.

Other Learning Centers

Other learning centers are located in the Biology, Earth Science/Anthropology, English, Math, and Computer Application & Office Technologies departments.

Computer centers are located in Business, Computer Science, Electronics, Engineering (CAD laboratory), and Vocational Education.

Reading Center

The Psychology Department Reading Center, located in Bungalow 56-57-58, offers day and evening classes to improve reading and study skills: Developmental Communications 23, 35, 36 and Psychology 26. Individualized, one unit, credit/no credit programs are also offered in Developmental Communications 22. These courses include: basic phonics and reading skills, intermediate reading, speed reading and comprehension, study skills; and vocabulary development at all levels. Diagnostic testing is given in every class and is also available by appointment in the Reading Lab. The lab is open to students at regular posted hours.

All students are encouraged to enroll in the reading program and to take advantage of practice materials, equipment, and counseling available to them in the lab. The program is especially recommended for those beginning college or returning to school.

For information, call the Reading Center, (818) 947-2481.

The Writing Center

The Writing Center, located in Humanities 100, offers one-to-one and group tutoring to all LAVC students. The Writing Center staff believes writing is a process with definite stages including invention strategies, idea generation, evidence gathering, outlining, thesis statement development, draft writing, revision, and polishing of final copies; we therefore encourage students to seek help from our experienced tutors from the beginning to the end of their writing process. You may bring in homework assignments, study questions, essay topics, and reading materials from any class you are taking at LAVC.

The Writing Center can help you grow as a writer, reader, and thinker. To assist in this, we provide writing workshops, instructive handouts, group study guides, internet access, and tutorial software. We also offer three laboratory courses: English 67, a writing lab; English 68, a reading lab; and English 69, a writing and revising on the computer lab. Students may also work independently in our Computer Center located directly next door in Humanities 102. A computer lab monitor is always on duty to answer any questions regarding word processing, MLA format, and Internet research.

All students must have a student ID card and current registration receipt to receive services in either part of The Writing Center. We recommend that you come to us in the early stages of your assignment. If possible, bring a written copy of your assignment, bring any books required for the assignment, and bring any notes you have already prepared about what you want to say in the assignment. Our staff is ready to help you develop the skills necessary to successfully complete your work in a comfortable, peer friendly, and stimulating learning environment.

For further information about our services, call us at 818-947-2810, visit our website link at www.lavc.edu, or drop-in to pick up one of our brochures in Humanities 100.

Library

The college's library, one of the largest in the San Fernando Valley, has more than 128,000 books and subscribes to about 360 magazines and newspapers. There is also an extensive microfilm collection of newspapers, scholarly journals and magazines. Students should consider the library their first and best source of learning materials. Its online catalog lists not only all the books in the library but also all the audio-cassettes, video-cassettes, filmstrips, slides, and programmed books in the Learning Center. There are up-to-date indexes to help you locate the exact information you need in books, magazines and pamphlets. The Library also provides access to a number of electronic databases. The Library's home page on the Internet, <http://www.lavc.edu/library.html>, provides a link to the online catalog and the full text journal databases and indexes. A staff of experienced librarians and library assistants is always available to assist you. The Library's Reference Desk can be reached at 818-947-2763. All enrolled students are eligible to check out library materials by showing their LAVC student I.D. card.

A collection of helpful handouts produced by the Library are available to help library users get acquainted with the Library and its resources. For those who want to learn more about research methods and library organization, the Library offers two one-unit courses, Library Science 101, Library Research Methods, and Library Science 102, Internet Research Methods, each semester. Ask for further information in the library.

The Library's web page includes a complete list of library policies and regulations. Students should familiarize themselves with these policies before borrowing library materials. Borrowers will be held responsible for overdue, lost or damaged library materials. The overdue fine policy is posted in the library. A hold will be placed on a student's records if overdue material is not returned or fines are not paid. Lost materials are billed at the current replacement cost plus a \$10.00 processing charge. If the library judges material to have been damaged by a student, additional fines will be assessed up to the replacement cost of the item. Under the authority of Board Rule 9803, Standards of Conduct, the library reserves the right to restrict library privileges of students who do not abide by these policies.

Lost and Found

Lost and Found is located in the Campus Sheriff's Office (Bungalow 59).

Student Parking

The Campus Sheriff controls all parking lot security and parking citation issuance. At the beginning of each semester (Winter, Fall, Summer & Spring), all students are given a one-week grace period for parking (**in the student lots only**), in which they can register for classes and purchase a parking permit from the business office. In the second week of the semester, the Campus Sheriff's office will begin writing citations in the student parking lots. (All student parking lots are designated by a letter (A,B,C,D,E,F,G). Parking violations are strictly enforced.

There is no student parking in the Staff Parking Areas at any time (College Road North & South, Ethel Ave., & in front of the North Gym).

Your parking permit should be properly displayed, in plain view, either hanging from the rear view mirror or on the left side of the dashboard. Failure to do so will result in a parking citation.

Motorcycle riders may obtain a parking permit sticker (for the windshield) from the College Sheriff's office (Bungalow #59) upon showing proof of purchasing a parking permit from the business office.

All vehicles must be driven forward into a clearly designated parking space. Vehicles may not park backward into stalls.

No vehicle may be parked overnight on campus.

VISITOR PARKING

There are 30 - minute metered parking areas in the front of the college off Fulton Av. and on the south side of Parking Lot E (Stadium Lot), next to the Community Services Building.

SPEED LIMIT

The speed limit on all campus roads and parking lots is 8 miles per hour. Violators of any traffic or parking regulations are subject to citations and fines.

DISABLED STUDENT PARKING

The metered parking spaces on campus may be utilized at any time without charge by disabled individuals with valid DMV placards. To utilize handicapped parking spaces within the college parking lots, a valid DMV placard and a LAVC disabled student parking permit (obtain from DSPS office) are required. All students using campus parking are required to pay parking fees.

College Sheriff

"A partnership in school safety"

The College Sheriff is located in Bungalow #59 and is open 24 hrs a day / 7 days a week. Our office number is #2911 (from any campus office phone) or *80 (from any campus payphone, at no charge to you). The Campus Sheriff office number is (818)-947-2911.

With the L.A. County Sheriff's Dept., service-oriented policing and crime prevention are our top priorities. We maintain high visibility in all areas of the campus to help prevent crime before it happens or witness crimes in progress. We welcome information from the students regarding any criminal activity. The students are a vital resource for the Campus Sheriff for crime prevention at LAVC.

Any student can inquire about crime on campus. All campus crime stats are posted in the Campus Sheriff's office lobby.

Any crimes that are committed at L.A. Valley College will be subject to arrest and campus administrative discipline will be imposed.

Below are certain actions students should be aware of to protect themselves and their property:

1. Always lock your vehicle.
2. Do not leave valuable items in plain sight in your vehicle (this creates temptation for criminals).
3. Record serial numbers to your valuable items (car stereo, cell phone, walkman, etc.).
 - This information is recorded into the "Automated Property System" (APS), which is statewide information to all law enforcement agencies if they should contact an individual with your property.
4. Do not leave your textbooks or personal items in a classroom unattended (if you go to the restroom, talk to an instructor, etc.). It may not be there when you return. Write your name on all of your items.
5. Be aware of your surroundings when walking through the campus or the parking lots. If you reasonably feel in fear for your safety, contact the Campus Sheriff's office and we will assist you.

Bus Routes

Bus transportation is available to the campus by MTA bus lines. Check with the MTA for schedules of bus lines 154 and 158 and joining bus routes. In addition, DASH buses serve the Van Nuys/Studio City area. Call the L.A. Dept. of Transportation at 1-800-2LA-RIDE for information.

Student Assistance Center (SAC)

The Student Assistance Center (SAC) is a first stop to welcome students who want to register for classes. A bilingual student staff assists students in completing applications for admission.

The Center is a multi-dimensional support system that provides general campus information and referrals for on-campus and off-campus services. The Center also offers, in coordination with the Financial Aid Office, information workshop on how to complete the Financial Aid application. Peer advising, campus tours, EUREKA career information, and applications for transferring to 4-year colleges and universities are also available. The SAC, in coordination with Admissions, staffs the Information Desk located in the Admissions Building lobby. SAC houses campus scholarship applications and information for students to review. The listings are regularly updated. The listing is available through the college Website link at LAVC Scholarships.

Limited INTERNET access is available for students to research scholarship and Financial Aid information.

The Student Assistance Center is funded by Title V, Hispanic Serving Institutions, and is committed to assisting and serving Los Angeles Valley College's student population. This office will serve as the Information Center for Learning Communities courses on campus.

The Student Assistance Center (SAC) is located in Cafeteria 101B, or you may call (818) 947-2487. The office hours are: Monday - Thursday 9 am - 8 pm, and Friday 9 am - 3 pm.

Service Learning Program

Become a volunteer in your community and make a difference in the world around you!

Los Angeles Valley College's Service Learning Program links students as volunteers with nonprofit agencies. Through volunteer service, students gain valuable practical experience that can be related to any class.

Many Valley College instructors incorporate Service Learning into their courses enhancing opportunities for learning, while students gain valuable hands-on work experience with community non-profit agencies. Most requirements are about 15 to 20 hours of volunteer service per semester. Students must also maintain a "reflection journal," challenging them to think, write, and talk critically about their experiences.

Benefits to Students

- Greater understanding of course work. Provides examples of real life application of classroom knowledge.
- Connection to college is strengthened, increasing the likelihood of remaining in school and achieving educational goals.
- Provides opportunities for career exploration and work-force training.
- Opportunity to develop leadership and teamwork skills.
- Fosters cultural awareness and diversity.
- Increases self-esteem and critical thinking skills.
- Volunteer service can be included in college applications and employment resumes.

For more information, call the Counseling Department:
Rick Brossman, Director (818) 947-2642
Internet: <http://www.lavc.edu>

Veterans Services

Veterans Counseling

Veterans, and widows and orphans of veterans, are urged to discuss their educational benefits under the law. The Veterans Representative will give all possible assistance.

California Veterans – Dependents registering under the California Veterans Bill must enroll for a minimum of twelve units. Repeated courses may not be counted by California State Veterans as part of these twelve units. Forms must be submitted through Financial Aid Office.

Reservists – Students who are enlisted in the reserves for 6 or more years are entitled to benefits.

Disabled Veterans (Public Law 87-815) – Books and supplies for veterans attending college under these laws must be obtained through the Student Bookstore. For benefits students must register with the Veterans Representative.

War Orphans Bill (P.L. 634) – Application forms for submitting to the Veterans Administration may be obtained from the Veterans Representative. Students eligible under this bill are paid full subsistence for 12 units. Those enrolled for 6 to 11 units will be paid proportionately.

Cold War Bill (Public Law 358) – Application forms may be obtained from the Veterans Representative and veterans should submit the completed form to the college Veterans Representative. Unit requirements are the same as the above War Orphans Bill.

Under P.L. 91-219, 12 units will be considered full time for educational benefits, 9 units will be 3/4 time, and 6 units will be 1/2 time.

The veteran is still expected to complete 60 units in two years, and any deviation from this plan should be verified by the

Veterans Representative.

All questions dealing with the rights and privileges of veterans and their dependents should be directed to the Veterans Representative in the Counseling area, Administration Building lobby.

Standards of Attendance and Progress for Veterans and Dependents

The following regulations apply to all veterans attending a Los Angeles Community College and receiving benefits under Title 38 of the United States Code.

Attendance Regulations – Students are required to attend all meetings of every class in which they are registered. Students who are excessively absent may be dropped by the instructor when their hours of absence equal the number of hours the class meets per week, regardless of the reasons for the absences.

Withdrawal – The last day of a veterans attendance in class must be reported to the Veterans Administration to avoid over-payments. It is the responsibility of the veteran to immediately inform the Office of Veterans Affairs of any reduction in unit load. It is the responsibility of the instructor to notify the Admissions Office of the last day of attendance of students. The Veterans Administration will then be notified in a timely manner of the student veterans who withdraw from class.

Academic Requirements – All veterans are subject to the academic standards for probation and disqualification in this catalog (see page 99).

Program Planning for Veterans – To be eligible for veterans benefits the veteran should select a degree objective and choose courses from those listed under that program in the catalog. The veteran is advised to seek counseling from the Veterans Counselor. The Veterans Administration will not pay benefits for courses that do not fit in a veterans selected program.

Prerequisites to required courses will be allowed for payment. Repeats of courses in which the veteran received an F are allowable for payment. Repeats of courses in which a grade of D was earned are allowable only if the course is a sequential one, and a grade of C or better is necessary before proceeding to the next required course. Payment will not be allowed for the repeat of a non-sequential course in which a passing grade was earned (D or better). Veterans will only be paid for Cooperative Education units if work experience is related to their major.

Veterans who have been in school two or more semesters will not be certified for veterans benefits for the succeeding summer or fall semester if the total number of W units exceeds the number of units completed.

60 Unit Rule – Generally, veterans who have completed more than 60 units of college work are not permitted to receive benefits for courses taken at the Community College. However, under certain circumstances veterans are permitted to receive continued benefits for Community College attendance. Exceptions to this 60 units rule are listed below, along with a set of guidelines for each.

Exception	Guideline
1. Courses necessary to complete the AA degree.	Only those courses required for the degree may be taken (electives are permitted during the last semester of enrollment prior to graduation).
2. Courses to remove a grade point deficiency in order to receive the AA degree.	Any course may be taken.
3. Courses for transfer to a 4-year college or university, up to 70 transferable units:	All courses taken must be transferable to the students chosen college, and must be either a General Education or a major requirement
4. Courses necessary to remove a grade point deficiency for transfer to a 4-year college or university:	All courses taken must be transferable to the veterans chosen college.
5. Courses toward a second AA degree.	The veteran may only take major or General Education courses required for the second AA/AS.

Records – Los Angeles Valley College is required by the California State Bureau of Approvals to maintain records for each student veteran which contains the following items:

1. Transcripts of all previous college work, with appropriate credit granted where applicable; this becomes part of the permanent college records.
2. Indications, where applicable, that appropriate credit has been granted for prior training with training periods proportionately shortened with V.A. notification.
3. Records showing continued pursuit at the rate for which enrolled, and progress of each veteran.
4. Final grades in each subject undertaken in each summer term or semester. Records of withdrawals or non-credit in any subject will show last date of attendance and any subsequent re-enrollment.

5. College and District policies which provide:
 - (a) The veteran-student will not be permitted repetitive enrollment in courses, non-attendance, and withdrawal without penalty.
 - (b) The point in time when educational benefits should be discontinued for unsatisfactory progress, unsatisfactory conduct, and withdrawals.
 - (c) All veterans are subject to college regulations for academic probation and dismissal. The established college requirements will apply to veterans for grade-point-average for graduation. The minimal college grade-point-average must be maintained to achieve credit for a given proportion of the course load. The V.A. interpretation of academic probation is at the beginning of the term immediately following that in which the veteran fails to maintain minimum grade-point-average. Any veteran failing to meet these requirements is subject to academic dismissal. V.A. notification is required of any veteran making unsatisfactory progress or who has been academically dismissed.
 - (d) Veterans will not be considered to be making progress when they fail, receive no credit, or withdraw from all subjects undertaken when enrolled in two or more subjects, except when there are extenuating circumstances approved by the college Veterans Counselor.
 - (e) All courses offered at Los Angeles Valley College lead to a standard college degree and/or certificate.

Campus Policies

- (a) Previous military courses or military transcripts will be evaluated only for students who have completed 12 units at Los Angeles Valley College and are currently enrolled.
- (b) Students interested in receiving V.A. benefits (which they are eligible to receive) are encouraged to contact the Veterans Representative **after** confirmation of course enrollment. The fee receipt is acceptable proof of current registration.

STUDENT ACTIVITIES

College Colors and Symbol

The College colors are green and gold. The college symbol is the Monarch Lion.

Co-Curricular Activities

Co-curricular (extra class) activities are intended to provide students with the opportunities (1) to better prepare themselves to discharge the duties of citizenship in a democratic society, (2) to enrich their educational opportunities through extra class cultural activities, through volunteer programs related to the instructional program, and through community-related affairs. It is believed that the students, in learning to work with college groups, will develop proficiencies which will prepare them for leadership in a democratic society and for cooperative and meaningful associations in both occupational and personal pursuits.

The development and continued support of a student activity program is a vital part of the obligation of the faculty and administration to the students and the college community. At Valley, student activities are considered an integral part of the educational program of the college.

Scholastic Honor Societies

Tau Alpha Epsilon (TAE) is a scholastic honor society.

To be eligible a student must have attained a 3.3 GPA in 12 units or more the previous semester or a 3.3 GPA or better in 18 or more total units at LAVC.

TAE is both a service-oriented and social organization, which provide support for such activities as the Deans Reception and tutoring.

Phi Theta Kappa (PTK) is an international honor society for the two-year college. Founded in 1918, PTK recognizes and encourages scholarship, development of leadership and service, fellowship, and the pursuit of academic excellence. Eligibility in Los Angeles Valley College's chapter, Beta Delta Sigma, requires maintaining an over-all GPA of 3.5 or higher and completion of 30 or more semester units of accredited college courses while enrolled at LAVC.

Dean's Reception

The Dean's Reception is sponsored each semester by the Associated Student Union. Tau Alpha Epsilon is the official host. Honor students and their guests, student officers, faculty, staff and administrators are invited to honor both full-time and part-time students who earned at least a 3.5 GPA the previous semester at LAVC. (Part-time students are required to be enrolled in from 6 to 11 units the qualifying semester and must have completed at least 12 units at LAVC with a 3.5 GPA.)

Student Clubs and Organizations

An important aspect of every college student's educational experience is the activity program in which they participate. Valley College has made every effort through joint student-faculty-administrative action to develop a wide variety of activities to contribute to the personal and social growth of students and assist them in understanding themselves and their physical and social environment. Service to the college and to the community is the foundation of all activities. Student activities are listed in the weekly calendar and in the bi-monthly newspaper (Valley Star).

Club activities include business meetings, lectures, discussions, field trips, publications, exhibits, seminars, and special events of interest to special student groups, general associated students and community. Each club has a voice in the ASU through representation in the ASU Senate.

There are Special Interest and Department Clubs created to supplement classroom instruction through activities relating to major fields of study, specialized activities, and the spiritual needs of students. Some clubs which have been active during the year are the following:

- Administration of Justice
- Armenian Student Association
- Black Student Union
- Broadcasting Club
- Ceramics Club
- Dance Club
- Freshman/Sophomore Club
- Grace on Campus
- Hillel
- M.E.Ch.A.
- Psychology Club
- Pre-Medical Engineering and Science Scholars

- Spirit Club (Cheerleaders)
- Tau Alpha Epsilon (Scholastic Honor Society)
- Valley Collegiate Players

Valley College, by state law, does not recognize or include in its program any fraternity, sorority, or secret club. The college recognizes and approves only clubs specifically referred to in this catalog and others added during the year and which are recorded with the Associated Student Union.

To be active, a club must charter with Associated Student Union (Campus Center, Room 102) each year.

Additional information about these organizations may be obtained from the Associated Student Union (Campus Center, Room 102). Students new to Valley College are urged to join clubs and organizations early in their first semester.

All college activities or other community activities scheduled for the Valley College campus over and above the classroom program of the college are scheduled through the Master Calendar department. Such programs as workshops, receptions, club meetings, forums, lectures, entertainment, concerts, dances, student conventions and meetings, athletic events, and community activities are examples of programs available affording all students an opportunity to participate.

Traditional Events

Club Day is a unique and colorful event held several times each semester in Monarch Square to acquaint students with the Valley College club program. Clubs set up booths to advertise their programs and activities.

A **Homecoming Celebration** is held each fall to honor the Monarch football team.

Senior Day is a one-day event that allows incoming freshmen an opportunity to learn about the many programs and services offered at Valley College.

Black History Month is celebrated each year in February with events sponsored by the Black Student Union.

Latino Heritage Celebration is an annual event put on by M.E.Ch.A. Each year the celebration includes music, dancing, food and guest speakers.

Jewish Awareness Month provides the campus community with an opportunity to celebrate Jewish life and culture and to learn about Jewish heritage.

Senate Guidebook

The A.S.U. Senate Guidebook is an annual publication designed to familiarize entering students with the clubs of Valley College. There is no charge to members of the Associated Students for this guidebook.

Intercollegiate Athletics and Eligibility

Athletic Program

Valley College is a member of the Western State Conference for men's and women's athletics. Member colleges include:

- Allen Hancock College
- Bakersfield College
- College of the Canyons
- Citrus College
- Cuesta College
- Glendale College
- Los Angeles Pierce College
- Los Angeles Valley College
- Moorpark College
- Oxnard College
- Santa Barbara City College
- Santa Monica City College
- Ventura College
- West Los Angeles College

A full program of intercollegiate athletics is offered, including football, men's and women's basketball, men's and women's track, baseball, men's and women's cross country, men's and women's swimming, men's and women's water polo, and softball.

Athletic Eligibility

State and conference eligibility rules and Valley College regulations provide that to participate in intercollegiate sports during the first semester of competition the student must:

- have begun regular attendance not later than the last day to add classes
- be enrolled in a minimum of 12 units, during competition in a sport (see COA Constitution, Article 10)*.

* Questions regarding eligibility should be directed to the Athletic Director or to the Office of Administrative Services.

Associated Student Union

Each person who enters the college should become a member of the Associated Student Union by paying \$7.00 dues, and as such may join clubs and organizations, participate in student sponsored activities, and attend all meetings of the A.S.U.

The Associated Students Union provides the framework for numerous college student-directed and/or sponsored activities. Through active participation in such activities as student government, clubs, publications, theater arts, music, speech and forensics, athletics, and special events of the college, the student enhances the academic program, renders service, increases social and cultural awareness and leadership abilities, and creates lasting friendships.

Executive Council – The Executive Council coordinates all of the student government (Associated Student Union) sponsored activities on campus and acts as the chief legislative and administrative body of the A.S.U. It administers the A.S.U. budget and plans student-funded activities. It funds academic programs and student support services to augment the District-provided activities of the college. The council consists of the following members:

Elected – President, Vice-President, and Treasurer of the A.S.U.; Commissioner of Athletics; Commissioner of Campus and Environmental Concerns, Commissioner of Ethnic and Cultural Affairs, Commissioner of Evening Division; Commissioner of Fine Arts; Commissioner of Political Affairs; Commissioner of Public Relations, and Commissioner of Student and Social Affairs.

Appointed – A.S.U. Secretary; Parliamentarian; Chief Justice (all non-voting).

Inter-Club Council – serves as a coordinating function for campus clubs and organizations and initiates legislation for the Associated Student Union. It is chaired by the Vice President of the A.S.U.

A.S.U. Membership Fee

The purchase of an Associated Student Union membership (**non-mandatory**), at a cost of \$7.00 a semester, entitles members to the following: admission to athletic events, dances, social events and cultural programs; participation in Campus Club Programs, discounts on goods and services from selected locations both on and off campus.

Students will be charged the membership fee automatically unless they file a surrender of benefits forming the Business Office.

A.S.U. Membership Fee Refund

Students who withdraw from the college early in the semester will, on application to the college Business Office, receive refunds according to the following schedule:

Withdrawal from college during first week of instruction - Refund 75%.

Withdrawal from college during second week of instruction - Refund 50%.

Withdrawal from college during third week of instruction or later - No Refund.

First Week	Second Week
\$5.25	\$3.50

Student Representation Fee

Los Angeles Valley College has a mandatory Student Representation Fee of \$1.00. The money collected through this fee is used exclusively to cover the costs of students who may be sharing the student body viewpoint before city, country and district government, and before offices and agencies of the state and federal government as well as legislative training. You may petition to be exempt from paying this fee based on religious, political, moral or financial reasons. To petition for this exemption, you must go to the Business Office and do so in writing.

College Committees that Include Representatives from the Associated Student Union:

- Budget Committee
- College Council
- Commencement Committee
- Deans Reception Committee
- Discipline Committee
- Health Advisory Committee
- Grievance Committee
- Instructional Programs
- Matriculation Committee
- Program Review Committee
- Student Services Committee
- Technology Committee
- Work and Space Committee

Qualification for ASU Officers

(Administrative Regulation E-22)

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

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

- I. The following standards governing candidate and officer eligibility for appointed and elected Associated Student Organization offices (ASO), and Heads of Standing Committees, as defined by ASO constitution and by laws, must be met:
 - A. The candidate or officer must be a currently paid member of the ASO, at the college where the election is being held, and have successfully completed no more than 80 degree-applicable units in the District.
 - B. The candidate may seek only one campus office within the District;
 - C. The candidate or officer must have and maintain a cumulative and current GPA of at least 2.0 in units completed at all the colleges in the District during the semesters in which the student government office is applied for and held. Current means the most recently completed semester;
 - D. The candidate or officer must not be on academic or progress probation. Progress probation is defined as having recorded grade entries of "W" (withdrawal), "I" (Incomplete), "NC" (No Credit) for fifty percent or more of all units in which a student has enrolled. Academic probation results when a student fails to maintain an accumulated grade point average of 2.0.
 - E. The candidate or officer must be actively enrolled in, and must successfully complete six (6) units by the end of the semester. Students falling below this requirement must forfeit their office. Candidates may be enrolled in more than one college in the District, but the candidate must be currently enrolled in a minimum of six (6) units at the college where the candidate is seeking office. Officers must maintain that enrollment at the college where the office is held.
 - F. Exceptions on the maximum units requirement in Section 1a of this regulation may be made for students enrolled in a college degree, certificate or transfer program where the combination of program requirements and prerequisites may result in the student exceeding the 80 degree-applicable unit limit.
 Exceptions will be decided by the College President based upon recommendations made by the Chief Student Services Officer.
 In order to be considered for an exemption, a student, who exceeds the requisite 80 degree-applicable unit maximum, must satisfy at least one of the following conditions:
 - 1) The requirements of the student's declared associated degree major, certificate and/or transfer objective, as specified in the college catalog, caused the student to enroll in courses that exceeded the 80 degree-applicable unit maximum.
 - 2) Program prerequisites, as specified in the college catalog, caused the student to exceed the 80 degree-applicable unit maximum.
- II. A candidate or officer is ineligible for ASO office:
 - A. If he/she has served more than four (4) semesters in any one (1) or more student government elected or appointed offices; and
 - B. If a candidate or officer, who exceeded the the unit maximum in Section 1a of this regulation and was granted an exception, fails to be enrolled in courses that are specifically required for his or her declared associate degree, certificate or transfer objective requirements, as specified in the college catalog.
- III. An officer may serve a fifth semester if eligible at the time of assuming office with the approval of the college president or designee (e.g., has served three semesters and is a candidate for an office with a one-year term).
- IV. The Chief Student Services Officer and/or designee will verify a candidate or officer's eligibility. Officers not adhering to the standards for office will be required to forfeit their positions.
- V. Candidates or officers must comply with the minimum standards of the District Code of Conduct. Failure to comply will result in forfeiture of the position (Board Rule Article VIII, 9801-9804).
- VI. Any candidate or officer with a disability may request an accommodation for the requirements of section I (E):
 - A. The approval of the accommodation for candidates with a disability will be made in individual instances on a case-by-case basis by the Chief Student Services Officer in consultation with the college Compliance Officer and/or the Director of the Disabled Student Program and Service (DSP&S) in compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities, as appropriate.
 - B. Qualification for an accommodation will be based on the impact of the disability on the candidate's/officer's ability to take 6 units. However, a candidate or officer must be enrolled in a minimum of five units throughout his/her term in accordance with Education Code section 76071.
 - C. Procedures for requesting an accommodation under E-22:
 1. Candidates/officers must complete a written request form for accommodation available in the college's Student Services Office, and return it to the Chief Student Services Officer.

2. Each candidate or officer must present written documentation verifying the disability. Acceptable documentation includes, but is not limited to, written notice from the college DSP&S office or a certified or licensed professional, such as a doctor, psychologist, rehabilitation counselor, occupational or physical therapist.

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

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

Student Trustee Election Procedure

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

The process contained in Regulation E-78 provides for a thorough evaluation of the candidates qualifications and insures an equal opportunity for any individual from any District college to seek the position of student representative to the Los Angeles Community College District Board of Trustees.

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

1. be a resident of the District;
2. be currently enrolled at a District college;
3. be enrolled in at least 5 units;
4. plan to continue as a District resident and enrolled as a District student through the one-year term of office;
5. have completed a minimum of 12 units.

For further information, contact the Office of Student Services.

Alumni Associations

Valley College Alumni Association

All former Valley College students are eligible and encouraged to become members of the Valley College Alumni Association. Benefits come with membership. Application forms are available at the Foundation Office (Admin. Bldg., Rm. 100), or you may download online at: www.lavc.edu/thefoundation/index.html.

Journalism Alumni Association

The Valley College Journalism Alumni Association is open to former journalism students. It was founded in 1956 and has as its aims to foster professional standards and interests among its members. Membership consists of alumni, most of whom are now working journalists or are continuing their education at a university. Group projects include financial aid to deserving students and recognition of outstanding journalistic work done by alumni in the field and by high school students through their publications.

Theater Arts Alumni Association

The Theater Arts Alumni Association is open to former Valley College students who either have been enrolled in the Theater and Cinema Arts curriculum or have worked in a Theater or Cinema Arts production of the department and pay such annual dues as may be fixed from time to time by the Board of Governors of the alumni. The purpose of the association is the following: (1) To advance the study and enjoyment of the performing arts at Valley College; (2) To establish and maintain a scholarship fund for students of the Theater and Cinema Arts Department; (3) To contribute good fellowship to its members; and, (4) In all of its activities to support the goals of the department and of the college.

Bequests

A bequest is a gift made through your Will or Living Trust. You can create a scholarship or assist a specific college program through a bequest. Bequests are easy to create. For information and guidelines, please call (818) 947-2700, or write:

Patrons Association of Los Angeles Valley College
5800 Fulton Avenue
Valley Glen, CA 91401-4096



ACADEMIC POLICY

District Policies

Open Enrollment

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

Summer/Winter Sessions

Summer/Winter Sessions are offered subject to approval by the Board of Trustees.

Social Security Number/LD.

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

Student Records and Directory Information

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

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

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

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

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

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

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

Units of Work/Study Load

Study List Limitations

Maximum and minimum unit requirements may apply, as follows:

Unit Maximum: the maximum study load is 18 units during a regular semester and 7 units during a summer/winter session. The normal class load for students in the fall or spring semester is from 12 to 18 units a semester for full-time students. A college

program of 15 units is equal to at least a 50-hour work week for most students. Students who desire to take 19 or more units must obtain approval from a counselor.

Those students who will be employed while attending college should consider reducing their programs accordingly. It is suggested that those students who are employed full-time should enroll in no more than one or two classes or 9 units maximum. the maximum study load is 18 units during a regular semester and 7 units during a summer/winter session. The normal class load for students in the fall or spring semester is from 12 to 18 units a semester for full-time students. A college program of 15 units is equal to at least a 50-hour work week for most students. Students who desire to take 19 or more units must obtain approval from a counselor.

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

Campus Procedure

In computing the number of units granted for any course, Valley College follows the general practice of granting one unit of credit for each lecture hour the class meets per week for one semester.

The college requires two to three hours of attendance per week for each unit of credit for non-lecture periods (laboratories, shops, etc.) which require no systematic or continuous outside preparation.

Supplemental Instructional Materials

Some of the classes offered may require students to provide those materials which are of continuing value to the student outside of the classroom setting. These materials may be purchased at the campus bookstore.

Attendance Statement

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

Students should attend every meeting of all classes for which they register. To avoid being dropped from class, students should contact the instructor when they are absent for emergency reasons.

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

Students are responsible for officially dropping a class that they stop attending. Students must abide by deadlines posted in the schedule of classes every semester. **Students are also able to use the Web and STEP systems to drop classes by phone up to the established deadline.** See section, "Dropping Classes."

Campus Procedure

Notification of absence is to be made in advance as follows:

1. Prior to the first meeting, notify the instructor by mail (addressed to the college).
2. After the first meeting, write or phone the instructor in the appropriate department.

Auditing Classes

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

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

Adding Classes

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

Enrolled students who wish to add a class must obtain an add card from the instructor.

Campus Procedure

Students may add classes to their program during the Program Adjustment period only. This is normally during the first two weeks of the semester.

No semester courses may be added after the normal add and drop period. Short-term and open-entry/open-exit classes may be added up to a week before the class is scheduled to start. Unofficial changes may result in the student not receiving credit for an added course.

Dropping Classes

It is the students responsibility to drop a class. Any drops or exclusions that occur between the end of the 4th week (or 30% of the time the class is scheduled, whichever is less) and the end of the 11th week of instruction (or 75% of the time the class is scheduled, whichever is less) will result in a W on the students record which will be included in the determination of progress probation. Drops are not permitted beyond the 11th week.

A grade (A, B, C, D, F, CR, I, or NC) will be assigned to students who are enrolled past the end of the 11th week even if they stop attending class, except in cases of extenuating circumstances. After the last day of the 14th week (or 75% of the time the class is scheduled, whichever is less) students may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty.

Concurrent Enrollment

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

Concurrent enrollment in courses which are cross-referenced to each other (i.e., courses designated same as in the District Directory of Educational Programs and Courses) will be rejected by the computer.

The computer will also reject enrollment in classes scheduled or conducted during overlapping times.

Credit for Prerequisites

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

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

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

Credit By Examination

Some courses in the college catalog are eligible for credit by examination.

1. Methods of obtaining credit by examination:

- a. Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.
- b. Achievement of a score that qualifies for credit by examination in the College Level Examination Program.
- c. Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.

- d. Achievement of a score that qualifies for credit on an examination administered by other agencies approved by the college.

2. Determination of Eligibility to take the Examination

- a. The student must be currently registered in the college, in good standing and with a minimum grade point average of 2.0 in any work attempted at the college, and have completed 12 units within the L.A. Community College District.
- b. The course for which credit is requested must be listed in the course description section of the college catalog.
- c. Students may petition to take an examination for course credit if:
 - (1) It is not currently being taken or if it is not a prerequisite for a course that the student is currently taking or has completed.
 - (2) They are eligible to take such a course for credit under existing regulations of the college.
 - a) Students may not take an examination if they have taken the course previously, or taken a higher level course.
 - b) Students may not take the same course examination for credit twice. If they fail on the first attempt, they may not be allowed to take the examination again.
 - c) Students may not take examinations to establish credit in courses which they took in high school.
 - d) The department in which the course is offered makes the final determination on the students petition for credit by examination. Some departments do not offer any course credit by examination.
 - e) Not all courses offered by any one department may qualify for credit by examination. The list of approved classes is in the Admissions Office.
 - f) Credit by examination is not permitted during summer session.

3. Maximum Credit Allowable and Limitations

- a. The maximum number of units creditable by examination toward the associate degree shall be 15. Credit by examination transferred from other institutions is counted toward this maximum.
- b. Credits acquired by examination are not applicable to the meeting of such unit load requirements as selective service deferment, veterans or social security benefits, scholastic honors or credit in residence requirement.

4. Recording of Credit

- a. If a student successfully passes the examination, the course shall be posted on the cumulative record indicating Credit (CRX) in the Grade column.
- b. In computing a student's grade point average, grades of credit are omitted.
- c. The number of units of credit recorded for any course may not exceed those listed in the college catalog.

5. Filing a Petition

Students must obtain a Credit by Examination card from the Admissions Office, complete it, and return it to the Admissions Office for verification of eligibility. After verification is complete, students must take the card to the appropriate department chairperson.

Cards for credit by examination for students currently enrolled shall be processed and examinations administered, only when a regular semester is in session. Students should contact the Admissions Office for a card early in the semester. The date and time of the examination is the responsibility of the department and/or teachers involved. Further information on this topic may be obtained from the Admissions Office and/or department chairperson of the subject area concerned.

Courses Approved for Credit by Examination

- Accounting 1, 21, 22
- Administration of Justice – All Classes
- Architecture – All Classes
- Business 31, 38
- Computer Applications and Office Technology 7, 31
- Child Development 1
- Drafting 1, 2, 16, 17
- Electronics 2, 4a, 6a
- Engineering 1, 2 52
- Geography 1, 2 15
- Geology 1, 2
- Hebrew 3, 4
- Jewish Studies 13, 14
- Mathematics 105, 115, 120, 125, 215, 225, 238, 239, 240, 245, 260, 265, 266, 270, 275
- Nursing 709, 710, 711, 712, 742
- Oceanography 1
- Physics 5, 12
- Physical Science 1
- Photography 10
- Respiratory Therapy 1, 2, 3, 4, 5, 6, 7, 11, 15
- Theatre Arts 100, 110, 301
- Tool & Manufacturing - All Classes

Credit for Courses Completed at Non-Accredited Institutions

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

The following exceptions may be made to this regulation:

1. Credit for graduates of Diploma Schools of Nursing
The following amount of credit is authorized for graduates of Diploma Schools of Nursing who enter the Los Angeles Community Colleges:
 - a. Thirty (30) semester units of credit is granted to graduates of Diploma Schools of Nursing under the following conditions:
 - 1) The student presents a valid, current California certificate as a licensed registered nurse to the designated administrative officer;
 - 2) The student has completed at least 12 units of credit at the college to which application is made.
 - b. The work of graduates of Diploma Schools of Nursing outside California are recognized if the student has a valid, current California license. Credit will be given even though the license was obtained on the basis of reciprocity with another state rather than by examination.
 - c. Candidates for the Associate of Arts or Associate of Science Degree are exempt from Health Education as a general education requirement. No other general education requirements will be waived.
 - d. Additional courses in Nursing may be taken for credit only upon approval of the Nursing Department.
 - e. The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.
2. Credit for Military Service Training
Students who are currently serving in or have served in the military service, may, after successful completion of at least one course with the Los Angeles Community College District request an evaluation of credit earned through military service training schools and/or military occupational specialties.
3. Credit for Law Enforcement Academy Training
Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:
 - a. Credit is given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
 - b. A single block of credit will be given and identified as academy credit.

- c. One (1) unit of credit may be granted for each 50 hours of training, not to exceed ten (10) semester units or their equivalent.

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

Campus Procedure

The college makes the final judgment regarding the acceptability of courses from non-accredited schools.

Foreign Transcript Credit Limits Policy

The intent of this foreign transcript credit policy is to grant Associate Degree Credit for course work completed outside the U.S. that is deemed comparable or equivalent to the college. The student must matriculate at Valley College, and be enrolled in classes during the review of foreign transcript.

After completion of 12 semester units at Valley College with a "C" or better grade-point-average, the student may petition for an unlimited number of lower division units of credit to be applied to an Associate Degree under the following conditions and exceptions:

1. Foreign university or college must have been approved by that country's Ministry of Education at the time the student attended.
2. No courses may be used to satisfy the Associate Degrees Reading and Written Expression or oral communication requirement unless the course was taken in a country where English is the native language.
3. No course may be used to satisfy Associate Degrees American Institutions requirement.
4. In cases where course credit is not granted, elective credit may nevertheless be granted.

These policies were effective Spring 1991.

Advanced Placement (AP) Exam Credit

To be eligible to receive credit for Advanced Placement exams, the student must be enrolled at Valley College during the semester in which credit is to be granted, have completed a minimum of 12 units of credit at Valley College, and have a cumulative grade point average of 2.0 or higher earned at Valley College. Advanced Placement exam scores must be 3 or higher in order to receive credit. Once eligibility requirements have been met, students may file a petition for credit by seeing a counselor in the Counseling Department. Official AP score reports must be presented.

The following Valley College AP exam credit policies are applicable only towards the colleges Associate degrees, occupational certificates, CSU Title 5 American Institutions *requirement*, and the joint UC/CSU IGETC general education plan requirements.

Please note that in the case of students who are completing the California State University general education certification requirements, Valley College is required to apply the AP policies of the California State University, which are not stated below. *Furthermore, the amount and type of transferable credit granted towards a university's admission or major requirements are determined by that university's AP policies and not by Valleys policies; a university's policies often differ from Valleys policies.* See a Valley College counselor for further information about CSU and other universities policies.

Credit acquired by AP exams is not applicable towards meeting unit load requirement of Veterans Administration benefits, Social Security benefits, or athletic eligibility.

AP EXAM	UNITS	COURSE EQUIVALENCY
American History	6	History 11 + three elective units
Art History	6	Elective units only
Biology	6	Biology 1 + three elective units
Chemistry	6	Elective units only
Economics - Macro	6	Elective units only
Economics - Micro	6	Elective units only
English Language and Composition		
Score of 3.	no credit	
Score of 4.	6	English 101 + three elective units
Score of 5	6	English 101 + three elective units
English Composition and Literature		
Score of 3.	no credit	
Score of 4	6	English 101 + three elective units
Score of 5	6	English 101 + 102
European History	6	History 2 + three elective units
French Language or Literature	5	French 4
German Language or Literature	5	German 4
(An extra 6 elective units granted if student took both exams)		
Government and Politics		
U.S. Government	3	**Political Science 1
Comparative Government.	3	Political Science 2
Math-Calculus AB or BC	5	Math 265
(An extra 5 elective units granted if student took both exams)		
Music Listening and Literature	6	Music 111 + three elective units
Music Theory	6	Music 201 + three elective units
Physics B	8	Physics 6 & 7
Physics C	5	Physics 37
Psychology	3	Psychology 1
Spanish Language or Literature	5	Spanish 4
(An extra 6 elective units granted if student took both exams)		
Statistics	3	Math 225 or Statistics 1
Studio Art: Drawing or General	6	Elective units only

** If Political Science 1 granted by AP is used in meeting the California State University Title 5 American Institutions requirement, it must be used in Group A, and the second course must be from Group B.

College Level Examination Program (CLEP) Credit

Valley College will grant 3 elective units towards the Associate degree for each of the CLEP General Examinations passed with a score of 500 or higher on the 1978 scale, or 450 on the 1986 scale. No specific course credit is granted for CLEP exams; thus, they cannot be used to fulfill general education, major, or competency requirements. Valley College does not grant any credit for the CLEP Subject Examinations.

To be eligible for the elective credit, the student must be enrolled at Valley College during the semester when credit is to be granted, have completed a minimum of 12 units of credit at Valley College, and have a cumulative grade point average of 2.0 or higher.

Transferable credit for CLEP exams will depend on the policies of the university to which the student intends to transfer. For information regarding university CLEP policies, transfer students should confer with the admissions office at the university of their choice, consult that universities catalog, or check with a Valley College counselor.

Credit/No Credit Option

The grade of CR (credit) will be given if the performance in class is equal to a C grade or better. The grade of NC (no credit) will be given if the performance in class is equal to a D or FAIL grade. The petition is filed in the Admissions Office. A student who has received credit for a course taken on credit/no credit cannot repeat that course. A student must have a C or better average in all work attempted at LAVC.

Students considering taking courses for Credit/No Credit in their major field must see a counselor or major field department chairperson in order to avoid loss of credit. The courses listed below may be taken on a Credit/No Credit basis providing the student meets the requirements for enrollment on this basis. Information concerning the requirements is available in the Admissions Office. In order to take a class on a Credit/No Credit basis the student must make such request in the Admissions Office *prior to Friday of the 5th week of the regular semester*. In addition to courses designated Credit/No Credit Only, students may take only one class per semester on a requested Credit/No Credit basis.

- Administration of Justice: All Courses
- African-American Studies: All Courses
- Architecture: All Courses
- Anthropology: All Courses (except Anthro 185, 285, 385)
- Art: 101, 102, 103, 105, 109, 112, 115, 116, 201, 501
- Astronomy: All Courses
- Biology: All Courses
- Botany: All Courses
- Broadcasting: All Courses
- Business: All Courses
- CAOT: All Courses

- Chemistry: All Courses
- Chicano Studies: All Courses
- Child Development: All Courses (except C.D. 22, 23, 81, 82, 185, 285, 385)
- Cinema: (non majors only) 104, 105, 106, 107
- Drafting: All Courses
- Economics: All Courses (except Econ. 2)
- Education: 2
- Electronics: 2
- Engineering: All Courses
- English: All Courses (except English 28, 101 and 103)
- Environmental Science: All Courses
- Family & Consumer Studies: 1, 10, 11, 13, 14, 15, 16, 17, 18, 21, 31
- Finance: All Courses
- Fire Technology: All Courses
- French: All Courses
- Geography: All Courses
- Geology: All Courses
- German: All Courses
- Health: 10, 11
- Hebrew: All Courses
- History: All Courses
- Humanities: All Courses
- Italian: All Courses
- Jewish Studies: All Courses
- Journalism: 101, 105, 106
- Law: All Courses
- Linguistics: All Courses
- Management: All Courses
- Marketing: All Courses
- Mathematics: All courses
- Meteorology: All courses
- Music: 101, 111, 141, 152, 250, 321
- Numerical Control: All Courses
- Nursing: 714, 727, 762, 799, 185, 285, 385
- Oceanography: 1, 2, 10
- Personal Development 20
- Philosophy: All Courses
- Photography: 9, 10, 20, 21, 23
- Physical Education: All Courses
- Physical Science: 1, 13
- Physics: 5, 11, 12, 16, 29
- Political Science: All Courses
- Psychology: All Courses (except Psych 1, 2)
- Real Estate: All Courses
- Recreation: All Courses
- Sociology: All Courses
- Spanish: All Courses
- Speech: All Courses
- Statistics: 1
- Theater: 100, 110, 115, 125
- Tool and Manufacturing: All Courses

(List subject to change)

NOTE: A STUDENT WHO HAS RECEIVED CREDIT FOR A COURSE TAKEN ON A CREDIT/NO CREDIT BASIS MAY NOT CONVERT THIS CREDIT TO A LETTER GRADE.

Grades and Grade Changes

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

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

Grading Symbols and Definitions

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

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

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

(CR and NC grades may be given only in courses authorized by the Districts Credit/No Credit Option and Credit By Examination Policies.)

The following non-evaluative symbols may be entered on a students record:

SYMBOL	DEFINITION
<i>I</i>	<i>Incomplete</i> Incomplete academic work for enforceable, emergency, and justifiable reasons at the end of the term may result in an I symbol being entered in the students record. The condition for removal of the I shall be stated by the instructor in a written record.

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

The "I" symbol shall not be used in calculating units attempted nor for grade points. **THE "I" MAY BE MADE UP NO LATER THAN ONE YEAR FOLLOWING THE END OF THE TERM IN WHICH IT WAS ASSIGNED.** The student may petition for a time extension due to unusual circumstances.

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

SYMBOL	DEFINITION
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IP In Progress

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

SYMBOL	DEFINITION
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W Withdrawal

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

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

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

ing circumstances. An evaluative grade (A, B, C, D, F, CR, NC) is assigned to students who are enrolled past the end of the 14th week even if they stop attending class, except in cases of extenuating circumstances.

After the last day of the fourteenth week (or 75% of the time the class is scheduled, whichever is less), the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty. Students should obtain a petition in the Admissions Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) which has been authorized as extenuating circumstances shall be recorded as W.

The W shall not be used in calculating units attempted nor for the students grade-point-average.

W's are used as factors in probation and dismissal.

SYMBOL	DEFINITION
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<i>RD Report Delayed</i>	The RD symbol is assigned by the Admissions Office only in those cases where there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation replaced by a permanent symbol as soon as possible.
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How To Access Your Grades

Students are able to receive information on their grades through the Student Telephone Enrollment Process (STEP). To receive grade information, students should follow the following steps:

- STEP 1** Dial one of the following numbers:
 (818) 988-2222;
 (213) 689-8888;
 (310) 605-0505.

STEPs voice response will guide you with each entry.
 Press * to correct any mistakes.

- STEP 2** Press **8** for **Valley College**.

- STEP 3** Press **0** for Winter Intersession, **1** for Spring, **2** for Summer, or **3** for the Fall semester.

- STEP 4** Enter your Social Security number without dashes (or Student ID, if it is different from your social security number).

- STEP 5** Enter your birth date (month and day). This is your Personal Identification Number.

Examples: If your birthday is March 5, enter **0305**.

If your birthday is October 25, enter **1025**.

- STEP 6** Press **3** to hear your grades.

- STEP 7** Press **9** to exit the system.

If you need a copy of your grades, you can obtain a semester grade report from the Admissions Office. When you hear all your grades on the STEP System, you can request an official Transcript from the Admissions Office for a small fee. Regular official transcripts are \$3 and take 10-15 working days. Rush transcripts are available for \$7 and are processed in 2 working days.

Course Repetition and Activity Repetition

Certain courses in the catalog may be repeated for additional unit credit. These courses, marked RPT in the course description section of the catalog, allow the student an expanded educational experience each time the student enrolls in the course. Enrollment in these courses is limited in any similar activity to a maximum of three repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses. The activity limitation also applies to courses which are not repeatable in themselves but for which similar activities exist. For example, there are several similar course titles in Art, Music, Theater, and Physical Education which are considered to be the same activity. A student may enroll four times in courses which are considered to be the same activity, such as twice in Theater 279, Musical Theater (RPT3), and twice in Theater 280, Musical Theater Workshop (RPT3). Any combination may be used as long as 4 enrollments in one activity are not exceeded.

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

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

Final Examinations

Final examinations are held in all subjects according to a schedule published each semester. No student will be excused from a final examination. Should circumstances develop which justify a students requesting a special examination at a time other than scheduled, the student must secure permission from the instructor.

Petition for Graduation

Students expecting to graduate from the college with an A.A. or A.S. degree must file a petition for graduation early in the semester BEFORE they expect to complete their requirements. The deadlines for filing each semester are listed in the front of the Schedule of Classes. The Graduation Office in the Administration Building has the necessary forms. Students filing the petition will be notified of the results by mail.

Academic Standards

Academic Standards for Probation/Dismissal

The following standards for academic/progress probation and dismissal shall be applied as required by regulations adopted by the Board of Governors of the California Community Colleges.

Probation/Dismissal shall be determined based on student course work dating from Fall 1981; course work completed prior to Fall 1981 is excluded from probation calculations.

Probation

A student shall be placed on probation if any one of the following conditions prevails:

- a. **ACADEMIC PROBATION.** The student has attempted a minimum of 12 semester units of work and has a grade-point-average less than a C (2.0).
- b. **PROGRESS PROBATION.** The student has enrolled in a total of at least 12 semester units and the percentage of all units in which a student has enrolled and for which entries of W (Withdrawal), I (Incomplete), and NC (No Credit) are recorded reaches or exceeds fifty percent.
- c. **TRANSFER STUDENT.** The student has met the conditions of a. or b. at another college within the Los Angeles Community College District.

Units Attempted, for purposes of determining probation status only, means all units of credit in the current community college of attendance for which the student has enrolled.

Academic Probation

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

Progress Probation

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

Dismissal

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

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

Academic Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade-point-average of less than 2.0 in all units attempted in each of 3 consecutive semesters.

A student who is on academic probation and earns a semester grade-point-average of 2.0 or better shall not be dismissed as long as this minimum semester grade-point-average is maintained.

Progress Dismissal

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled and for which entries of No Credit (NC), Incomplete (I), and/or Withdrawal (W) are recorded in at least 3 consecutive semesters reaches or exceeds fifty percent (50%).

A student who is on progress probation shall not be dismissed after a semester in which the percentage of units in which the student has been enrolled and for which entries of W, I, and NC are recorded is less than fifty percent (50%).

Appeal of Dismissal

A student who is subject to dismissal may appeal to the appropriate college Dean. A student may be allowed to continue on probation if the student shows significant improvement in academic achievement but has not been able to achieve a level that would meet the requirements for removal from probation.

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

Readmission After Dismissal

A student who has been dismissed may request reinstatement after 2 semesters have elapsed. The student shall submit a written petition (Petition for Reinstatement) requesting readmission to the college in compliance with college procedures.

Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the college.

Academic Petitions

Students may petition to the Academic Petitions Committee for waiver of certain college-wide academic requirements or for review of decisions affecting their academic status. Academic regulations contained in Title 5, California Administrative Code, are not subject to petition. Petitions may be filed in the Graduation Office in the Administration Building.

Academic Renewal

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

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

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

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

Academic renewal actions are irreversible.

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

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

Campus Procedure

Petitions for academic renewal are available in the Counseling Office.

Course Repetition to Improve Substandard Grades

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

Students may repeat the same course ONLY ONCE for this purpose.

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

In order to have the old grade removed, a student must file a Grade Forgiveness Petition which is available in the Counseling Office.

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

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

Course Repetition: Special Circumstances

Repetition of courses for which substandard work has not been recorded shall be permitted only upon advance petition of the student and with written permission of the College President or designee based on a finding that circumstances exist which justify such repetition. In such repetition under special circumstances, the students permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a students grade-point-average. Petitions are available in the Counseling Office.

Transcripts

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

A student or former student may obtain an official transcript or verification at a cost of \$3.00. Students may request special processing to expedite their request for an additional fee of \$7. This option is subject to the ability of the college to provide this service. Requests for transcripts or verifications may be obtained in the Admissions Office. Transcripts from another institution are not available for copying.

The students transcript will be withheld if: 1) any library books or other library materials are charged to the student and are unreturned, or 2) there are any unpaid fees or charges due to the college. The transcript will be withheld until these obligations of the student to the college are discharged.

For information, contact the Admissions Office.

Withdrawal from the College

Valley College is as interested in students at the time they intend to withdraw from the institution as when they enter. The college recognizes that a student does not leave for superficial reasons and at such a time may profit from the assistance of the counseling staff.

Students intending to withdraw from college during the semester are required to notify the Admissions Office in writing so that their records may be processed and courses officially dropped. Withdrawing from college may be done in this way without incurring the risk of an F in all courses for leaving school unofficially. After the 11th week of the semester, no official withdrawal is permitted except by approval of the Petitions Committee.

The Web/STEP systems are available for withdrawal up to the 11th week of the semester. See schedule of classes for telephone withdrawal procedures.

Awards

Honors with Associate Degree

Summa Cum Laude - Graduates completing the required number of units to qualify for the Associate Degree and maintaining a 3.9 or more scholastic average in all work taken.

Magna Cum Laude - Graduates completing the required number of units to qualify for the Associate Degree and maintaining a 3.7 or more scholastic average in all work taken.

Cum Laude - Graduates completing the required number of units to qualify for the Associate Degree and maintaining a 3.3 or more scholastic average in all work taken.

President's Distinguished Honor Award

The President's Distinguished Honor Award is one of the most significant and praiseworthy honors available to students at Valley College. This certificate is awarded at the college commencement exercises. In order to be considered for the award, a candidate must:

1. petition for the Associate Degree, and
2. achieve a grade-point-average of 3.7 or better in all college work attempted at the time of petition, and be in good standing, and
3. complete at least 50% of all units utilized for the award at Valley College, and
4. if graduation requirements will not be completed until the end of the spring semester, the student must achieve a grade-point-average of 3.7 and be in good standing in all college work attempted at the end of the fall semester.

Please note: Spring candidates for this award will be listed as Candidates in the graduation program. After the final grade point evaluation, if the student achieved a 3.7 GPA, he or she will be awarded the Presidents Distinguished Honor Award.

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

Outstanding Student Leader Award

This award will be presented annually during the Scholarship Award Dinner Ceremony to a student who has performed outstanding leadership and service to Valley College.

- A. Qualifications for Nomination
- (1) Nominees must be registered students at the college carrying a minimum of 9 units for day students or 6 units for evening students.
 - (2) Nominees must have a minimum GPA of 2.5 for all course work at the college.
 - (3) Nominees must have performed outstanding leadership and service to the college. (This award is not limited to those serving in student government.)

For more information contact the Office of Student Services.

President's Honors List

Students who have appeared on the colleges full or part time Deans Honors List for three (3) consecutive semesters starting with the Spring 1996 semester will be placed on the President's Honor List. The designation Deans Honors List and President's Honors List will be placed on qualifying students transcripts.

Dean's List

Each semester, those students whose scholastic achievement is outstanding are given public recognition by means of the Dean's List. Also, a notation of this award is added to the students transcript.

Both full-time students and part-time students are eligible for the Dean's Honor List. Full-time students are enrolled in 12 or more graded units and must have completed at least 12 graded units with a grade point average (GPA) of 3.5 or above in the semester they are considered for inclusion on the Dean's List.

Part-time students are enrolled in 6 to 11 units in the qualifying semester. Part-time students must have completed 12 or more cumulative graded units at the college where they are being considered for inclusion on the Dean's List, and they must have at least a 3.5 GPA in the qualifying semester. In calculating the GPA of part-time students, the only grades used will be from courses completed at Valley College.

Standards of Student Conduct and Disciplinary Action

The Standards of Student Conduct and Disciplinary Action for violation of rules was established by the Board of Trustees of the Los Angeles Community College District on September 2, 1969. A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment, to engage in a sustained and independent search for truth, and to exercise their rights to free inquiry and speech in a responsible, non-violent manner. Students shall respect and obey civil and criminal law and they shall be subject to legal penalties for violation of laws of the city, county, state, and nation. Student conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations.

Violations of such rules are subject to the following types of disciplinary actions, which are to be administered by appropriate college authorities against students who stand in violation. Each of the Los Angeles Community Colleges shall establish due process of law for administration of the penalties enumerated here. **Penalties are listed in degree of severity** but not as chronological administration. College authorities will determine which type of penalty is appropriate.

WARNING—Notice to the student that continuation or repetition of specified conduct **may be cause for other disciplinary action**.

REPRIMAND—Written reprimand for violation of specified rules. A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the college. A person receiving a reprimand is notified that this is a warning that continued conduct of the type described in the reprimand may result in formal action against the student.

DISCIPLINARY PROBATION—Exclusion from participation in privileges or extra-curricular college activities set forth in the notice of disciplinary probation for a specified period of time. The imposition of disciplinary probation involves notification in writing of the reason for disciplinary probation to the student(s) or president of the student organization involved.

RESTITUTION—Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

SUMMARY SUSPENSION—A Summary Suspension is for purposes of investigation. It is a means of relieving the tension of the student body or individual class due to a serious infraction of student behavior standards, removing a threat to the well-being of the students, or removing for the good order of the college a student or students whose presence would prevent the continued normal conduct of the academic community. Summary Suspension is limited to that period of time necessary to insure that the purpose of the Summary Suspension is accomplished, and in any case, no more than a maximum of 10 school days. Summary Suspension is a type of suspension other than that ordinarily invoked by the instructor in the classroom. The College President, appropriate administrator, or other staff member designated by the President may summarily suspend a student when he deems it necessary for the safety and welfare of the college.

DISCIPLINARY SUSPENSION—Disciplinary Suspension follows a hearing based on due process of law. It shall be invoked by the College President, appropriate administrator, or other staff member designated by the President, upon students for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.

EXPULSION—an expulsion is a long-term or permanent denial of all campus privileges including class attendance. The President of the college and/or the Board of Trustees may expel a student who has been convicted of a crime arising out of a campus disturbance or, after a hearing by a campus body, has been found to have willfully disrupted the orderly operation of the campus. The President shall submit periodic reports on all expulsion cases to the Superintendent and the Board of Trustees.

Violations of the Standards of Student Conduct Rules and Regulations for which Students are subject to disciplinary action include, but are not limited to the following:

9803.10 Willful Disobedience. Willful disobedience to directions of college officials acting in the performance of their duties.

9803.11 Violation of College Rules and Regulations. Violation of college rules and regulations, including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials.

9803.12 Dishonesty. Dishonesty, such as cheating, or knowingly furnishing false information to college.

9803.13 Unauthorized Entry. Unauthorized entry to or use of the college facilities.

9803.14 College Documents. Forgery, alteration, or misuse of college documents, records, or identification.

9803.15 Disruption of Classes. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.

9803.16 Theft of or Damage to Property. Theft of or damage to property belonging to the college, a member of the college community or a campus visitor.

9803.17 Interference with Peace of College. The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise, or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article.

9803.18 Assault or Battery. Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.

9803.19 Alcohol and Drugs. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230; any use of controlled substances the possession of which are prohibited by same, or any possession or use of alcoholic beverages while on any property owned or used by the District or college of the District. "Controlled substance," as used in this section includes, but is not limited to, the following drugs and narcotics: a) opiates, opium, and opium derivatives, b) mescaline, c) hallucinogenic substances, d) peyote, e) marijuana, f) stimulants and depressants, g) cocaine.

The Board's policy on the Drug-Free Workplace, adopted March 22, 1989, restates these prohibitions.

Legal Sanctions:

9803.20 Lethal Weapons. Possession, while on a college campus or at a college-sponsored function, of any object that might be used as a lethal weapon is forbidden by all persons except sworn peace officers, police officers, and other government employees charged with policing responsibilities.

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

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

9803.23 Conspiring to Perform Illegal Acts. Any agreement between two or more persons to perform an illegal act.

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

9803.25 Disorderly Conduct. Conduct that may be considered disorderly includes lewd or indecent attire, behavior that disrupts classes or college activities, breach of the peace of the college, aiding or inciting other persons to breach the peace of college premises or functions.

9803.26 Theft or Abuse of Computer Resources including but not limited to the following:

- a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Unauthorized use of another individual's identification or password.
- d. Use of computing facilities to interfere with the work of a student, faculty member or college official, or to alter college or district records.
- e. Use of unlicensed software
- f. Unauthorized copying of software
- g. Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and /or substantially disrupt the orderly operation of a college campus.

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

9804 Interference with Classes. Every person who, by physical force, willfully obstructs, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not exceeding one year, or by both such fine and imprisonment.

9805 Interference with Performance of Duties of Employees. Action to cause, or attempt to cause, any employee of the District to do, or refrain from doing, any act in the performance of his or her duties by means of a threat to inflict any injury upon any person or property.

9805.10 Assault or Abuse of an Instructor. Assault or abuse of any instructor employed by the District in the presence or hearing of a community college student, or in the presence of other community college personnel or students, and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities.

9806 Unsafe Conduct. Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct: Unsafe conduct in connection with a Health Services Program (e.g. Nursing, Dental Hygiene, etc.); failure to follow safety direction of district and/or college staff; willful disregard to safety rules as adopted by the District and/or college; negligent behavior which creates an unsafe environment.

Recording Devices, Use of

Section 78907 of the California Education Code prohibits the use of any electronic listening or recording device without prior consent of the instructor. Any student violating this section is subject to disciplinary action. Any non-student who willfully violates this section is guilty of a misdemeanor.

Student Discipline Procedures

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

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

Copies of the Student Discipline Procedures are available in the Office of Student Services, Campus Center 100A.

Student Grievance Procedures

The purpose of the Student Grievance Procedures is to provide a prompt and equitable means for resolving student grievances.

The grievance procedure may be initiated by a student or group of students who reasonably believe he/she/they have been subject to unjust action or denied rights that adversely affect his/her/their status, rights, or privileges as a student. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action. Grievances pertaining to grades are subject to California Education Code Section 76224(a) which states:

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

This grievance procedure does not apply to the challenge process for prerequisites, corequisites, advisories, and limitations on enrollment; alleged violations of sexual harassment; actions dealing with student discipline; alleged discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability; or an appeal for residency decision; or to eligibility, disqualification, or reinstatement of Financial Aid. Informal resolution is encouraged. A written Statement of Grievance must be submitted to the Compliance Officer within thirty (30) instructional days of the incident or after the student(s) learns of the basis for the grievance.

Compliance Officer

If students feel they have grounds for a grievance, or a complaint of discrimination and/or harassment, they may contact the college Compliance Officer who will help explain college rules and regulations, and, if a problem is resolvable, suggest the best method for resolving the problem. For additional information and copies of Administrative Regulation E-55 (Student Grievance Procedures) or discrimination and harassment policies and procedures see the Compliance Officer located in Campus Center, Room 108, (818) 947-2462.

Drug-Free Environment

The Los Angeles Community College District is committed to drug-free and alcohol-free campuses. Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on District premises, in District vehicles, or as part of any activity of the District or colleges of the District.

Violators are subject to disciplinary action and/or prosecution. Student discipline procedures may include warning, reprimand, disciplinary probation, suspension or termination of financial aid, suspension, withdrawal of consent to remain on campus, and expulsion. Counseling, treatment, and rehabilitation resources are available for the treatment of alcohol and drug dependence and abuse.

Student Right-To-Know Disclosure

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Los Angeles Community College District and Los Angeles Valley College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1998, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Los Angeles Valley College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 36.1 percent attained a certificate or degree or became transfer prepared during a three-year period, from Fall 1998 to Spring 2001. Students who are transfer-prepared have completed 56 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 24.7 percent transferred to another postsecondary institution, (UC, CSU, or another California Community College) prior to attaining a degree, certificate, or becoming transfer-prepared during a five-semester period, from Spring 1999 to Spring 2001.



Physical Education

COURSE DESCRIPTIONS

The following pages contain brief descriptions of the courses offered at Valley College. All Los Angeles Valley College courses are offered for college credit.

All courses which meet the Major Requirements of the educational programs listed in this catalog may be applied toward graduation requirements for the Associate Degree. All transfer courses may also be applied to the Associate Degree. Some courses which are offered for college credit, but which cannot be applied toward graduation requirements for the Associate Degree are designated by the code NDA, Non Degree Applicable.

The course title and the number of units per semester are shown on the first line. In addition, the following code letters are found after the units:

- **UC** – This course is acceptable for unit credit at all branches of the University of California.
- **CSU** – This course is acceptable for credit at all branches of the California State Universities and Colleges.
- **NDA** – Non Degree Applicable.
- **RPT** – The repetitive nature of a course is designated by the abbreviation **RPT**. The symbol **RPT** indicates the number of times a course may be repeated for credit. Example: Spanish 8, Conversational Spanish (2) RPT3. This course may be taken for four semesters at two units per semester.

Courses not offered every semester are indicated by the symbol ‡. Students are advised to pay careful attention to the class schedule for current enrollment information.

Certain courses have some class sections which are designated as *Transfer Alliance Program* (formerly *Honors*). These classes are designed primarily for students who plan to transfer to a four-year college or university. Transfer Alliance classes are indicated in this section by the symbol ⚙ which appears at the end of the course title line of information.

Several courses will show a California Articulation Number (**CAN**) in parentheses after the course title information. The CAN number is a common reference number used for courses statewide to identify course content.

Prerequisites are also indicated. Students may not receive credit for a course for which they have not met the prerequisites.

NOTE: Since agreements concerning transferability and equivalencies may change, students are advised to check with a counselor for exact information and to seek assistance from the appropriate department chairperson when making extended plans.

ACCOUNTING

1 Introductory Accounting I (5)

UC:CSU

(Business Administration majors should take this course in the third semester.)

Prerequisite: None.

Lecture, 5 hours.

Fundamental principles of accounting. Includes study of accounting reports, payrolls, accrued and deferred items, receivables and payables, asset valuation, and related areas of study.

2 Introductory Accounting II (5)

UC:CSU

(Business Administration majors should take this course in the fourth semester.)

Prerequisite: Accounting 1 or Accounting 21 and 22 with a grade of C or better.

Lecture, 5 hours.

An overview of partnership and corporation accounting; departmental and branch accounting; manufacturing and cost accounting, taxes, managerial analysis and interpretation of accounting reports.

3 Intermediate Accounting (3)

CSU

Prerequisite: Accounting 2 with a grade of C or better.

Lecture, 3 hours.

Theory and practice, essentially problem technique. Topics include working papers, valuation of current and fixed assets, consignments, installment sales, intangible assets, investments, funds and reserves, corrections, analysis of statements, application of funds.

11 Cost Accounting ‡ (3) CSU*(Offered fall only.)**Prerequisite: Accounting 2 with a grade of C or better.***Lecture, 3 hours.**

A survey of the field of cost accounting in general, and consideration of job-lot and process cost accounting in particular. Receiving attention are such topics as accounting methods for material, labor, and factory overhead, and preparation of financial statements from cost data. Numerous problems and one practice set are completed.

15 Tax Accounting I (3) CSU*Prerequisite: Accounting 2 with a grade of C or better.***Lecture, 3 hours.**

Study of federal and California income tax laws as they apply to individuals. This course will also include the study of the preparation of Federal and California Income Tax Returns required to be filed.

16 Tax Accounting II (3) CSU*Prerequisite: Accounting 15 with a grade of C or better.***Lecture, 3 hours.**

Application of federal and California income tax laws to partnerships, corporations, estates, and trusts and gifts. Will also include the study of required accounting procedures and the preparation of income tax returns required to be filed.

20 Managerial Accounting ‡ (3) CSU*(Offered Spring only.)**Prerequisite: Accounting 2***Lecture, 3 hours.**

The application of accounting analysis to business decision, planning and control. Emphasis on the how to use it rather than how to do the accounting provides understanding of the use of accounting records and reports in various fields of business decision making.

21 Bookkeeping and Accounting I (3) UC:CSU*(Accounting 21 and 22 together equal Accounting 1)**Prerequisite: None.***Lecture, 3 hours.**

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.

ACCT 21 AND 22 COMBINED: MAXIMUM UC CREDIT, 5 UNITS.

22 Bookkeeping and Accounting II (3) UC:CSU*(Accounting 21 and 22 together equal Accounting 1)**Prerequisite: Accounting 21 with a grade of C or better.***Lecture, 3 hours.**

The voucher system; payroll accounting; accounting for notes, drafts, bad debts, inventories, cost of goods sold, fixed assets, depreciation, adjustments, and interim statements.

25 Automated Accounting Methods and Procedures (3)*Prerequisite: Accounting 1 or Accounting 21 and 22.***Lecture, 3 hours.**

Computer applications to accounting and business, with special reference to billing, accounts receivable, accounts payable, payroll, and material and production control. Field trips.

ACCT 21 AND 22 COMBINED: MAXIMUM UC CREDIT, 5 UNITS.

911-921-931-941 Cooperative Education - Accounting (1-4) CSU

Accounting is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

ADMINISTRATION OF JUSTICE*(Also See Private Security Management)***1 Introduction to Administration of Justice (3) UC:CSU***(CAN AJ 2)**Prerequisite: None.***Lecture, 3 hours.**

The history and philosophy of administration of justice in Europe and America, including identification of the various sub-systems as the police, courts and corrections. Also included are the theories of crime, punishment, rehabilitation, ethics, education and training for professionalism in the justice system.

AJ 1 AND 4 COMBINED: MAXIMUM UC CREDIT, ONE COURSE.

2 Concepts of Criminal Law ‡ (3) UC:CSU*(CAN AJ 4)**Prerequisite: None.***Lecture, 3 hours.**

Historical development, philosophy of law and constitutional provisions; definitions, classification of crime, and their application to the administration of justice; legal research, study of case law, methodology, and concepts of law as a social force.

3 Legal Aspects of Evidence ‡ (3) CSU*Prerequisite: None.***Lecture, 3 hours.**

Origin, development, philosophy and Constitutional basis of evidence; Constitutional and procedural considerations affecting arrest, and search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies.

4 Principles and Procedures of the Justice System ‡ (3) CSU*Prerequisite: None.***Lecture, 3 hours.**

An in-depth study of the role and responsibilities of each segment within the administration of justice system: law enforcement, judicial, corrections. A past, present and future exposure to each sub-system procedures from initial entry to final disposition and the relationship each segment maintains with its system members.

AJ 1 AND 4 COMBINED: MAXIMUM UC CREDIT, ONE COURSE. NO UC CREDIT FOR AJ 4 IF TAKEN AFTER SUMMER 1995.

5 Criminal Investigation ‡ (3) CSU (CAN AJ 8)*Prerequisite: None.***Lecture, 3 hours.**

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: None.***Lecture, 3 hours.**

Topics include: patrol distribution; selective enforcement; pull-over and approach methods; emergency pursuit driving; search of suspects and buildings; field interrogation and procedures in handling different calls.

8 Juvenile Procedures ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

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

Prerequisite: None. *Recommended:* English 28 with a grade of C or better or equivalent.

Lecture, 3 hours.

The study of and practice in writing of reports necessary for police work. Basic skills, modus operandi reporting systems, report forms and style used by various police agencies. Familiarization with the Uniform Crime Report, specific offense, and corpus delicate reporting.

24 Introduction to Counseling ‡ (3) CSU

(Same as Sociology 17)

Prerequisite: None.

Lecture, 3 hours.

Introduction to approaches of behavior modification through interviewing and counseling. An overview of the techniques available to the entry level practitioners in interviewing and counseling. Creates an awareness of advanced methods utilized by professional counselors. Traces the development of positive relationships between the client and correctional personnel.

27 Police Administration I ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A survey of police administration, organization, and functions; records, personnel, public relations, executive control, and communications.

39 Probation and Parole (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An examination of community treatment in the correctional process; contemporary probation and parole practices; and an exploration of the various community corrections agencies and employment opportunities.

41 Officer Safety (3) CSU

Prerequisite: 15 units in Administration of Justice and eligible for or currently employed in a Law Enforcement Agency. *Strongly recommended:* AJ 1, AJ 2.

Lecture, 3 hours.

Protection against persons armed with dangerous and deadly weapons; the moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms; the immediate and temporary care given in case of accident, illness and emergency childbirth.

42 Advanced Criminal Law ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An intensive study and interpretation of sections of the California Penal Code in constant use by police officers.

49 Narcotics and Vice Control (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course deals with the history, identification and effects of narcotics. The narcotic and vice problem as it exists and penal statutes affecting the control of narcotics and vice that are standard.

54 Interrogation ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A study of prevailing techniques of interrogation, field notetaking, crime scene recording, report writing, and including the following: legal aspects of interrogation; questioning of suspects, victims and witnesses in specific alleged crimes; preparation of statements, admissions, declarations and confessions; the use of the polygraph as a tool of interrogation.

67 Community Relations I ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

An in-depth exploration of the roles of the administration of justice practitioners and their agencies. Through interaction and study the student will become aware of the interrelationships and role expectations among the various agencies and the public. Principal emphasis will be 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.

75 Introduction to Corrections ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Basic course dealing 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; career opportunities.

84 Security Administration (3)

Prerequisite: None.

Lecture, 3 hours.

Methods and techniques of security protection for buildings, personnel, business, industrial, technological equipment, and basic security management concepts.

87 Campus Patrol (3) RPT3

Prerequisite: Eligible for or currently employed by, Law Enforcement Agency.

Lecture, 1 hour; laboratory, 6 hours.

Students will attend roll call training sessions, and put in time weekly patrolling the campus, working as crowd and traffic control for special events, and assist campus police.

**185 Directed Study - Administration of Justice (1) CSU
285 Directed Study - Administration of Justice (2) CSU
385 Directed Study - Administration of Justice (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows student to pursue Directed Study in Administration of Justice 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.

911-921-931-941 Cooperative Education - Administration of Justice (1-4) CSU

Administration of Justice is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

ADVERTISING

(See Art, Journalism and/or Marketing)

AFRICAN-AMERICAN STUDIES

2 The African-American in Contemporary Urban Society ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A survey of the urbanization of the African-American with emphasis on contemporary problems, proposed solutions, civil rights, and equality of opportunity in education, housing, and employment.

4 The African-American in the History of the United States I ‡ (3) UC:CSU ☉

Prerequisite: None.

Lecture, 3 hours.

A survey of U. S. History from the early Colonial Era through the Civil War with special emphasis on the contribution of the African-American. This course provides a background in the political and social development of the United States for students majoring in the social sciences and, in addition, for those who wish to gain a better understanding of the African-American civilization. Included is a survey of the United States Constitution. This course fulfills the state graduation requirement in U.S. History and the U.S. Constitution.

5 The African-American in the History of the United States II ‡ (3) UC:CSU ☉

Prerequisite: None.

Lecture, 3 hours.

A survey of U. S. History from the end of the Civil War to the present time, with special emphasis on the African-American in the social and political development of American civilization. This course fulfills the state graduation requirement in U.S. History and state and local government.

20 African-American Literature I ‡ (3) UC:CSU ☉

(Same as English 234)

Prerequisite: None.

Lecture, 3 hours.

An analysis of the literary, social and historical aspects of essay, novel, drama, short story and poetry written by African-Americans, revealing the progression of culture in America as interpreted by African-American writers who seek to define themselves and other Americans.

911-921-931-941 Cooperative Education - African-American Studies (1-4) CSU

African-American Studies is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

AGRICULTURE

110 Food and Society (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A general education course which reviews the role and impacts of food and food production on the development of civilization. The biological and ecological impacts of food production will be covered as well as the economic, political, and social dimensions of modern agri-business. World hunger and food policies will be explored.

ANATOMY

1 Introduction to Human Anatomy (4) UC:CSU

(CAN BIOL 10)

Note: Not open for credit to students who have had Physiology 8 & 9.

Prerequisite: Biology 3 or college equivalent.

Lecture, 3 hours; laboratory, 3 hours.

A detailed study of the structure and systems of the human body. Laboratory work includes dissection of fresh and preserved animal organs, anatomical models and skeletal materials, and histology. Cat dissection is available as an additional assignment or for Independent Study credit.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF ANATOMY I, PHYSIOLOGY 1, 8 OR 9 IS 8 UNITS.

ANTHROPOLOGY

101 Human Biological Evolution (3) UC:CSU ☉

(CAN ANTH 2)

Prerequisite: None.

Lecture, 3 hours.

The relation of humans to the animal world; their evolution; fossil evidence, genetics; human variation in its contemporary forms and distribution.

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

(CAN ANTH 4)

(May be taken before Anthropology 101)

Prerequisite: None.

Lecture, 3 hours.

The development of culture from its origins through the beginnings of civilization; main themes are language, society, religion, political and economic organization, and analogies are drawn for contemporary, traditional and peasant societies.

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

Prerequisite: None.

Lecture, 3 hours.

Objectives and methods of modern archaeology; important archaeological discoveries throughout the world; contributions of archaeology toward understanding development of human culture.

109 Gender Sex and Culture ‡ (3) UC:CSU ☉

Prerequisite: None.

Lecture, 3 hours.

This course provides a world-wide comparison of gender roles and sexuality as viewed from various perspectives, including the biological/evolutionary, the cultural, the psychological, the historic and the prehistoric, especially as they relate to the lives of women and men in modern Western society.

111 Laboratory in Human Biological Evolution (2) UC:CSU

Prerequisite: None.

Corequisite: Anthropology 101.

Lecture, 1 hour; laboratory, 2 hours.

This course offers the students a hands-on laboratory experience in selected topics in biological anthropology, including human genetics, modern human variation, the living primates, human evolution, and forensic analysis.

121 Anthropology of Religion, Magic and Witchcraft ‡ (3)**UC:CSU** ☉*Prerequisite:* None.**Lecture, 3 hours.**

A consideration of the origins, functions and varieties of religious beliefs and practices, with special emphasis on primitive and prehistoric societies.

141 Medical Anthropology ‡ (3)**UC:CSU** ☉*Prerequisite (s):* None**Lecture 3 hours**

Presents a survey of healing systems in tribal, peasant, and industrialized societies. Shamanism, faith healing, and new age ideas are discussed. Emphasis is placed on the ritual aspects of all healing systems, including that of our modern society and on understanding medicine as both a cultural and biological system.

185 Directed Study - Anthropology (1) UC:CSU**285 Directed Study - Anthropology (2) UC:CSU****385 Directed Study - Anthropology (3) UC:CSU***Prerequisite:* None.**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 units in**Directed Study may be taken for credit.*

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Anthropology (1-4) CSU

Anthropology is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

ARCHITECTURE**5 Architectural Drawing I (3) CSU***Prerequisite:* None.**Lecture, 1 hour; laboratory, 5 hours.**

The technique of architectural drafting, its conventions and symbols are learned by the preparation of simple construction details. A survey is made of the scope and personal requirements of the architectural profession and related building trades. A semester project will be the design and drawing of complete plans for an average residence by each student. Study of the building code is included.

6 Architectural Drawing II (3) CSU*Prerequisite:* None.**Lecture, 1 hour; laboratory, 5 hours.**

Develops drafting skill and fundamental understanding of building by preparing working drawings with necessary details for wood frame construction.

7 Architectural Drawing III (3) CSU*Prerequisite:* None.**Lecture, 1 hour; laboratory, 5 hours.**

Offers a study of construction methods, materials, and building ordinances. Requires students to prepare detail drawings for commercial building in concrete and steel, or similar problems.

12 Architectural Rendering ‡ (2) CSU*Prerequisite:* None.**Lecture, 1 hour; laboratory, 3 hours.**

Teaches the techniques of graphic rendering using various media. Stresses both free-hand drawing and drafting board methods.

36 Introduction to Computer Aided Architectural Drawing ‡ (2)*Prerequisite:* None.**Lecture, 1 hour; laboratory, 2 hours.**

Using Autocad software on computers to design houses and other structures.

ARMENIAN**1 Elementary Armenian I (5)****UC:CSU***Prerequisite:* None.**Lecture, 5 hours**

Stresses the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases, and the ability to understand, read, write, and speak simple Armenian. It includes basic facts of the Armenian culture and customs. Emphasis is on the spoken language.

2 Elementary Armenian 2 (5)**UC:CSU***Prerequisite:* Armenian 1**Lecture, 5 hours**

Completes the elementary grammar. It includes the reading of simplified texts, with emphasis on oral expression, and further study of Armenian civilization. Emphasis is on the spoken language.

ART

UC accepts a maximum of 12 semester units from Art 400, 501, 502, 503, and a maximum of 16 semester units from Art 201, 202, 203, 204, 205, 206, 207, 300, 301, 302, 303, 304, 305, 306, 310, 311, 312.

101 Survey of Art History I (3)**UC:CSU** ☉

(CAN ART 2)

Prerequisite: None.**Lecture, 3 hours.**

A survey of the arts of the Prehistoric, Ancient Mediterranean, Classic, Early Christian, Byzantine and Medieval periods. Discussions of the origins and functions of architecture, painting, and sculpture.

102 Survey of Art History II (3)**UC:CSU** ☉

(CAN ART 4)

Prerequisite: None.**Lecture, 3 hours.**

A survey of the arts from the Renaissance through the modern periods. Discussed are the Classic, Mannerist, Baroque, and Rococo styles in painting, sculpture, as well as the many styles of the 19th and 20th centuries. The influence of certain primitive societies on Twentieth Century art is also considered.

103 Art Appreciation I ‡ (3)**UC:CSU ☉***Prerequisite: None.***Lecture, 3 hours.**

An appreciation and criticism of art forms and media. A comparative exploration into the origins and meanings of contemporary art styles. Topics include definitions of art, terminology, types of approach, design and color theory.

105 History of Asian Art ‡ (3)**UC:CSU***Prerequisite: None.***Lecture, 3 hours.**

A survey of the arts of India, China, Japan, and neighboring areas in Asia. Religious and philosophical influence on art and architecture is covered as well as the interchange of Eastern and Western cultural influence and artistic expression.

109 The Arts of Africa, Oceania, and Ancient America ‡ (3) UC:CSU*Prerequisite: None.***Lecture, 3 hours.**

A survey of the painting, sculpture, architecture and crafts of Africa, the Pacific Ocean areas and the Indians of North and South America, in relation to their history, religion and general culture.

112 Current Art Events ‡ (3)*Prerequisite: None.***Lecture, 3 hours.**

An enrichment of the students academic experiences and expansion of their cultural awareness by providing opportunities to attend a wide variety of art exhibits and events presented in the greater Los Angeles area, and to discuss these activities with guest artists and faculty.

115 History of Modern Art ‡ (3)**UC:CSU ☉***Prerequisite: None.***Lecture, 3 hours.**

An examination of the history of Western art and its relationship to social, political, and economic aspects of modern society, from the mid-nineteenth century to present.

116 History of Women and Art ‡ (3) UC:CSU*Prerequisite: None.***Lecture, 3 hours.**

The history of women's contributions to the development of visual arts, with emphasis on the Western World from the Renaissance to the present. Special attention is given to socio-political and economic factors which influenced these art historical developments.

201 Drawing I (3) UC:CSU*(CAN ART 8)**Prerequisite: None.***Lecture, 2 hours; laboratory, 2 hours.**

A fundamental course stressing drawing as a visual language system. Problems in rendering basic forms through various methods and media.

202 Drawing II ‡ (3) UC:CSU*Prerequisite: Art 201 and 501.***Lecture, 2 hours; laboratory, 2 hours.**

A continuation of Art 201 into more complex problems. Introduction of color.

203 Drawing III ‡ (3) UC:CSU*Prerequisite: None.***Lecture, 2 hours; laboratory, 2 hours.**

A continuation of Art 202 with greater emphasis on problems of composition and personal expression. A variety of media and concepts is utilized to promote creative solutions.

204 Life Drawing I (3) UC:CSU*Prerequisite: None. Recommended: Art 201.***Lecture, 2 hours; laboratory, 2 hours.**

The study of the human figure. Analysis of anatomy and essential structure.

205 Life Drawing II (3) UC:CSU*Prerequisite: Art 201 and 204.***Lecture, 2 hours; laboratory, 2 hours.**

The study of the human figure. Emphasis on problems in composition.

206 Life Drawing III (3) UC:CSU*Prerequisite: Art 205.***Lecture, 2 hours; laboratory, 2 hours.**

The study of the human figure. Emphasis on pictorial organization and personal expression.

207 Life Drawing IV (3) UC:CSU*Prerequisite: Art 206.***Lecture, 2 hours; laboratory, 2 hours.**

The study of the human figure. Problems in structural drawing and composition. Emphasis on expressive use of various media.

208 Life Drawing Studio ‡ (2)**UC:CSU***Prerequisite: None.***Laboratory, 4 hours.**

An opportunity for serious beginning and advanced students of life drawing to explore and develop skills and expression in greater depth.

300 Introduction to Painting (3)**UC:CSU***Prerequisite: Art 201 and 501.***Lecture, 2 hours; laboratory 2 hours.**

An introduction to various painting materials, media and techniques, both contemporary and traditional.

301 Watercolor Painting I ‡ (3)**UC:CSU***Prerequisite: Art 300.***Lecture, 2 hours; laboratory, 2 hours.**

An overview of various transparent water color techniques with emphasis on the materials used in acquiring these skills.

302 Watercolor Painting II ‡ (3)**UC:CSU***Prerequisite: Art 301.***Lecture, 2 hours; laboratory, 2 hours.**

A continuation of various transparent watercolor techniques with emphasis on subject matter and achieving various textural effects.

303 Watercolor Painting III ‡ (3)**UC:CSU***Prerequisite: Art 302.***Lecture, 2 hours; laboratory, 2 hours.**

A continuation of various transparent watercolor techniques with emphasis on concepts.

304 Acrylic Painting I (3) UC:CSU*Prerequisite: Art 300.***Lecture, 2 hours; laboratory, 2 hours.**

An overview of acrylic painting techniques with emphasis on materials.

305 Acrylic Painting II (3) UC:CSU*Prerequisite: Art 304.***Lecture, 2 hours; laboratory, 2 hours.**

A continuation of Acrylic Painting I with emphasis on composition.

306 Acrylic Painting III (3) UC:CSU*Prerequisite: Art 305.***Lecture, 2 hours; laboratory, 2 hours.**

A continuation of Acrylic Painting II with emphasis upon conceptual, stylistic and technical experimentation.

310 Beginning Oil Painting ‡ (2)**UC:CSU***Prerequisite: Art 300.***Lecture, 1 hour; laboratory, 3 hours.**

Composition, color, and form are studied through a range of projects in a historical context to bring the individual in touch with contemporary ideas in the field of painting. The course provides an overview of basic painting techniques and materials.

311 Intermediate Oil Painting ‡ (2) UC:CSU

Prerequisite: Art 310.

Lecture, 1 hour; laboratory, 3 hours.

This course is an extension of Art 310, focusing on a broader range of contemporary issues with an emphasis on the figure. Historical painting techniques are explored.

312 Advanced Oil Painting ‡ (2) UC:CSU

Prerequisite: Art 311.

Lecture, 1 hour; laboratory, 3 hours.

This course is an extension of Art 311 and further explores the media emphasizing more personal means to express ideas.

400 Introduction to Printmaking ‡ (3) UC:CSU

Prerequisite: None.

Recommended: Concurrent enrollment in Art 201 and 501.

Lecture, 1 hour; laboratory, 5 hours.

An introductory workshop in basic printmaking processes.

401 Etching I (3) UC:CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

An introductory course in basic intaglio printmaking processes. Students explore a wide range of intaglio processes and techniques with emphasis on metal plate etching.

402 Etching II ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

An advanced course in intaglio processes. Students will explore a few processes in depth with particular emphasis on multi-plate and multi-color processes.

403 Lithography I ‡ (3) UC:CSU

Prerequisite: None.

Lecture 1 hour; laboratory, 5 hours.

An introductory course in basic lithographic printmaking. Stone lithography, in particular, will be emphasized.

404 Lithography II ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

An advanced course in lithography. Emphasis on metal plate and multi-color processes.

407 Relief Printmaking I ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

An introductory course in basic relief printmaking. Student will be exposed to a broad range of processes from traditional woodcut to polymer plate.

408 Relief Printmaking II ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

An advanced course in relief processes. Emphasis on color and mixed media processes.

411 Printmaking Studio ‡ (1) UC:CSU RPT3

Prerequisite: None.

Laboratory, 3 hours.

A course providing serious beginning and advanced students the opportunity to explore the basic printmaking processes in greater depth.

501 Beginning Two-Dimensional Design (3) UC:CSU

(CAN ART 14)

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

A fundamental course open to non-art majors, involving relationships of the elements and principles common to the visual arts. Problems dealing with spatial organizations are emphasized. Projects are primarily two-dimensional; drawing skill is not required.

502 Beginning Three-Dimensional Design ‡ (3) UC:CSU

(CAN ART 16)

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

A course involving experiments in three-dimensional design and sculpture.

503 Intermediate Design (3) UC:CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

A continuation of the study of the fundamental elements and principles of design in the visual arts. Experimentation techniques in the use of various media. Practical application of design. May include areas such as printmaking, drawing, sculpture, crafts, and graphic arts.

600 Lettering I (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

A study of basic lettering forms with regard to the various styles of the alphabet, their proportion and spacing. Laboratory work stresses techniques in the use of tools and materials and the adaptation of lettering to advertising layout.

604 Graphic Design I (3) CSU

Prerequisite: Art 501 and 600.

Lecture, 2 hours; laboratory, 2 hours.

A course introducing visual communication with emphasis on presentation, tools and technique. The problems consist of graphic design assignments for selected media.

605 Graphic Design II (3) CSU

Prerequisite: Art 604.

Lecture, 2 hours; laboratory, 2 hours.

A continuation of the principles of Art 604. Students receive practice with professional techniques and methods of presentation in selected advertising media.

606 Graphic Design III (3) CSU

Prerequisite: Art 605.

Lecture, 2 hours; laboratory, 2 hours.

Continuation of principles of Art 605.

Students are given practice in professional client-design interactions.

609 Advertising Design Field Work I (2)

Prerequisite: None.

Conference, 2 hours.

Professional directed study in a professional design situation, with emphasis on production.

610 Advertising Design Field Work II (2)

Prerequisite: None.

Conference, 2 hours.

Professional directed study in a professional design situation, with emphasis on layout.

618 Advertising Photo/Graphics I ‡ (4)

Prerequisite: None.

Lecture 2 hours; laboratory, 4 hours.

Concepts of design principles as they pertain to the graphic media. Special emphasis on photography and its application to advanced graphic projects.

619 Advertising Photo/Graphics II ‡ (4)

Prerequisite: None.

Lecture, 2 hours; laboratory, 4 hours.

Continuation of concepts presented in Art 618. Special emphasis will be placed upon the preparation and presentation of individual students projects and portfolio.

620 Illustration I ‡ (3) CSU

Prerequisite: Art 201 and 501.

Lecture, 2 hours; laboratory, 2 hours.

An introduction to concepts and methods involved in editorial, industrial and advertising illustration. Directness, economy and innovation of presentations are cultivated through the use of a wide variety of media. Practical exercises and projects are supported by lectures, slides and films.

621 Illustration II ‡ (3)

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

A continuation of concepts and methods involved in editorial, industrial and advertising illustration. Directness, economy and innovation of presentations are cultivated through the use of a wide variety of media. Independent exercises and projects are supported by lectures, slides, and films.

626 Art Production Methods I (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

A course consisting of concepts, tools, materials and techniques used in preparing art for reproduction in printed media. Stresses a development of technical skills and knowledge of production methods.

700 Introduction to Sculpture (3) UC:CSU

(CAN ART 12)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

The historical evolution of contemporary sculpture, through abstract.

701 Sculpture I ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

The continued study of the evolution of contemporary sculpture.

702 Sculpture II ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

The continued study of the evolution of contemporary sculpture with emphasis on site work.

704 Art Metal I ‡ (3) CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

An introduction to the range of metal working concepts and techniques with particular emphasis upon the use of non-ferrous metals.

705 Art Metal II ‡ (3) CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

A continuation of Art Metal I, with emphasis upon conceptual, stylistic and technical experimentation.

708 Introduction to Ceramics (3) UC:CSU

Prerequisite: None. *Recommended:* Art 501.

Lecture, 1 hour; laboratory, 5 hours.

The design and basic forming processes of ceramic objects. Relationship of surface enrichment to form; technical understanding of behavior of clays and glazes.

709 Ceramics I (3) UC:CSU

Prerequisite: Art 708 and 501.

Lecture, 1 hour; laboratory, 5 hours.

Continued practice in forming processes and surface treatments, with emphasis on design. Study of physical and chemical characteristics of clay.

710 Ceramics II (3) UC:CSU

Prerequisite: Art 709.

Lecture, 1 hour; laboratory, 5 hours.

The continued practice in forming processes and surface treatments, with emphasis on design. Beginning glaze chemistry.

711 Ceramics III (3) UC:CSU

Prerequisite: Art 710.

Lecture, 1 hour; laboratory, 5 hours.

A course offering advanced forming techniques; historical study of ceramic glazes; advanced glazing techniques; molding and firing kilns.

806 Fine Art Photography (3)

Prerequisite: Photography 10.

Lecture, 1 hour; laboratory, 5 hours.

This course explores creative approaches to photography and artistic uses of photographic materials. Emphasis is placed upon aesthetic and expressive approaches to photographs and the materials used to produce them. The course covers such topics as experimental techniques, standard and non-standard photographic materials – silver, non-silver and digital – creative expression, and historically significant examples of artistic photography.

185 Directed Study - Art (1)

UC:CSU

285 Directed Study - Art (2)

UC:CSU

385 Directed Study - Art (3)

UC:CSU

Prerequisite: None.

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.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Art (1-4) CSU

Art is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

ASTRONOMY**1 Elementary Astronomy (3)**

UC:CSU ☉

Prerequisite: None.

Lecture, 3 hours.

A non-mathematical survey of astronomy. Topics include the sun, planets, their satellites and other members of the solar system; celestial motions and coordinates as shown by the planetarium projector; elementary optics and its application to the telescope and its accessories; star systems and the constitution of stars; the classification of stars; novae, nebulae, galaxies; black holes; quasars; and evolution of our universe. A reflecting telescope may be used periodically for the observation of selected celestial objects.

5 Astronomy Laboratory (1)

UC:CSU

Prerequisite: Astronomy 1 with a grade of C or better.

Laboratory, 3 hours.

A presentation of the methods astronomers use in order to determine the nature of our universe. This course includes working with astronomical instruments and laboratory equipment. The planetarium is used to study star patterns and constellations.

911-921-931-941 Cooperative Education - Astronomy (1-4) CSU

Astronomy is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

BANKING

(See Finance)

BIOLOGY

3 Introduction to Biology (4)

UC:CSU ☉

(Not open for credit to students who have had Biology 6.)

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

The major principles of biology including the structure and function of cells, the reproductive process, the mechanisms of heredity, and the organization of the bodies of the human organism, higher animals, and plants. Not designed to meet requirements for a major in biology at most universities. Field trips included.

MAXIMUM UC CREDIT FOR COMBINATION OF BIOL 3 AND 25 IS ONE COURSE. NO UC CREDIT FOR BIO 3 OR 25 IF TAKEN AFTER BIO 6 OR 7.

6 General Biology I (5) UC:CSU

(BIO 6 & 7=CAN BIO SEQ A)

(Biology 7 may be taken before Biology 6.)

Prerequisite: Chemistry 60, or 68, or 101 or equivalent.

Note: UCLA and CSUN recommend the completion of both Biology 6 and Biology 7.

Lecture, 3 hours; laboratory, 6 hours.

Intended for biology majors, pre-medical, pre-dentistry, pre-pharmacy and pre-veterinary students. Deals with selected topics illustrating the major concepts in biology including: molecular structure, cell physiology, bioenergetics, genetics and development. Laboratory experimentation in chemical analysis, chromatography, electrophoresis, and microscopy.

7 General Biology II (5) UC:CSU

(BIO 6 & 7=CAN BIO SEQ A)

(Biology 7 may be taken before Biology 6.)

Prerequisite: None.

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

Lecture, 3 hours; laboratory, 6 hours.

Deals with unifying biological concepts including evolution, biological diversity, adaptation and the biotic relations to the environment. Laboratory experimentation includes the study of plants, animals and microorganisms, and field trips to the Gold Creek Field Station, shoreline and deserts.

10 Natural History I ‡ (4) UC:CSU

Prerequisite: None.

Lecture, 3 hours; laboratory and field study, 3 hours.

Introduces the basic concepts of natural history. Studies the interrelationships of land, climate, plants, animals, and man. Includes ecological problems associated with the physical and biological environment. Field trips to High Sierra, Mojave Desert, Gold Creek Field Station.

25 Human Biology (3) UC:CSU

(Credit not allowed for Biology 25 to students who have previous credit for Biology 1, 3, 6, or 23, Botany 1.)

Prerequisite: None.

Lecture, 3 hours.

Major topics include cells; genetics; structure and function of the major human organ systems; principles of ecology; man's place in the natural world; population control; and some pathology and terminology of disease. Emphasis is on these topics as they are related to man.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF BIOL 1, 3, OR 25 IS ONE COURSE. NO UC CREDIT FOR BIO 1, 3, OR 25 IF TAKEN AFTER BIO 6 OR 7.

33 Medical Terminology (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Develops a comprehensive medical vocabulary, applicable to all specialties of medicine, through the learning of Greek and Latin prefixes, suffixes, word roots, etc. Training in the spelling, pronunciation, and definition of medical terms is provided, as well as in the use of medical dictionaries.

37 Biology of Cancer (2) CSU

Prerequisite: None.

Lecture, 2 hours.

Explores the biological nature of cancer. Major areas covered include epidemiology, carcinogenesis, regulation of cell division and differentiation, neoplastic transformation, normal and neoplastic cell surfaces, tumor immunology, metastasis and the basis of chemo- and radiotherapy.

38 AIDS: Biology and Impact (2) CSU

Prerequisite: None.

Lecture, 2 hours.

An introduction to the biology and impact of AIDS, a sexually transmitted disease. The biology of the human immune deficiency viruses, epidemiology, and impact of the epidemic on society are emphasized.

39 Sexually Transmitted Diseases (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

The course presents a number of sexually transmitted diseases (STDs) prevalent in society today. The etiologic agents, reservoirs, mode of transmission, prevention, treatment, public health, and economic problems.

40 The Science of Biotechnology (3) (UC:CSU)

Prerequisite: Biology 6 and Chemistry 101

Lecture, 3 hours, laboratory, 2 hours.

This is a comprehensive introductory course to the science of biotechnology. It involves the learning of theory and includes laboratory experiences. Examples of the basic tools of biotechnology covered by this course are gel electrophoresis, transformation, purifying DNA, DNA restriction analysis, construction of a genomic library, DNA hybridization, cloning by using PCR and DNA fingerprinting; molecular determination of proteins.

185 Directed Study - Biology (1) UC:CSU

285 Directed Study - Biology (2) UC:CSU

385 Directed Study - Biology (3) UC:CSU

Prerequisite: None.

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.
UC Credit for independent study/directed study courses numbered 185, 285, and 385 in any department is not automatic; credit is contingent on UC campus evaluation after application and admission. These units should not be used toward calculation of the minimum 60 units needed for admission to the UC.

911-921-931-941 Cooperative Education - Biology (1-4) CSU

Biology is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

BIOLOGY, MARINE

(See Oceanography)

BOTANY

There are no prerequisites for any Botany classes.

1 General Botany I ‡ (5) UC:CSU

Lecture, 3 hours; laboratory, 6 hours.

The general principles of plant biology with special emphasis on the structure and functions of cells, the reproductive process, the mechanisms of heredity, ecology, and growth and development.

3 Field Botany ‡ (4) CSU

Lecture, 3 hours; laboratory or field, 3 hours.

An introduction to the life habits, interrelationships, and classification of native and horticultural plants.

BROADCASTING

1 Fundamentals of Radio and Television Broadcasting (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Basic phases of radio, television and mass media broadcasting, including mass communication theory, history, legal aspects, networks, programming, sales, public service, and current trends in the industry.

3 Voice and Diction for Radio and Television (3) CSU

Prerequisite: None.

Required of all radio and television majors.

Open to others.

Lecture, 3 hours.

Training in the presentation of broadcast material. Fundamentals of good speech are combined with techniques for handling the problems unique to broadcasting, i.e.: microphone techniques, reading for the camera, interviewing techniques, preparing continuity and transitions for commercial copy, promotional and public service announcements, news copy, weather and sports announcing. An opportunity may be provided to create programming for the campus radio station (KVCM).

5 Radio and Television Acting (3) CSU RPT1

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

The fundamentals of acting, including character analysis and development for the actor and the production staff in TV. Demonstrations, commercials and scenes are performed with extensive use of videotape recording equipment by each student.

10 Radio Programming and Production (3) CSU RPT1

Prerequisite: None.

Lecture, 2 hours; laboratory, 3 hours.

Introduction, by means of working on campus radio station KVCM, to all aspects of radio station programming and production. Included are instruction and experience in the roles of disc jockey, announcer, sportscaster, commercial announcements and news broadcaster.

17 Industrial and Commercial Voice-Over Techniques (3)

Prerequisite: None.

Lecture, 3 hours.

Development of the ability to narrate, dub and loop films, audio cassettes and videotaped materials for use in: industrial information units, the entertainment media, educational packages, and commercial advertising. The development and use of some world dialects and an in-depth study of microphone techniques will be included.

22 Radio/Television Activities (1) CSU RPT3

Prerequisite: Completion of Broadcasting 10 or 46, or equivalent skills.

Field work, 3 hours.

Special problems in production, programming, research, and management in broadcast media. Practical assignments with Valley College broadcasting projects. Students must work at least three hours a week for one unit.

25 Radio/TV/Film Writing (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Analysis of the form and style of radio, television and film scripts and program formats. Preparation of scripts for radio, television and film. Open to non-majors as well as majors.

26 TV/Film Aesthetics (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An appreciative survey of television film and video communicative art forms. TV film and video programs are viewed, analyzed and critiqued.

27 TV/Film Documentary (3) CSU

Prerequisite: None.

Lecture, 3 hours.

The documentary approach in film and television is studied. An analysis of the techniques of teaching and persuasion used in selected documentary, educational, and propaganda films is aimed at developing critical standards. Representative films and TV programs are shown and evaluated.

28 Television Announcing I (3) CSU RPT1

Prerequisite: None.

Lecture, 3 hours.

Training in television announcing for newscasts, ad-libbing, commercials, interviewing, sportscasts, and various program performance assignments with emphasis on the development of the students individual style and personality.

31 Advanced Voice-Over (3) CSU RPT2

Prerequisite: Broadcasting 17 or interview/audition with instructor.

Lecture, 3 hours.

Development of skills in narration, dubbing dialogue to film/video for education, industry, commercials, entertainment media. Acquiring techniques: in audio acting for animated films, radio, and dubbing English to foreign motion pictures.

45 Advanced Workshop for TV Acting and Directing (4) RPT1

Prerequisite: Broadcasting 5.

Lecture, 4 hours.

The course is provided for the purpose of enlarging the background of student actors and directors through intensive concentration in advanced theories and methods that will increase the individual performance and direction sensitivity and flexibility. - 3 There is extensive use of videotape recording equipment by each student.

46 Fundamentals of Television Production (4) CSU RPT1

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

All the basic television production essentials are covered. Training is given in the function and operation of all basic television facilities, including camera, microphones, switcher, video tape recorder-editors, and lighting equipment. The direction and production of basic types of programs are taught and practiced. Students learn to handle all of the basic staff positions on the TV studio production team.

81 Field Work I - Broadcasting (1) CSU

Prerequisite: Broadcasting 10 or 46, or equivalent skills.

Field work, 2 hours.

Designed to acquaint the students with the career field of radio and/or television. Emphasis is on the student working and observing in the practical work situation. The student will gain knowledge observing at various broadcasting and production facilities while working under supervision.

82 Field Work II - Broadcasting (2) CSU

Prerequisite: Broadcasting 10 or 46, or equivalent skills.

Field work, 4 hours.

Designed to acquaint the students with the career field of radio and/or television. Emphasis is on the student working and observing in the practical work situation. The student will gain knowledge observing at various broadcasting and production facilities while working under supervision.

83 Field Work III - Broadcasting (3) CSU

Prerequisite: Broadcasting 10 or 46, or equivalent skills.

Field work, 6 hours.

Designed to acquaint the students with the career field of radio and/or television. Emphasis is on the student working and observing in the practical work situation. The student will gain knowledge observing at various broadcasting and production facilities while working under supervision.

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

Prerequisite: None.

Conference, 1 hour per unit.

Allows student to pursue Directed Study in Broadcasting 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.

911-921-931-941 Cooperative Education - Broadcasting (1-4) CSU

Broadcasting is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

BUSINESS

(For Business, see also Accounting, Cooperative Education, Finance, Law, International Business, Management, Marketing, Real Estate, and Supervision.)

1 Introduction to Business (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

The meaning and purpose of business in our society, the historical development of business, the general economic setting for business today, and a brief introduction to the following business areas: forms of business organization, manufacturing, marketing, human relations, financing, accounting, budgeting, reports, government-business relations, and the social responsibilities of businessmen.

5 Business Law I (3) UC:CSU

(CAN BUS 8)

(Business 6 may be taken before Business 5)

(Same as Law 1)

Prerequisite: None.

Lecture, 3 hours.

Essentials of the law of contracts in its application to everyday problems pertaining to business and to the individual.

Elementary safeguards regarding sales and sales contracts. Case discussion and lecture method.

UC MAXIMUM CREDIT FOR ANY COMBINATION OF BUS 5, 6, LAW 1, OR LAW 2 IS ONE COURSE.

6 Business Law II (3) UC:CSU

(Business 6 may be taken before Business 5)

(Same as Law 2)

Prerequisite: None.

Lecture, 3 hours.

Essentials of the law of agency, partnerships, corporations, property, bailments and commercial paper. Case discussion and lecture method.

UC MAXIMUM CREDIT FOR ANY COMBINATION OF BUS 5, 6, LAW 1, OR LAW 2 IS ONE COURSE.

31 Business English (3)

(Same as CAOT 31)

Prerequisite: None. Required for all incoming CAOT majors.

Lecture, 3 hours.

Thorough training in the mechanics of English; punctuation, sentence structure, paragraph writing, word usage. Effective development of the English communication skills.

32 Business Communications (3) CSU

(Same as CAOT 32)

Prerequisite: None.

Lecture, 4 hours.

Designed to achieve effective written communication in English for the transaction of business. Development of letter writing principles and techniques; enrichment of general vocabulary; practical application of English in business speech. Practical experience is given in writing business reports, the employment letter and resume, as well as the basic types of letters used in business: pleasant, routine, unpleasant, and persuasive.

38 Business Computations (3) CSU

Prerequisite: None. This course is recommended before beginning any accounting program, or Retail Buying (Mktg 33)

Lecture, 3 hours.

Mathematics is applied to typical accounting, financial, and other business problems, including percentage, cash and trade discounts, merchandise turnover, depreciation, simple and compound interest, bank discounts, small loans and installment purchases, partial payments, banking practices, and pricing merchandise. Also included is the application of business graphs, insurance and investment calculations, annuities, weights and measures.

911-921-931-941 Cooperative Education - Business (1-4) CSU

Business is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

CHEMISTRY

51 Fundamentals of Chemistry I (5) CSU

Prerequisite: None. *Recommended:* Mathematics 115.

Lecture, 3 hours; laboratory and/or discussion, 4 hours.

A descriptive course that covers the basic concepts of inorganic, organic, and biological chemistry. Each topic includes applications to health and environmental issues. The experimental laboratory involves the student in scientific observations, measurement, safety, and proper laboratory technique. Lecture and discussion involve collaborative learning and use of computer tutorial software. This course is appropriate for students who require a physical science course with laboratory including liberal arts, elementary education, and allied health related majors. This course is not intended for students planning to take Chemistry 101.

60 Introduction to General Chemistry ‡ (5) UC:CSU

Prerequisite: Recommended: Mathematics 120. *Corequisite:* Recommended: Concurrent enrollment in Mathematics 125.

Lecture, 3 hours; laboratory/discussion 4 hours.

Elementary Chemical Principles and Laws with applications to industrial, environmental and health issues. The Laboratory will introduce safety, scientific observation, measurement, and use of chemicals. The course will emphasize Chemical Stoichiometry and Gas Law Calculations. Students who have not studied chemistry in high school must take this course or Chemistry 68 prior to enrollment in Chemistry 101. This course is recommended for students who have been away from high school chemistry for two or more years. No credit given for this course if student has already passed Chemistry 68.

MAXIMUM UC CREDIT FOR CHEM 60 AND 68 COMBINED IS ONE COURSE. NO UC CREDIT FOR 60 OR 68 IF TAKEN AFTER 101.

68 Preparation for General Chemistry (5) UC:CSU

Prerequisite: Recommended: Mathematics 120. *Corequisite:* Recommended: Concurrent enrollment in Mathematics 125.

Lecture, 3 hours; discussion, 2 hours; laboratory, 4 hours.

Elementary Chemical Principles and Laws with applications to industrial, environmental and health issues. The Experimental laboratory will introduce safety, scientific observation, measurement, and use of chemicals. The Learning Laboratory will include group learning exercises and will utilize computer tutorial software with an emphasis on Chemical Stoichiometry and Gas Law Calculations. Students who have not studied chemistry in high school must take this course or Chemistry 60 prior to enrollment in Chemistry 101. This course is recommended for students who have been away from high school chemistry for two or more years. No credit given for this course if student has already passed Chemistry 60.

MAXIMUM UC CREDIT FOR CHEM 60 AND 68 COMBINED IS ONE COURSE. NO UC CREDIT FOR 60 OR 68 IF TAKEN AFTER 101.

70 Introductory Organic and Biochemistry ‡ (4) UC:CSU

Prerequisite: Chemistry 51 or 60 or 68 or 101, with a grade of C or better.

Lecture, 3 hours; laboratory/discussion, 3 hours.

A descriptive course designed primarily for students seeking Baccalaureate degrees and/or majoring in Family & Consumer Studies, Nursing, Dental Hygiene, Respiratory Therapy and related Health Science fields. Emphasis is placed on the basic concepts of organic and biochemistry as they apply to the processes that occur in living tissues.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF CHEM 70, 210, OR 221 IS TWO COURSES.

101 General Chemistry I (5) UC:CSU

(CAN CHEM 2)

Prerequisite: Chemistry 60 or 68 and Mathematics 120 and 125, with grades of C or better. Students without a passing grade for Chemistry 60 or Chemistry 68 or an equivalent college-level chemistry class on their official transcript must take the Chemistry 101 Readiness Exam.

Lecture, 3 hours; discussion, 2 hours; laboratory, 4 hours.

A study of chemical principles and laws with emphasis on chemical calculations. This course will cover chemical stoichiometry and concentration calculations, gas laws, thermochemistry, introductory quantum mechanics, bonding, molecular geometry, unit cell calculations, and colligative properties. Laboratory work includes gravimetric analysis, titration, and observation. This course is required of majors in agriculture, bacteriology, biology, botany, chemistry, dentistry, engineering, geology, medical technology, medicine, optometry, pharmacy and physics.

102 General Chemistry II (5) UC:CSU

(CAN CHEM 4)

Prerequisite: Chemistry 101, with a grade of C or better.

Lecture, 3 hours; discussion 2 hours; laboratory, 4 hours.

A continuation of Chemistry 101. Lectures will cover kinetics, gas phase and ionic equilibria, thermodynamics, electrochemistry, nuclear chemistry, transition metals, industrial chemistry, and introductory organic nomenclature. Laboratory will include qualitative analysis of selected anions and cations, and experiments in kinetics, equilibria, electrochemistry and thermodynamics. Instrumentation will include spectrophotometry, and measurements of pH and emf.

210 Principles of Organic Chemistry ‡ (5) UC:CSU

Prerequisite: Chemistry 101 and 102 with grades of C or better.

Lecture, 3 hours; discussion, 2 hours; laboratory, 4 hours.

Introduction to the principles of organic chemistry. Survey of structure, nomenclature, properties, reactions, mechanisms and synthesis of carbon-containing compounds. Laboratory emphasis on the preparation, isolation, purification, and analysis of organic compounds.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF CHEM 70, 210, OR 221 IS TWO COURSES. MAXIMUM UC CREDIT FOR CHEM 210 AND 211 COMBINED IS ONE COURSE.

211 Organic Chemistry for Science Majors I ‡ (5) UC:CSU

Prerequisite: Chemistry 101 and 102, with grades of C or better.

Lecture, 3 hours; discussion, 2 hours; laboratory, 4 hours.

Introduction to the topological, physical and chemical properties of carbon-containing compounds. Laboratory emphasis on the preparation, isolation, purification and analysis of organic compounds.

MAXIMUM UC CREDIT FOR CHEM 210 AND 211 COMBINED IS ONE COURSE.

212 Organic Chemistry for Science Majors II ‡ (5) UC:CSU

Prerequisite: Chemistry 211, with a grade of C or better.

Lecture, 3 hours; discussion, 2 hours; laboratory, 4 hours.

A continuation of Chemistry 211 with emphasis the structural, physical and chemical properties of organic compounds and molecules of biological importance. Laboratory emphasis on the preparation, isolation, purification and analysis of carbon-containing compounds.

221 Biochemistry for Science Majors ‡ (5) UC:CSU

Prerequisite: Chemistry 102, with a grade of C or better.

Lecture, 3 hours; discussion, 2 hours; laboratory, 4 hours.

Introduces the student to the chemistry and metabolism of biological materials. Topics include proteins, carbohydrates, lipids, nucleotides, nucleic acids, genetic code, enzymes and metabolic pathways.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF CHEM 70, 210, OR 221 IS TWO COURSES.

185 Directed Study - Chemistry (1) UC:CSU**285 Directed Study - Chemistry (2) UC:CSU**

Prerequisite: Chemistry 101 and 102, and approval of project.

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.

UC Credit for independent study/directed study courses numbered 185, 285, and 385 in any department is not automatic; credit is contingent on UC campus evaluation after application and admission. These units should not be used toward calculation of the minimum 60 units needed for admission to the UC.

911-921-931-941 Cooperative Education - Chemistry (1-4) CSU

Chemistry is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

CHICANO STUDIES

There are no prerequisites for any Chicano Studies classes. All classes are taught in English.

2 The Mexican-American in Contemporary Society ‡ (3) UC:CSU

Lecture, 3 hours.

Introduces the student to the major characteristics of the second largest minority group in the United States and largest in the Southwest. Special attention will be given to the social, cultural, economic and political elements which differentiate the Mexican-Americans from other groups in American society.

7 The Mexican-American in the History of the United States I (3) UC:CSU ☉

(Same as History 43)

Lecture, 3 hours.

This course fulfills the state graduation requirement in U.S. History and the U.S. Constitution. A survey of the United States history as it relates to the development of the Chicano in the United States with special emphasis on the Mexican-Americans contribution to the development of American civilization. This course covers the Pre-Columbian and Spanish colonial eras, the northward advance and settlement of the present day Southwestern United States, and Mexican independence.

8 The Mexican-American in the History of the United States II (3) UC:CSU ☉

(Same as History 44)

Lecture, 3 hours.

Concentrates on the historical evolution of the Chicano in nineteenth and twentieth century America. Discussion centers on the socio-cultural-religious clash of Anglo-Saxon and Mexican culture, their political institutions, and diverse developments through the eve of the Mexican-American War. The transition period after the clash is analyzed from the perspective of internal colonialistic models, the influence of United States institutions and legislation as it pertained to the Chicano. The twentieth century discussion focuses on the immigrants role in the pre-World War II era, the impact of urbanization on the Chicano and the rise of a Chicano movement in the post war years. This course fulfills the state graduation requirement in U.S. History and state and local government.

37 Chicano Literature/Literature Chicana (3) UC:CSU ☉

(Same as Spanish 46)

Lecture, 3 hours.

An analysis of the literary, social, and historical aspects of works written by Mexican-American authors. Course will be conducted in English, but texts may be read in either English or Spanish.

42 Contemporary Mexican Literature (3) UC:CSU ☉

(Same as Spanish 12)

Lecture, 3 hours.

Lectures and discussions in English on the literature of and history of Mexico during the twentieth century, with a background of earlier works.

44 Mexican Civilization ‡ (3) UC:CSU

(Same as Spanish 16)

Lecture, 3 hours.

Considers the significant elements of pre-Columbian Mexican Civilization, the impact of the Spanish domination upon the indigenous population and its influence upon mores, art, and industry. Studies in the history, literature, art, and music of Mexico as they evolved from Colonial times to the present. The impact of the Mexican revolution upon all the Americas is considered. Examines the present-day culture of the Mexican-American as influenced by his Mexican heritage and life in the United States.

CHILD DEVELOPMENT

The State of California Dept. of Social Services has standardized all Child Development course numbers throughout the state. These are designated as DS in some courses.

1 Child Growth and Development (3) UC:CSU

Dept. of Social Services DS1.

Prerequisite: None.

Recommended: Psychology 1 or concurrent enrollment. Required for all Child Development majors. Required for Child Development Certificate.

Lecture, 3 hours.

The developmental theories from pre-natal through adolescence. Particular emphasis is placed on the processes through which the normal human being reaches physical, mental, social and emotional maturity. C.E. credit for nursing license renewal. G.E. credit for social science requirement

2 Early Childhood: Principles and Practices (3) CSU

Dept. of Social Services DS3.

Prerequisite: None. Required for all Child Development majors.

Lecture, 3 hours.

A survey of preschool education and the current philosophies and practices. Nursery school programs are examined with regard to the needs of the preschool child. The role of the teacher is emphasized in relation to attitudes, philosophies, goals and values and the development of the child's personality. Participation in interaction activities and observations of preschools are required.

3 Creative Experiences for Children I (3) CSU

Dept. of Social Services DS3.

Prerequisite: None.

Recommended: Child Development 1 and 2.

Lecture, 3 hours.

An interpretation of the values of creative experiences for young children. Illustrated lectures and class discussions cover such topics as dramatic play, blocks, music, rhythmic movement, art experiences, and crafts.

4 Creative Experiences for Children II (3) CSU

Dept. of Social Services DS3.

Prerequisite: None.

Recommended: Child Development 1 and 2.

Lecture, 3 hours.

Examines basic principles in the planning, development and implementation of curriculum. Covers environmental design of classroom and its impact on learning. Develops teaching skills in language arts, botany, math, science, and social studies. Lecture, films, demonstrations, class discussion are methods of instruction utilized.

10 Child Health (3) CSU

Prerequisite: None.

Recommended: Child Development 1.

Lecture, 3 hours.

The health protection provided by the home, school, and community. Topics include nutrition, common childhood diseases, first aid, and special health problems which relate to the pre-school child. An analysis of community referral agencies.

11 Home, School, and Community Relations (3) CSU

Dept. of Social Services DS2.

Prerequisite: None.

Required for all Child Development majors.

Lecture, 3 hours.

Surveys major educational issues, legislation, and trends affecting the family and the community. Examines the sociological, cultural, and economic influences on various patterns of family life. Identifies community resources for health, education and public welfare. C.E. credit for nursing license renewal.

22 Practicum in Child Development I (4) CSU

Prerequisite: Child Development 1 and 11, Child Development 3 or 4 and one course from Child Development 2, 10, 35, 42, 44, 45 or 48 with grades of C or better; health exam, TB test, and approval of fieldwork. According to the Department of Social Services regulations, students having contact with children shall be fingerprinted and have a Child Abuse Index Check.

Lecture, 2 hours; laboratory, 6 hours.

The first semester of field experience in a child development center under the supervision of a center staff member, supplemented by the coordinator of student teaching. The student is exposed to an over-all view of the teaching situation.

23 Practicum in Child Development II (4) CSU

Prerequisite: Child Development 22 with grade of C or better. Health exam, TB test, and approval of field work. According to the Department of Social Services regulations, students having contact with children shall be fingerprinted and have a Child Abuse Index Check.

Lecture, 2 hours; laboratory, 6 hours.

The second semester of field experience in a child development center under the supervision of a center staff member, supplemented by the coordinator of student teaching. The student is exposed to an over-all view of the teaching situation.

30 Infant and Toddler Studies I ‡ (3) CSU

Prerequisite: Child Development 1.

Lecture, 3 hours.

A survey of infant and toddler development and educational programs currently available. Principles of infant-toddler care giving, and environmental and curricular design. Opportunity for observation in the field.

31 Infant and Toddler Studies II ‡ (3) CSU

Prerequisite: Child Development 1.

Lecture, 3 hours.

A survey of infant and toddler development and its relation to curriculum designing environments, assessment and intervention. Direct observations in infant and toddler programs are requirements of this course.

34 Observing and Recording Children's Behavior (3) CSU

Prerequisite: Child Development 1

Lecture: 3 hours

Strategies and techniques for observing, recording and interpreting behavior of young children in early childhood programs. Application of this information for adapting curriculum and environment to meet the needs of children. Includes opportunity for observation in the field.

35 Fostering Literacy Development in Young Children ‡ (3) CSU

Prerequisite: None.

Lecture: 3 hours

Development of instructional skills, curriculum, activities and environment for promoting language and literacy in young children, from birth to eight years old. Emphasis on building foundation for reading and writing using a developmentally appropriate approach.

36 Literature for Early Childhood (1) CSU

(Same as English 236)

Prerequisite: None.

Lecture, 1 hour.

A survey of literature suitable for children up to 8 years old with emphasis on techniques of selection and presentation. Story telling (with visual aids where feasible), acquaintance with literature particularly suited to the preschool child, and the early development of desirable attitudes toward reading will be stressed. Recommended for early childhood and primary grade teachers and parents.

37 Literature for School-Age Children ‡ (2) CSU

Prerequisite: None.

Lecture, 2 hours.

Survey of literature appropriate for children in school settings. Emphasis given to selection, evaluation and presentation of literature using developmental characteristics and needs of school-age children. Includes development of appropriate curriculum and materials for the classroom. Recommended for early childhood and primary school teachers and parents.

38 Administration and Supervision of Early Childhood Programs I (3) CSU

Dept. of Social Services DS6.

Prerequisite: Child Development 1 and 11, Child Development 3, or 4, and one course from Child Development 2, 10, 35, 42, 44, 45 or 48 or equivalent skill level.

Lecture, 3 hours.

Examines the principles and practices of nursery school organization and administration, includes the State and City regulations, administrative skills, purchasing budgets, staff selection, personnel policies and practices, record keeping, school layout, curriculum planning, menus, parent relations, community resources and enrollment building.

39 Administration and Supervision of Early Childhood Programs II ‡ (3) CSU

Prerequisite: Child Development 38.

Lecture, 3 hours.

This course will include an in-depth study of a typical early childhood program, including budgeting, proposal writing, advocacy, staff relations, current research in the field, parent involvement, governing boards, professional involvement, current laws, and small business management.

42 The Child in a Diverse Society (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Understanding of various cultural backgrounds, the implication and application in teaching of young children. Includes curriculum planning. Field trips are required. G.E. credit for Social Science requirement.

44 Programs for Children with Special Needs I (3) CSU

Prerequisite: Child Development 1

Lecture: 3 hours

An introduction to the study of exceptional children, including classification and special characteristics. Field trips will be arranged to private and public special education programs. Main focus of this course will be on the exceptional child.

45 Programs for Children with Special Needs II (3) CSU

Prerequisite: None.

Recommended: Child Development 1.

Lecture, 3 hours.

An introduction to the study of exceptional children including classification and special characteristics. Includes general program planning as well as relevant program modification. Field trips will be arranged to private and public special education programs.

46 School Age Programs I ‡ (3) CSU

Dept. of Social Services DS4.

Prerequisite: None.

Recommended: Child Development 1.

Lecture, 3 hours.

Care of school-age children. Designed for those planning to work or working in before- and after-school programs. Curriculum development with appropriate activities to meet the developmental needs of school-age children.

47 School Age Programs II ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A survey of care and guidance in school-age programs. Designed for those planning to work or working in before and/or after-school programs. Focus is on guidance, community resources, communications with home and school, and leadership.

48 Positive Guidance in Early Childhood Setting ‡ (3) CSU

Prerequisite: None.

Recommended: Child Development 1

Lecture, 3 hours.

Exploration of developmentally appropriate management techniques for children in early childhood settings.

65 Adult Supervision/Early Childhood Mentoring ‡ (2)

Prerequisite: Child Development 1 and 11, Child Development 3 or 4 and one course from Child Development 2, 10, 35, 42, 44, 45 or 48.

Lecture, 2 hours.

A study in methods and principles of supervising teachers and student-teachers in early childhood classrooms. Emphasis is on role of experienced early childhood educators who function as mentors to teachers while addressing needs of children, parents, and other staff.

81 Field Work in Child Development I (3) CSU

Prerequisite: Child Development 1 and 11, Child Development 3 or 4, and one course from Child Development 2, 10, 35, 42, 44, 45 or 48. Grade of C or above in all Child Development courses attempted; and instructor approval. Enrollment limited to students employed in an early childhood setting.

Seminar, 3 hours. Fieldwork, TBA.

The first semester of supervised work experience and seminar for currently employed directors, teachers, assistant teachers and aides in the schools. Completion of this course will substitute for Child Development 22 in qualifying for the Occupational Certificate and AA degree in Child Development.

82 Field Work in Child Development II (3) CSU

Prerequisite: Child Development 81. Grade of C or above in all Child Development courses attempted, and instructor approval. Enrollment limited to students employed in an early childhood setting.

Seminar, 3 hours. Fieldwork, TBA.

The second semester of supervised work experience and seminar for currently employed directors, teachers, assistant teachers, or aides in the schools.

185 Directed Study - Child Development ‡ (1) CSU**285 Directed Study - Child Development ‡ (2) CSU****385 Directed Study - Child Development ‡ (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Child Development 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.

911-921-931-941 Cooperative Education - Child Development (1-4) CSU

Child Development is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

CINEMA ARTS

101 Beginning Film Production Workshop (3) UC:CSU

Prerequisite: Cinema 107 with a grade of C or better.

Co-Requisite: Cinema 107 on a contractual basis (completing it concurrently with a C or better).

Lecture, 2 hours; laboratory, 2 hours.

Comprehensive overview of all aspects of film production from script to screen, centering on basic theory and its application via exams, exercises, and hands-on experiences culminating in a 1-minute 16 mm TV-commercial.

104 History of Documentary Films (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A historical overview of the art and craft of documentary and non-fiction films, from the silent era to contemporary times, both American and foreign, with an emphasis on the classics, propaganda, educational, docu-drama, and avant-garde.

105 History of Motion Pictures (3) UC:CSU ☉

Prerequisite: None.

Lecture, 3 hours.

Introductory overview of the history of cinema both American and foreign, from the earliest silents to contemporary times via screenings, lectures, readings about the major artistic, social, economic, and technological trends.

106 The Art of Animation and Special Effects (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An analytical overview of traditional and experimental animation techniques, both American and foreign, past and present, as well as special effects, including optical, mechanical, mattes, miniatures, pyrotechnics, atmospherics, make-up, digital, and others.

107 Understanding Motion Pictures (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Analytical critical survey of motion pictures as an art form, entertainment industry, and communication medium via screenings, lectures, readings about classic and contemporary films, American and foreign, theatrical and non-theatrical.

110 Motion Picture Sound (3) CSU

Prerequisite: Cinema 101 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Intermediate course dealing with all aspects of film sound recording, mixing, and editing from theory to application, centering on learning the basic parts and functions of professional motion picture sound equipment, as well as sound techniques and aesthetics.

115 Cinematography (3) CSU

Prerequisite: Cinema 101 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Intermediate course dealing with all aspects of cinematography from theory to application, centering on learning the basic parts and functions of 16mm cameras, lenses, lighting equipment, accessories as well as cinematography techniques and aesthetics.

117 Creative Cinematography Techniques (3) CSU

Prerequisite: Cinema 115 and 106 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Advanced course dealing with both practical and experimental cinematography techniques centering on creative exercises relative to animation, special effects, lighting, and other production processes.

120 Film Editing (3) CSU

Prerequisite: Cinema 101 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Intermediate course dealing with all aspects of film editing from theory to application, centering on learning the basic parts and functions of 16mm editing equipment and accessories, as well as editing techniques and aesthetics.

123 Motion Picture Production Workshop I (3) CSU

Prerequisite: Cinema 107, 110, 115, and 120 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Advanced course in motion picture production. Each student will be required to produce, write, direct and shoot a professional 16mm TV-commercial (Public Service Announcement), as well as to crew for other assigned films.

124 Motion Picture Production Workshop II (3) CSU

Prerequisite: Cinema 123 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Advanced course in film post-production. Each student will be required to edit, sound record and mix, cut negative and time answer print in order to complete the professional 16mm TV-commercial shot in Cinema 123 (Public Service Announcement).

125 Film Production Workshop I (3) CSU

Prerequisite: Cinema 107, 110, 115, 120 with grades of C or better; only Cinema 107 may be taken concurrently on a contractual basis.

Lecture, 2 hours; laboratory, 2 hours.

Advanced course in practical film production, with each student required to produce/write/direct, shoot and edit a professional 16mm PSA commercial with sound, as well as to crew for other assigned films.

126 Cinema Production Workshop (3) CSU

Prerequisite: Cinema 124 with a grade of C or better or Cinema 125 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Advanced course in practical film production with synchronized sound. Each student will be required to produce, write, direct, shoot and edit a short 16mm film with sync-sound, as well as to crew for other assigned films.

185 Directed Study - Cinema Arts (1) UC:CSU

285 Directed Study - Cinema Arts (2) UC:CSU

385 Directed Study - Cinema Arts (3) UC:CSU

Prerequisite: Approval of project.

Conference, 1 hour per unit.

Allows student to pursue Directed Study in Cinema on a contract basis under the direction of supervising faculty.

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

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Cinema Arts (1-4) CSU

Cinema is approved for Cooperative Work Experience Education credit. (Workplace experience in Cinema integrating classroom Cinema studies; requires approval of Dept. Chair as well as Work Experience Director). See Cooperative Education, page 67, for prerequisite, course description and credit limits.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES

1 Computer Keyboarding I (3)

Prerequisite: None.

Lecture and laboratory, 5 hours.

A beginning course for those students who wish to develop a salable skill, learn keyboarding for computer, or improve personal usage. Good techniques, speed and accuracy are emphasized while the following skills are introduced: mastery of the keyboard by touch; operation of all machine parts; formatting, the ability to set up and type personal and basic business letters and manuscripts, centered displays, and simple tables.

2 Computer Keyboarding II (3) CSU

Prerequisite: None.

Recommended: CAOT I with a grade of C or better, or the equivalent.

Lecture, 2 hours; laboratory, 3 hours.

An intermediate course in which speed and accuracy are further developed. Various typewriting skills are applied to business letters, manuscripts, and tables of increasing difficulty.

7 Machine Transcription ‡ (3)

Prerequisite: None.

Lecture, 2 hours; laboratory 2 hours.

The students develop a proficiency in typing letters and manuscripts of usable office quality from machine (oral) dictation. English fundamentals are reviewed to help the typist apply correct grammar, punctuation, and spelling to the transcription of mailable copy.

9 Computer Keyboarding Improvement (1) RPT1

Prerequisite: None

Laboratory, 3 hours.

Emphasizes speed and/or accuracy building. This course may be taken concurrently with CAOT 2 or 3.

31 Business English (3)

(Same as Business 31)

Prerequisite: None.

Required for all incoming CAOT majors.

Recommended for Business majors.

Lecture, 3 hours.

Thorough training in the mechanics of English: punctuation, sentence structure, paragraph writing, word usage. Effective development of English communication skills.

32 Business Communications (3) CSU

(Same as Business 32)

Prerequisite: None.

Lecture, 3 hours.

Designed to achieve effective written communication in English for the transaction of business. Development of letter writing principles and techniques; enrichment of general vocabulary; practical application of English in business speech. Practical experience is given in writing business reports, the employment letter and resume, as well as the basic types of letters used in business: pleasant, routine, unpleasant, and persuasive.

33 Records Management and Filing (2)

Prerequisite: None.

Lecture, 3 hours.

Basic principles and procedures of record storage, control, retrieval and management by manual, electronic, and micrographic methods. Skills developed: speed and accuracy in indexing, filing, and finding documents in such systems as alphabetic, numeric, geographic, and subject.

34 Business Vocabulary and Spelling (2)

Prerequisite: None.

Lecture, 2 hours.

This course introduces the student to general and specialized vocabulary used in business and office occupations, including word processing and new office systems. It develops skill in correct spelling, definition, pronunciation, syllabication, and effective usage of business terminology.

35 Word Processing: Concepts in Information Systems (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A study of the factors involved in developing word/information processing systems; the procedures used in these systems; environmental and human relations problems; the latest equipment for originating, processing, reproducing, and distributing text and information; careers in word/information processing.

37 Secretarial Accounting (3)

Prerequisite: None.

Lecture, 3 hours.

A course designed to acquaint secretarial and clerical students with the principles and practices of the bookkeeping and record keeping they are likely to be performing on the job.

39 Word Processing: Keyboarding and Operations (3) RPT2

Prerequisite: None.

Lecture, 1 hour; laboratory, 4 hours.

Provides information and hands-on training on the WordPerfect software program utilizing the microcomputer. Students will learn beginning and advanced functions such as letters and memoranda, columnar tables, text tables, manuscripts, data files and merging.

43 Office Procedures (3) RPT2

Prerequisite: CAOT 2.

Lecture, 3 hours.

Comprehensive knowledge and application of skills and procedures for the electronic office. Develop human relations skills, job interviewing techniques and strategies, attitude, personality, and professional ethics for success in the automated office environment.

47 Applied Office Practice (2) RPT3

Prerequisite: None.

Performance, 5 hours.

By working on campus five hours a week, the student gains practical experience in many areas of office work. Special attention is given to developing the personal qualities desirable in business, the ability to follow both written and oral instructions, and confidence in handling phone calls and office visitors.

78 Microcomputer Accounting Applications for the Electronic Office (3) CSU

Prerequisite: CAOT 37 or Accounting 21.

Lecture, 2 hours; laboratory, 3 hours.

Designed for hands-on experience with using a computer application for accounting. Basic emphasis will be learning computerized accounting with special emphasis on sales and receivables, payables and purchases, general accounting and end-of-period procedures and payroll for service and merchandising businesses.

82 Microcomputer Software Survey in the Office (3) CSU

Prerequisite: None.

Lecture, 1 hour; laboratory 4 hours.

Introduces students to the use of the microcomputer and commercially available software used in business offices. Course provides hands-on introduction to PC-DOS, word processing, data base, spreadsheet, and file management software. Student gains basic knowledge necessary to interact with the computer. No previous operating experience required. Microsoft Office Professional will be used.

84 Microcomputer Office Applications: Word Processing ‡ (3) CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 4 hours.

Provides information and hands-on training on word processing software programs utilizing the microcomputer. Students will learn beginning and advanced functions and apply their skills and knowledge to a wide variety of simple and complex documents, such as letters and memoranda, columnar tables, text tables, manuscripts, and mailing list documents. Microsoft Word will be used.

85 Microcomputer Office Applications: Spreadsheet (3) CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 4 hours.

Office spreadsheet applications using the IBM Personal Computer and Microsoft Excel. Covers the creation, editing, formatting and printing of worksheets. Emphasis is on preparing computerized worksheets, using formulas and functions to analyze data, and simplifying office accounting procedures.

86 Microcomputer Office Applications: Database (3) CSU

Prerequisite: Knowledge of the keyboard.

Lecture, 1 hour; laboratory, 4 hours.

Database office applications using the IBM Personal Computer and Microsoft Access. In-depth coverage of records design and file creation and maintenance, file search by various criteria, formatting and printing reports and labels.

92 Computer Windows Applications (2) CSU

Prerequisite: None.

Recommended: CAOT 1 or Basic keyboarding with a C or better.

Lecture, 1 hour, laboratory, 2 hours.

This course trains students to use Windows as a graphical user interface and operating system. Topics covered include Working in the Windows Environment, Customizing, Managing Files and Folders, Using Accessories, Accessing Applications, and Communication Features. The course will prepare students to work efficiently in word processing and office applications programs.

97 Introduction to the Internet for Office Administration (3)

Prerequisite: None.

Lecture, 2 hours; laboratory, 3 hours.

This course provides an overview of the Internet, a worldwide computer network. Students learn to use electronic mail, Telnet, Usenet, file transfer protocol, and to locate network resources using Internet services. In addition, attention is given to creating a home page on the World Wide Web.

108 Presentation Design for the Office (2)

Prerequisite: None.

Recommended: Working knowledge of Windows (or CAOT 92); ability to keyboard (or CAOT 1).

Lecture, 1 hour; laboratory, 2 hours.

This course provides an overview of presentation design software (i.e., Microsoft PowerPoint or Corel Presentations). Students learn to use templates, outlines, clip art, and documents to create presentations, electronic slide shows, and Web sites.

115 Microcomputer Office Applications: Web PageDesign For the Office Professional (3) CSU

Prerequisite: CAOT 97.

Lecture, 2 hour; laboratory, 2 hours.

This course provides an overview of Web Page Design Application Software such as Microsoft FrontPage, Web design features of Microsoft Word, WordPerfect and others. Topics include Web page creation and Web site management, the creation, revision, and enhancement of Web pages with links, graphics, tables, frames, and form application. This course will also cover planning, building, promoting and maintaining a professional Web site, creating workgroups, and integrating a database with Web Design Software.

185 Directed Study – Computer Applications & Office Technologies (1)

285 Directed Study – Computer Applications & Office Technologies (2)

385 Directed Study – Computer Applications & Office Technologies (3)

Prerequisite: Computer Applications & Office Technologies major and approved project.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Computer Applications & Office Technologies 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.

911-921-931-941 Cooperative Education – Computer Applications & Office Technologies (1-4)

Computer Applications & Office Technologies is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

COMPUTER SCIENCE- INFORMATION TECHNOLOGY

The departments curricula are designed for the following career paths: A.S. degree candidate, transfer core to four-year colleges and universities, programming and microcomputer certificates emphasizing software in the information processing environments, and a joint interdepartmental microcomputer systems certificate with the Electronics Department for microcomputer systems technicians.

801 Introduction to Computers and Their Uses (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

An overview of computers and information processing. The fundamental concepts of a computer systems hardware and software are presented, including common applications such as wordprocessing, spreadsheet, database, and presentation packages. An introduction to the Internet is provided and the societal impact of computers is critiqued.

802 Introduction to Computer Science ‡ (5) UC:CSU

Prerequisite: None.

Lecture, 4 hours; laboratory, 2 hours.

Introduction to the design, development, and implementation of computer programs using a high-level programming language. Propositional logic, predicate logic, and Turing machines are introduced. The focus is on problem-solving, the design of algorithms and the software construction process. It provides an introduction to both structured, procedural programming and object-oriented programming techniques. Designed for the computer science major.

806 Introduction to Computer Programming (3) UC:CSU

(CAN CSIT 12)

Prerequisite: None. *Corequisite:* CSIT 807. A beginning course designed for Computer Science Majors.

Lecture, 2 hours; laboratory 2 hours.

Introduction to algorithms and their representation in a computer program. Provides an introduction to the software construction process: the design, development, implementation, and analysis of computer programs using a high level programming language. The focus is on the programming problem-solving process using both the procedural and object-oriented paradigm. Designed for the Computer Science major. The combination of CSIT 806 and 807 serves as a substitute of CSIT 802.

807 Programming Logic (3) UC:CSU

Prerequisite: Recommended: Concurrent enrollment in CSIT 806.

Lecture, 3 hours.

Designed for the Computer Science major who has had the equivalent of an introductory course in the field. It covers the basic techniques of programming structure and design incorporated in high level language programming.

808 Programming in Visual Basic ‡ (3) UC:CSU

(CAN CSIT 6)

Prerequisite: CSIT 802, or the combination of CSIT 806 and 807.

Lecture, 2 hours; laboratory, 2 hours.

Fundamental principles of event-driven programming for Windows applications using Visual Basic. Proficiency in event-driven programming in Visual Basic for Windows applications using graphical user interfaces. Topics include controls and their properties, methods and events; basic data types and variables; subroutines and functions; scope; control structures; building graphical user interfaces; and interfacing with the Windows operating system. Object linking and embedding (OLE) and multimedia also are introduced.

809 Advanced Visual Basic (3) UC:CSU

Prerequisite: CSIT 808.

Lecture, 2 hours; laboratory, 2 hours.

Application of object-oriented programming principles to the Visual Basic programming language. Topics will include implementing advanced graphical user interfaces and database front ends, using OLE, the Windows API and DLLs, and creating ActiveX controls.

816 Introduction to Computer Architecture and Organization ‡ (3) UC:CSU

Prerequisite: CSIT 802, or the combination of CSIT 806 and 807.

Lecture, 2 hours; laboratory 2 hours.

The fundamentals of information representation and storage organization in computer systems. Topics include computer hardware components, typical computer architectures, instruction formats, addressing modes, stacks, the instruction execution cycle, assembly language instruction formats, compiler translation, optimizing compilers, disassemblers, loaders and simulators, system interrupts, virtual memory, boolean algebra and logic gates, combinational logic and sequential devices.

819 Information Technology and Applications in Business (4) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 4 hours.

Covers fundamental concepts of information technology and its applications in business utilizing microcomputers and mainframes. Topics include operating systems, programming techniques, systems analysis and design, and data communication. In-depth coverage of a spreadsheet and previews of a database and word processor are applied in lab.

830 Microcomputer Application Software (3) CSU

Prerequisite: None.

Lecture, 1 hour; laboratory 4 hours.

Survey of major office applications, including word processing, spreadsheets, database management, presentation, and personal information management tools, using an integrated suite, such as Microsoft Office. Topics include use of templates and document automation, using spreadsheet formulas and functions in decision making, charting and graphing data, creation of electronic presentations, principles of database design, customization of applications using Visual Basic for Application (VBA), integration of applications, using object linking and embedding (OLE), and enabling for use on the Internet, including Hypertext Markup Language (HTML).

832 Advanced Data Structures and Introduction to Databases ‡ (3) UC:CSU

Prerequisite: CSIT 836 with a grade of C or better.

Lecture, 3 hours.

An introduction to the organization of persistent data structures. Object-oriented design methodology is introduced and temporary data structures are reviewed. Hardware components that support persistent objects, compute and pointer based file structures, are evaluated and analyzed. Coverage includes direct file processing using various hashing methods, pointer based file processing with static and dynamic indexes, multi-key processing, the normalization process, and various database architectures.

833 Microcomputer Database Programming ‡ (3) CSU

Prerequisite: CSIT 830.

Lecture, 2 hours; laboratory, 2 hours.

This course focuses on relational database management systems (RDBMS) widely used by businesses for transaction processing and decision making. Coverage includes database design, queries, programming languages including Structured Query Language, Data Access Objects and Visual Basic for Applications, and integration with the Internet. An industry standard relational database application such as Microsoft Access™ is used.

834 Operating Systems (3) UC:CSU

Prerequisite: CSIT 802, or the combination of CSIT 806 and 807.

Lecture, 3 hours.

An introduction to a top-down conceptual view of the UNIX System divided into two parts: (1) the basic aspects of the UNIX operating system environment, and (2) the UNIX utility programs. Students will write UNIX shell scripts. It is designed for students with some computer programming experience but little or no experience using the UNIX System.

836 Introduction to Data Structures (3) UC:CSU

Prerequisite: CSIT 839 with a grade of C or better.

Lecture, 2 hours; laboratory 2 hours.

Introduction to the study of data structures formed from primitive data types, abstract data types (including stacks, queues, lists, trees, and graphs) and their implementation and applications in program design, algorithms and complexity analysis.

839 Intermediate Programming Using C/C++ (3) UC:CSU

Prerequisite: CSIT 802, or the combination of CSIT 806 and 807.

Lecture, 2 hours; laboratory, 2 hours.

Principal elements of the C programming language, including functions and function prototypes, control structures, pointers, arrays, strings, structures, unions, enumerated types, file I/O, intraprogram communication, and dynamic memory allocation.

840 Object-Oriented Programming in C++ (3) UC:CSU

Prerequisite: CSIT 839.

Lecture, 2 hours; laboratory, 2 hours.

Principles of object-oriented design and programming using C++. Topics include the role of objects, message passing, data abstraction, inheritance, polymorphism, constructors, I/O streams, references, operator overloading, friend functions, templates, and exception handling.

850 Microcomputer Applications Software-Advanced Techniques (3) CSU

Prerequisite: CSIT 830.

Lecture, 1 hour; laboratory, 4 hours.

Advanced techniques and applications of word-processing, spreadsheets, database management, and presentation and authoring tools using a common Windows user interface and an integrated suite of software applications for the office, such as Microsoft Office Professional.

861 Advanced Computer Programming (3) UC:CSU

Prerequisite: CSIT 840.

Lecture, 2 hours; laboratory 2 hours.

Principles of object-oriented design and programming for Windows. An object-oriented language such as Visual C++ will be used to provide an understanding of designing, developing, and implementing Windows applications. The course will include coverage of standard Windows interface mechanisms, Single-Document Interface (SDI) applications, serialization, Multi-Document Interface (MDI) applications, and multimedia applications.

863 Introduction to Computer Networking ‡ (4)

Prerequisite: None.

Lecture, 3 hours; laboratory, 2 hours.

Introduction to the theory and practice of computer networking. Topics include networking theory, network design and implementation, and network management, maintenance and troubleshooting.

865 Computer Graphics ‡ (3) CSU

Prerequisite: CSIT 802, or a combination of 806 and 807.

Lecture 2 hours; laboratory 2 hours.

This course covers graphics programming and the applications and web environments in which graphics are implemented. Virtual Reality Modeling Language (VRML) is used.

866 Desktop Publishing Applications (2)

Prerequisite: CSIT 830.

Lecture, 1 hour; laboratory, 2 hours.

The focus will be on the preparation of desktop publishing presentations and incorporation of graphics and other multimedia elements. Coverage also will include the automation of styles and other components and the distribution of presentations over an intranet or the internet. An industry standard desktop publishing software such as QuarkXpress™ will be used.

867 Microcomputer Operating Environments (2)

Prerequisite: None.

Lecture, 1 hour; laboratory 2 hours.

This course focuses on operating systems widely used by businesses for microcomputers. Coverage includes operation system concepts, start-up, operation, maintenance and shut-down. Troubleshooting also is covered. An industry standard operating system such as Microsoft Windows is used.

869 Using the Windows NT Operating System (2)

Prerequisite: None.

Lecture, 1 hour; laboratory 2.

An introductory course on the Windows NT™ Operating System and how it runs applications. The course will cover how to install and navigate the interface of the workstation, plan and implement the administration capabilities of the workstation, monitor and maintain system performance and troubleshoot and resolve problems.

884 Navigating the Internet (2) CSU.

Prerequisite: None.

Lecture, 1 hour; laboratory 2.

Survey of Internet services, including the world Wide Web, e-mail, FTP, Telnet, Gopher, and UseNet. Emphasis will be on using a browser to navigate and search the Web with coverage of HTML (Hypertext Markup Language).

890 Object-Oriented Programming in Java (3) UC:CSU

Prerequisite: CSIT 839.

Lecture, 2 hours; laboratory 2 hours.

Principles of object-oriented design and programming using Java. Additional topics include writing applets for World Wide Web pages, building Graphical User Interfaces (GUIs), including multimedia (graphics, images, animation, and sound) in Java applets, and developing multithreaded programs.

895 Programming in C# (3) CSU

Prerequisite: CSIT 802.

Lecture, 2 hours; laboratory 2 hours.

Principles of event-driven and object-oriented design and programming using C#. Topics include the Visual Studio.NET IDE, control structures, methods, classes and objects, variable scope, lifetime, and classifications, event-handlers, arrays, strings, regular expressions, access modifiers, constructors, overloading and overriding methods, composition, data abstraction and encapsulation, inheritance and polymorphism, and graphical user interfaces.

185 Directed Study - Computer Science - Information Technology (1) CSU

285 Directed Study - Computer Science - Information Technology (2) CSU

385 Directed Study - Computer Science - Information Technology (3) CSU

Prerequisite: None.

Conference, 1 hour per unit.

Provides students the opportunity to develop creative approaches to problem solving in information technology environments.

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

911-921-931-941 Cooperative Education - Computer Science Information Technology (1-4) CSU

Computer Science Information Technology is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

COOPERATIVE EDUCATION

RPT3

Prerequisite: None.

Valley College is approved to provide Cooperative Work Experience Education in many majors. See Cooperative Work Experience Education in the Educational Program Section of the Catalog. Courses may be repeated for a maximum of 16 units. Limits to transfer credit are explained in the Cooperative Education Credit Guide.

COOPERATIVE EDUCATION, GENERAL

195-295-395 Cooperative Education, General (1-3) CSU

RPT1

Prerequisite: None.

General Cooperative Education is designed to teach students how to learn from their actual employment or career situations in an optimum way. Students also develop job skills transferable to any job.

CORRECTIONS

3 Field Work I (3)

Prerequisite: None.

Lecture, 1 hour; laboratory 5 hours.

Students participate, under supervision, in a correctional facility such as a probation/parole field office, jail, detention center, or a similar agency. Students must meet the minimum requirements of the participating agency.

5 Legal Aspects of Corrections (3)

Prerequisite: None.

Lecture, 3 hours.

This course provides students with an awareness of the historical framework, concepts, and precedents that guide correctional practice. Course material will broaden the individuals perspective of the corrections environment, the civil rights of prisoners, and responsibilities of correctional officials.

DEVELOPMENTAL COMMUNICATIONS

22A-E Communications Laboratory (5) NDA RPT2

Prerequisite: None.

This course is offered on a Credit/No Credit basis only. Open entry/open exit.

Laboratory 1 hour per unit.

Developmental Communications 22 is a modular, multi-media program teaching phonics, spelling, vocabulary, reading and study skills. Students may enroll sequentially in up to three units per semester. In each program, students work at their own time and pace.

- A. Phonics and Spelling
- B. General Vocabulary
- C. College Vocabulary
- D. Study Skills
- E. Reading Improvement

23 Techniques of Learning (3) NDA RPT1

Prerequisite: None.

Recommended for students scoring between 15 and 40 on the reading portion of the assessment process.

Lecture, 3 hours.

Teaches efficient study methods and effective learning techniques. Course stresses outlining, note taking techniques, exam strategies and time management.

35 Reading I - Fundamentals (3) NDA RPT2

Prerequisite: None.

Recommended for students scoring between 6 and 14 on the Project ACCESS Reading Test. Offered on a Credit/No Credit basis.

Lecture, 3 hours.

A basic reading class designed to diagnose reading problems; improve word-attack skills; increase sight and speaking vocabularies; develop dictionary skills; and help students begin to acquire the ability to identify main ideas.

36 Reading II - Comprehension and Related Skills (6) NDA RPT1

Prerequisite: None. Recommended for students scoring between 15 and 28 on the Project ACCESS Reading Test.

Lecture, 6 hours. (Course is offered as a 3 unit, 3 hours module).

An intermediate reading course which brings comprehension and speed up to the level required for successful and efficient mastery of college texts.

DRAFTING

(For additional Drafting classes, see General Engineering)

1 General Drafting ‡ (3) CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Instruction is given in the principles of mechanical drawing, geometric construction, single view drawings, multiview orthographic projections, dimensioning, sections, auxiliary views and fasteners. This course provides basic training in preparation for advanced drafting and engineering courses.

2 Applied Technical Drafting I (4) CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Continues Drafting 1 with geometric constructions, A.S.A. conventions, unidirectional dimensioning, multi-view details, sections, auxiliaries, fasteners, assemblies and isometrics which are more advanced than those prepared in Drafting 1.

16 Blueprint Reading I (2) CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 2 hours.

A course in understanding the fundamental principles and practices of blueprint reading which includes a study of standard symbols and their applications with emphasis on interpreting a variety of drawings in the major technical fields.

17 Blueprint Reading II ‡ (2) CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 2 hours.

Multi-view assembly and detail prints are studied in this course. Advanced terminology including geometric dimensioning and tolerancing and true position is stressed.

911-921-931-941 Cooperative Education - Drafting (1-4) CSU

Drafting is approved for Cooperative Work Experience Education credit. See

Cooperative Education, page 67, for prerequisite, course description and credit limits.

ECONOMICS**1 Principles of Economics I (3)**

UC:CSU ☉

(CAN ECON 4)

Prerequisite: None.

Lecture, 3 hours.

An introductory microeconomics course designed to provide the student with an understanding of basic economic principles and forces which govern the production, distribution, exchange and consumption of goods and services. Topics considered include: economic decision-making; economic scarcities; resource allocation; value and price theory in a free-enterprise economy; income distribution; poverty causes and solutions, social costs and benefits; the roles of governments in the economic system; forms of business enterprise; labor management relations. Contemporary economic developments are considered throughout the course. Meets the Social Science requirement for certification.

2 Principles of Economics II (3)

UC:CSU ☉

(CAN ECON 2)

Prerequisite: Economics I with a grade of C or better.

Lecture, 3 hours.

A macroeconomics course which is a continuation of the introductory principles of economics. Topics considered include: national income and employment; economic fluctuations; business cycles; money, credit and banking; public financing and taxation; monetary, fiscal, and economic stabilization policies; international trade, tariffs, payments and policies; comparative economic systems; economic growth and development. Contemporary economic developments are considered throughout the course. Meets the Social Science requirement for certification.

4 Economics for the Consumer ‡ (3)

Prerequisite: None.

Lecture, 3 hours.

An understanding of the factors and problems present in consumption, advertising, credit and installment buying, and determination of price, which can improve consumer economic decision-making and can assist in maximizing satisfaction in consumer spending. Designed to assist students in understanding the consumers role in the economic system, including the development of knowledge and skills in earning incomes, and in personal and household management, budgeting and investment. Recommended for economics, social science, business, and home economics majors. Meets the Social Science requirement for certification.

5 Economics for the Citizen ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An introductory course to provide the pre-Business or non-Business student with a single cohesive exposure to the general principles of both microeconomics and macroeconomics. Designed for students who desire to get a general perspective of the economy without the intensive and comprehensive theoretical analyses and policy applications of Economics 1 and 2. Meets the Social Science requirement for certification. A student may receive credit for Economics 5, 1, and 2 ONLY if Economics 5 is completed before Economics 1 and 2.

10 Economic History of the United States ‡ (3) UC:CSU

(Same as History 15)

Prerequisite: None.

Lecture, 3 hours.

A survey of the economic development of the United States emphasizing a topical approach rather than strict chronology. Consideration is given to European backgrounds and the rise of capitalism, the evolving and technological nature of the economy as applied to agriculture, industry, commerce, the labor movement, business cycles, principles of national and California state constitutional and local government structures, functioning and economic legislation, and other essential economic relationships. Recommended for economics, social science, humanities, general education, and business majors. Meets both the Social Science and American Institutions requirements for certification.

This course is not acceptable as a substitute for Economics 1 or 2.

30 Comparative Economic Systems (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Examination of how economic systems function. Differences between capitalism and socialism in theory and practice and problems of transforming a socialist economy into a market economy. Course studies cases such as former USSR, China, Mexico, England, Sweden, Poland, The Middle East.

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

Prerequisite: None.

Conference, 1 hour per unit.

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

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

UC Credit for independent study/directed study courses numbered 185, 285, and 385 in any department is not automatic; credit is contingent on UC campus evaluation after application and admission. These units should not be used toward calculation of the minimum 60 units needed for admission to the UC.

911-921-931-941 Cooperative Education - Economics (1-4) CSU

Economics is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

EDUCATION**2 Introduction to Education I (1) UC:CSU**

Prerequisite: None.

Recommended for those planning to enter elementary or secondary teaching.

Lecture, 1 hour.

General introduction to the various fields of educational thought and practice. General vocational orientation. Observation of the teacher at work.

203 Education in American Society (3) CSU*Prerequisite: None***Lecture, 3 hours**

This course is designed to provide future teachers with the fundamental knowledge essential for understanding the American educational enterprise, especially problems in urban multicultural schools. Concepts and methods from the fields of sociology, philosophy, and the politics of education are used to analyze the current conditions of American schools and to evaluate selected proposals/models for reform. A minimum of 20 hours of observation and participation in a multicultural setting is required.

911-921-931-941 Cooperative Education - Education (1-4) CSU

Education is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

ELECTRONICS**2 Introduction to Electronics (3) CSU***Prerequisite: None.**Corequisite: Electronics Technology majors enroll in Electronics 10 concurrently.***Lecture, 3 hours.**

An overview of the field of applied electronics and of its employment opportunities. Introduction to components, nomenclature and symbols. A familiarization of equipment specifications and physical units.

4 Fundamentals of Electronics I (4) CSU*Prerequisite: Mathematics 115.*

This course is offered as a lecture section (Electronics 4A) and a laboratory section (Electronics 4B). Day Students: Must take Electronics 4B with 4A.

Lecture, 3 hours; laboratory, 3 hours.

The lecture provides detailed study of direct and alternating current theory and applications. Topics include, Ohms law, energy sources, magnetism, capacitance, inductance, and transient circuits. Complex circuits are solved using Kirchhoffs laws, and Thevenins and Nortons Theorems. The laboratory provides experience in applying electrical laws and test equipment to dc/ac circuits. Practices include component identification, breadboarding circuits, resistor and capacitor color codes and circuit measurements using the VOM and digital multimeter.

6 Fundamentals of Electronics II (4) CSU*Prerequisite: Electronics 4A & B and Electronics 10.*

This course is offered as a lecture section (Electronics 6A) and as a laboratory section (Electronics 6B).

Lecture, 3 hours; laboratory, 3 hours.

The lecture includes the theory and practice of alternating current principles. Topics include series and parallel resonance, transformers, single and poly-phase voltages, coupling, filters, and an introduction to pulse waveform. The laboratory course includes experimental study discussed in lecture. Data are gathered from series-parallel tuned and untuned circuits and transformers. Extensive use is made of signal generators, the oscilloscope, digital multimeter, and bridges.

10 Mathematics of Electronics I (3) CSU*Prerequisite: Mathematics 115.***Lecture, 3 hours.**

First course in mathematics applied to electronic problems. Scientific notation and units are followed by algebraic operations, circuit calculations, and graphing. A calculator is required.

12 Mathematics of Electronics II (3) CSU*Prerequisite: None.***Lecture, 3 hours.**

This second course in the techniques of electronics mathematics prepares the student for Electronics 6. Trigonometry applied to electronic circuit problems. Triangle solutions, periodic functions, plane vectors, vector algebra and logarithms are included. A calculator is required.

20 Electronic Circuits I (4) CSU*Prerequisite: Electronics 4A & B.*

This course is offered as a lecture section (Electronics 20A) and a laboratory section (Electronics 20B).

Lecture, 3 hours; laboratory, 3 hours.

The first course in linear circuit analysis and design. The lecture covers the theory and operation of diodes and bipolar and field-effect transistors with circuit analysis. Laboratory includes the design and evaluation of bipolar and FET linear circuits using the oscilloscope and curve tracer. Integrated circuits are introduced.

22 Electronic Circuits II ‡ (4) CSU*Prerequisite: None.*

This course is offered as a lecture section (Electronics 22A) and a laboratory section (Electronics 22B).

Lecture, 3 hours; laboratory, 3 hours.

Lecture provides a continuation of solid-state linear circuit analysis and design, includes design details of cascade resistance and direct coupled amplifiers, integrated differential and operational amplifiers, power amplifiers and oscillators. Introduction to feedback and distortion. Laboratory provides practice in fabricating, trouble-shooting and testing solid-state linear circuits using the oscilloscope, generators and the distortion analyzer.

24 Electronic Circuits III ‡ (4) CSU*Prerequisite: Electronics 20A & B.*

This course is offered as a lecture section (Electronics 24A) and a laboratory section (Electronics 24B).

Lecture, 3 hours; laboratory, 3 hours.

The third course in the circuit design and analysis sequence. Solid-state switching circuits, pulse techniques, multivibrators, time-base oscillators, waveshaping and sweep circuits. Digital logic and integrated circuits. The laboratory provides practice in fabricating, trouble-shooting, testing, and interfacing switching circuits using the oscilloscope, function generator, and computer simulation.

34 Introduction to Biomedical Electronics ‡ (3) CSU*Prerequisite: None.***Lecture, 3 hours.**

A study of medical instrumentation and equipment used in the health care field, emphasizing critical care applications. The source of bioelectric potentials and their appearance in the EKG and EEG. Stress testing, blood pressure and flow and heart sounds. Operating principles of transducers, amplifiers, patient monitors, or equipment defibrillators and pacers. The theory of shock hazard and methods of providing for patient and staff safety are emphasized.

36 Biophysical Measurements I ‡ (3) CSU*Prerequisite: Electronics 34 and 20A & B.**Corequisite: Electronics 37.***Lecture, 3 hours.**

Theory, operation, test and calibration of medical equipment including patient monitors, defibrillators, electrosurgical units and pacers. Principal physiological measurements. Patient safety and hospital electrical testing procedures; establishing preventative maintenance programs.

37 Biophysical Measurements I Lab ‡ (1) CSU

Prerequisite: Electronics 34 and 20A & B.

Corequisite: Electronics 36.

Laboratory, 3 hours.

Provides practice in testing, trouble-shooting and calibrating electronic medical equipment. Patient monitor systems, pacers, defibrillators and surgical units are included. Safety evaluation procedures according to hospital standards. Use of specialized medical equipment analyzers and an exposure to the hospital environment.

38 Biophysical Measurements II ‡ (3) CSU

Prerequisite: Electronics 20A & B and 34.

Corequisite: Electronics 39.

Lecture, 3 hours.

Theory, operation, test and calibration of medical laboratory and clinical equipment including the blood-gas analyzer, spectrophotometer, and blood pressure and ultrasound devices. Safety testing methods and establishing preventative maintenance programs.

39 Biophysical Measurements II Lab ‡ (1) CSU

Prerequisite: Electronics 20A & B and Electronics 34.

Corequisite: Electronics 38.

Laboratory, 3 hours.

This course is an overview of the field of biomedical instrumentation and measurements in the operating room environment. It is a laboratory support class for Electronics 38. Students study maintaining, calibrating and repairing equipment in the operating room. Topics include fundamentals of lasers, anesthesia and imaging systems.

44 Communications Electronics ‡ (3)

Prerequisite: Electronics 20A & B.

Lecture, 3 hours.

Includes electronic circuit analysis relative to data/information transmittal and reception. Topics of study include electromagnetic waves, propagation, antennas, amplitude and frequency modulation. Emphasis on the analysis of AM and FM radio receivers and transmitters including methods of testing, alignment, and adjustment.

54 Computer Logic ‡ (4) CSU

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

Study of digital electronics and computer technology. Boolean algebra, number systems, the analysis and design of logic circuits with simplification methods and computer arithmetic and architecture. Covers applications of flip-flops, counters and registers, memories and analog to digital converters. Introduction to microcomputers and microprocessors. The laboratory affords practice in fabricating, trouble shooting and testing digital circuits including logic gates, registers and counters.

56 Computer Circuits ‡ (3) CSU

Prerequisite: Electronics 54.

Corequisite: Electronics 57.

Lecture, 3 hours.

A detailed study of computer circuits and their function in microcomputer systems. Input-output devices including displays, laser printers, floppy and hard disk drives, and microcomputer support techniques DOS, windows operating system and transcribing utilities will be introduced.

57 Computer Circuits Laboratory ‡ (1) CSU

Prerequisite: Electronics 54.

Corequisite: Electronics 56.

Laboratory, 3 hours.

Laboratory involves troubleshooting elements of a microcomputer system. Fault isolation of problems in a hands-on lab environment. Includes hardware and software installations and troubleshooting.

58 Introduction to Microprocessor ‡ (4) CSU

Prerequisite: Electronics 54.

Lecture, 3 hours; laboratory, 3 hours.

Lecture includes microprocessor hardware, architecture, and software including diagnostic routines. Use of keyboard/display to execute programs and CPU functions. Memory, hardware, logic, and bit manipulation. Lab includes input/output timing, data format, and troubleshooting. Use of the signature analyzer. Plus network environment.

60 Microwave Fundamentals ‡ (3)

Prerequisite: None.

Lecture, 3 hours.

A study of the generation, control and transmission of microwave energy in systems and space. Waveguides and oscillators including klystrons and magnetrons. Methods of frequency, power and VSWR measurements.

64 Technical Computer Applications (4)

Prerequisite: Electronics 2 and 54.

Lecture, 3 hours; laboratory, 3 hours.

Application of computers in Electronic Circuit Analysis. Provides students with skills necessary to employ computer systems such as Pspice, Circuit Maker, and Lab View to the solution and modeling of simple and complex electronic circuits.

66 Television Circuits I ‡ (3) CSU

Prerequisite: Electronics 20A & B.

Corequisite: Electronics 67.

Lecture, 3 hours.

Study of color television circuits and transmitting and receiving systems. Analysis of typical sections of TV receivers including video, high voltage, tuner and sweep. System trouble shooting from symptom recognition.

67 Television Circuits I Laboratory ‡ (1)

Prerequisite: Electronics 20A & B.

Corequisite: Electronics 66.

Laboratory, 3 hours.

Provides practice in trouble shooting, repair and adjustment of television receivers using the oscilloscope and color bar and signal generators.

68 Television Circuits II ‡ (3)

Prerequisite: Electronics 66 and 67.

Corequisite: Electronics 39.

Lecture, 3 hours.

Theory of color TV broadcasting and reception including solid-state receivers and associated equipment. Color TV signal analysis and circuit operation with methods of trouble shooting, repair and adjustment. Antenna theory and installation practices. Analysis of microprocessor tuning systems.

69 Television Circuits II Laboratory ‡ (1)

Prerequisite: Electronics 66 and 67.

Corequisite: Electronics 68.

Laboratory, 3 hours.

Application of test equipment in troubleshooting, repair and adjustment of color TV receivers.

85 Stereo Systems I ‡ (4)

Prerequisite: Electronics 22A & B.

Lecture, 3 hours; laboratory, 3 hours.

Description, analysis and operation of consumer stereo equipment including AM-FM receivers, amplifiers, turntables and tape recorders. The laboratory includes troubleshooting, alignment and adjusting stereo systems.

110 VCR Servicing and Laboratory (4)

Prerequisite: Electronics 66 and 67.

Lecture, 3 hours; laboratory, 3 hours.

Lecture covers mechanical and electronic operation of VHS recorders. Schematic and operational block diagram analysis with fault location steps. Lab provides hands-on experience in trouble-shooting, adjustment and fault location.

240 Industrial Electronics I (4)

Prerequisite: Electronics 54.

Lecture, 3 hours; laboratory, 3 hours.

Principles and applications of semi-conductors, integrated circuits and microprocessors in industrial control and manufacturing.

385 Directed Study - Electronics (3)

Prerequisite: Electronics 20A & B and 54.

Conference, 3 hours.

Allows study of electronics 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.

911-921-931-941 Cooperative Education - Electronics (1-4) CSU

Electronics is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

ENGINEERING, GENERAL**75 CAD Engineering Applications, 3-D Computer Imaging (3)**

Prerequisite: General Engineering Tech 213.

Lecture, 2 hours; laboratory 4 hours.

Introduction to the use of imaging software. Student is shown the basic methods of creating photo-realistic images for use in displaying and designing homes, complex industrial parts. TV imaging for advertisements and animation-type movies.

101 Introduction to Science, Engineering and Technology (2) UC:CSU

Prerequisite: None.

Lecture, 2 hours.

Introduces the student to the broad aspects of the engineering profession. It points out the significance of the engineering profession in society and its impact upon modern life. The practice and trends in present day engineering are presented. Stress is placed upon academic and employment opportunities within the family of engineering related occupations.

111 Introduction to Engineering Drafting (3) UC:CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

College level drafting, including geometric constructions, ANSI Y14 Standards, unidirectional dimensioning, multiview details, sections, auxiliaries, fasteners, assemblies, isometrics, and geometric tolerancing.

GEN ENGR 111 AND 113 COMBINED, MAXIMUM UC CREDIT IS ONE COURSE.

112 Engineering Descriptive Geometry (3) UC:CSU

Prerequisite: General Engineering 912 or equivalent.

Lecture, 1 hour; laboratory, 5 hours.

Examines graphical solutions of problems involving points, lines, and planes in three-dimensional space by methods of multiview projection. Applications to engineering design and industrial technology are stressed.

151 Materials of Engineering ‡ (3) UC:CSU

Prerequisite: Chemistry 101.

Lecture, 3 hours.

An introductory course on the properties of materials; applications to engineering systems; dependency of properties on internal structure; structures and properties of metals and alloys and their response to thermal and mechanical treatments; structures and properties of non-metallic materials. Required of all Engineering majors.

243 Statics and Strength of Materials ‡ (4) CSU

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

Examines force systems and equilibrium conditions with emphasis on engineering problems involving structures, machines, distributed forces and friction. Vector and scalar methods are used. Studies the relationships between external loads and the stresses they induce in elementary structural elements for the purpose of developing design formulae. Methods of determining deflections in beams and some elementary statically indeterminate problems are also studied.

912 Elementary Engineering Drafting (3)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Instruction in technical lettering; simple orthographic, and auxiliary projection, sectional views, fasteners, and dimensioning.

911-921-931-941 Cooperative Education - Engineering, General (1-4) CSU

General Engineering is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

ENGINEERING TECHNOLOGY, GENERAL**41 Manufacturing Technical Math (2) NDA**

Prerequisite: None.

Lecture, 2 hours; laboratory, 1 hour.

A course in mathematical problems frequently used by manufacturing technicians. This course reviews basic arithmetic, linear measurement, basic algebra, and basic right angle trigonometry.

121 Engineering Calculations I (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 3 hours.

Applies elementary algebra, basic concepts of plane geometry and elementary trigonometry to the solution of technical problems.

122 Engineering Calculations II (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 3 hours.

Continues the application of mathematics to engineering problems.

166 Shop Practice (2)

Prerequisite: None.

Lecture, 1 hour; laboratory, 2 hours.

Provides experience for the student in the use of tools and power machines so he/she may become familiar with the processes and qualities of workmanship used in industry. The course includes the use of hand tools, accurate measuring devices and the operation of production machines.

211 Elementary Engineering Graphics (3)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Teaches student basic CADAM (R) Software Graphics using industry Lockheed Software.

212 Applied Engineering Computer Graphics I (3)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

The student is trained to use the computer graphics terminal for engineering design work including manufacturing design and development using numerical control design procedures on current graphics software.

213 Introduction to Autocad (3)

Prerequisite: None.

Lecture, 2 hours; laboratory, 4 hours.

An introduction to the use of Autocad's latest release Computer Graphics Language. This course teaches the student how to produce 2D mechanical drawings on a computer using Autocad software.

214 Advanced Autocad (3)

Prerequisite: General Engineering Technology 213.

Lecture, 2 hours; laboratory, 4 hours.

Advanced training in Autocad software concentrating on 3-D applications, simulation techniques and rendering with surfaces.

911-921-931-941 Cooperative Education - Engineering Technology, General (1-4) CSU

Engineering Technology, General is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

ENGLISH

Students are not allowed to register, either by mail or in person, for English 28, 83, 84, 85, 86, or 101 without documentation that they have met the prerequisite.

20 College Reading Skills (6)

Prerequisite: None.

Lecture, 6 hours.

Helps students improve reading comprehension, writing and analytical thinking needed for further college work.

21 English Fundamentals (3) NDA

Prerequisite: None.

This course is offered on a Credit/No Credit basis only.

Lecture, 3 hours.

Teaches the fundamentals of English grammar, reading, and the writing of sentences to form a basic paragraph unit leading toward a multi-paragraph composition.

22 Technical English (3) NDA

Prerequisite: None.

Lecture, 3 hours.

Includes training for students in the technical and industrial fields, in writing, reading, listening, and speaking, with emphasis on the writing of technical reports, directives, memoranda, specifications. Includes preparation and presentation of oral reports and preparation of an occupational resume.

23 Advanced Vocabulary (3) NDA

(Also see English 33)

Prerequisite: None.

Lecture, 3 hours.

This course in the technique of enlarging the individuals vocabulary offers as an objective a more adequate understanding and use of words than does the beginning vocabulary course, English 33. Includes study of the history of language and a survey of the elements which make up our individual vocabularies. Introduces laws of word formation, derivatives from Latin, Greek, and Old English, and application of prefixes and suffixes to the roots of words.

28 Intermediate Reading and Composition (3)

Prerequisite: Appropriate skill level demonstrated through the English placement process or satisfactory completion of English 21 with a grade of C or better. Cannot be taken for CR/NC.

Lecture, 3 hours.

Includes review of punctuation, sentence structure, grammar. Much practice in writing paragraphs and short essays.

Introduction to the critical reading of non-fiction prose. Designed to prepare students for English 101. Students who do not score sufficiently high on the placement test in English are required to take this course before attempting English 101.

30 Reading for Pleasure and Profit (3)

Prerequisite: None.

Lecture, 1.5 hours; Discussion, 1.5 hours.

This course helps students increase their pleasure and skill reading works of recognized merit. Highly recommended for students who need practice reading and writing before taking English 28.

31 Composition and Critical Reading (5)

Prerequisite: None.

Cannot be taken for CR/NC.

Lecture, 5 hours.

Intensive practice in reading, thinking, and writing skills needed in college courses and on the job; equivalent of an intensive English 28.

33 Basic Vocabulary (3) NDA

(Also see English 23)

Prerequisite: None.

Lecture, 3 hours.

Enlarges and enriches a students vocabulary through a systematic study of word meanings, structure, and origins. Introduces semantics, develops spelling ability, and teaches the use of dictionaries and other tools for building vocabulary.

48 Individual Writing ‡ (1) CSU

Prerequisite: None.

Recommended: Student should be eligible for placement in English 101.

Study lab and individual conferences, 2 hours.

An individual approach to writing improvement intended to meet students specific needs. Diagnostic survey of students writing abilities reveals areas to be strengthened. Students develop these areas using self-instruction techniques in the Learning Center and frequent conferences with the instructor.

67 Writing Laboratory (0.5) NDA RPT3

Prerequisite: None.

Offered on a Credit/No Credit basis only.

Laboratory, 1 hour.

Students are given individual help by a teacher and tutors in improving their writing. Emphasis is placed on organizing, spelling, punctuating, grammar, and mechanics, as well as the composing process. This class may be taken by students at any level of English skills.

68 Reading Laboratory (0.5) NDA RPT3

Prerequisite: None.

Offered on a Credit/No Credit basis only.

Laboratory, 1 hour.

Improving college reading comprehension and interpretation. Emphasis on vocabulary, sentence meaning, paragraph meaning, and finding main ideas. This class may taken by students at any level of English skills.

69 Writing and Revising on the Computer (1) RPT3

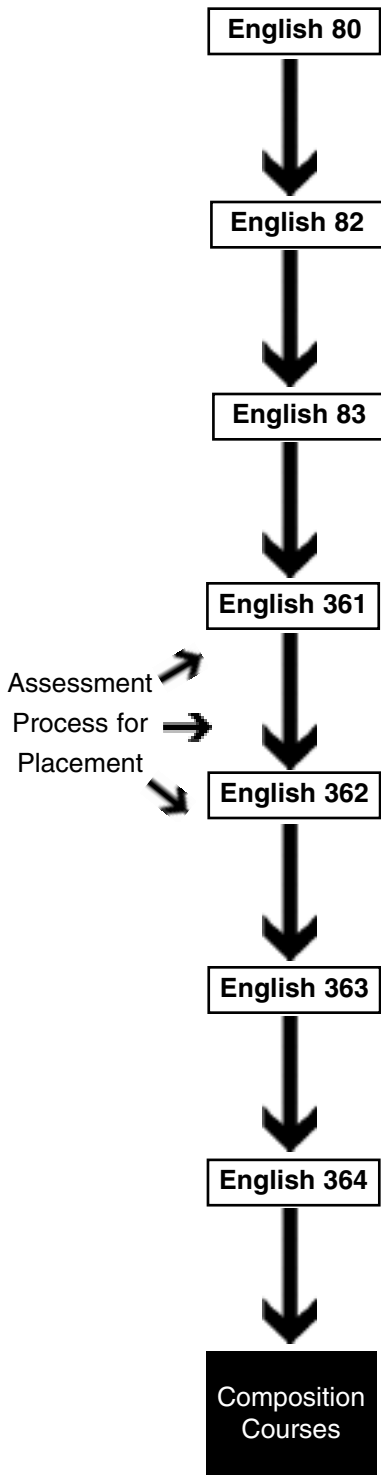
Prerequisite: None.

Offered on a Credit/No Credit basis only.

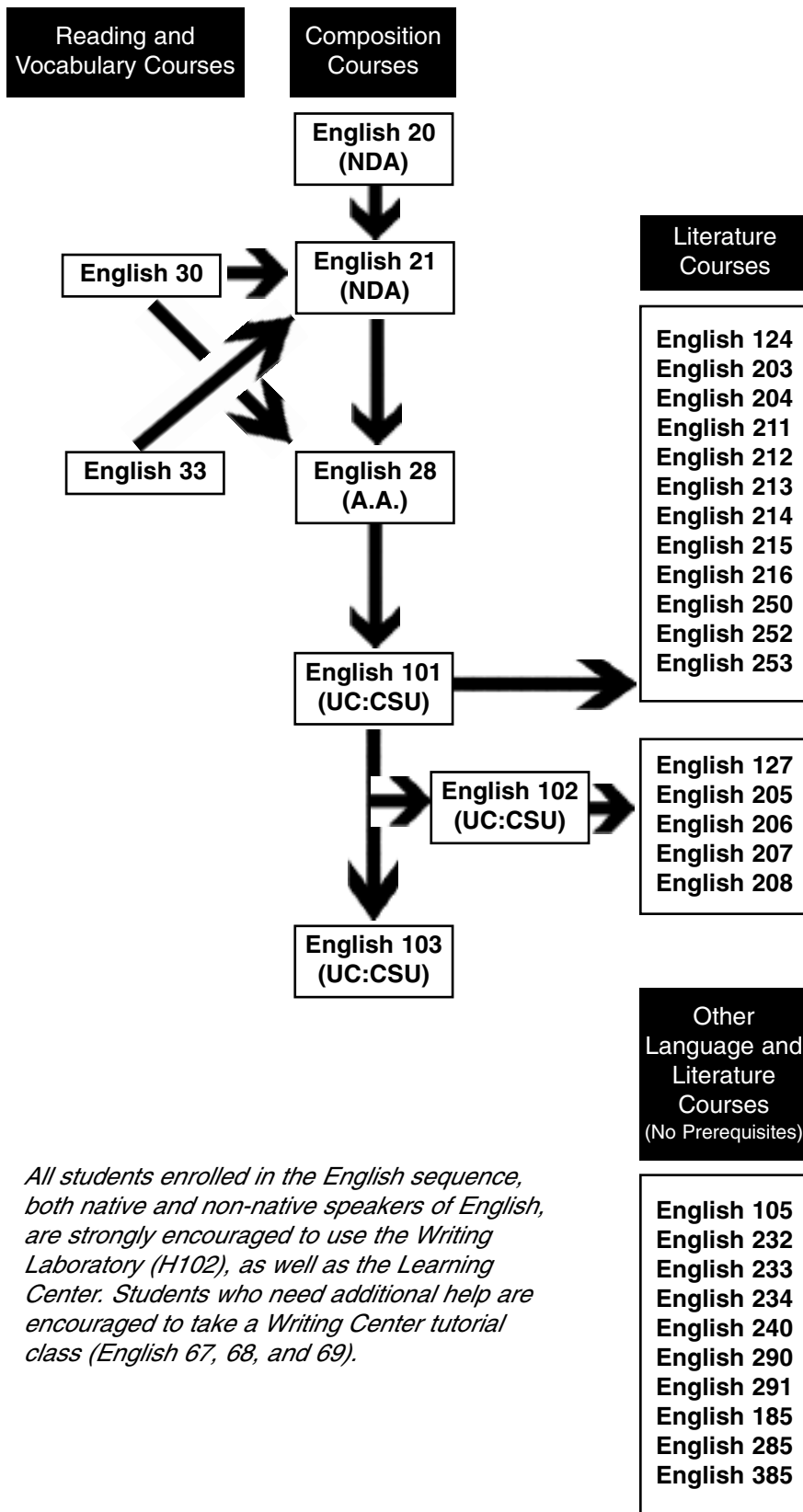
Laboratory, 2 hours.

Students use computers to improve their writing skills, including organizing, spelling, punctuating, grammar, and mechanics. This open entry/open exit class is for students at any level of English skills.

ESL Course Sequence



English Course Sequence



All students enrolled in the English sequence, both native and non-native speakers of English, are strongly encouraged to use the Writing Laboratory (H102), as well as the Learning Center. Students who need additional help are encouraged to take a Writing Center tutorial class (English 67, 68, and 69).

70 Methods for Tutoring Writing (1) NDA

Prerequisite: None

Lecture, 1 hour.

Students preparing to be peer tutors in a Writing Center will learn strategies for teaching grammar, mechanics, organization and the writing process.

75 Methods for Tutoring Writing (1) NDA

Prerequisite: None.

Lecture, 1 hour.

Students preparing to be peer tutors in a Writing Center will learn strategies for teaching grammar, mechanics, organization, and the writing process.

80 Introduction to English as a Second Language: Reading Skills (3) NDA

Prerequisite: None.

Lecture, 3 hours.

Reading for second language students. This course stresses the development of skills leading to college level reading capacity.

82 Introduction to College English as a Second Language (5) NDA

Prerequisite: None.

Lecture, 5 hours.

This course introduces students to English pronunciation patterns, sentence patterns, basic reading, and communication skills.

83 College Conversational English as a Second Language (3) NDA RPT 1

Prerequisite: None. *Recommended:* Speech 61 and 64. Offered on a Credit/No Credit basis, only.

Lecture, 3 hours.

For students at an elementary level in understanding spoken English and in reading and writing simple English sentences.

101 College Reading and Composition I (3) UC:CSU ☉ (CAN ENGL 2)

Prerequisite: Appropriate skill level demonstrated through the English placement process or satisfactory completion of English 28 with a grade of C or better. Cannot be taken for CR/NC.

Lecture, 3 hours.

Teaches the basic principles of writing essays: accuracy, brevity, clarity, unity, organization, and completeness. Requires the critical reading of nonfiction prose and the writing of 8500 words (about twelve essays, including two book evaluations and a brief research paper).

102 College Reading and Composition II (3) UC:CSU ☉ (CAN ENGL 4)

Prerequisite: English 101.

Lecture, 3 hours.

A continuation composition course designed to develop reading and writing skills through extensive readings in the short story, the novel, poetry, and drama; and through intensive practice in writing the analytical and critical essay.

103 Critical Thinking and English Composition (3) UC:CSU ☉

Prerequisite: English 101.

Lecture, 3 hours.

This course stresses the development of critical thinking skills and their application to reading written argumentation and analysis.

ENGLISH 103 AND 103H COMBINED, MAXIMUM UC CREDIT IS ONE COURSE.

105 Introduction to Language and Linguistics (3) UC:CSU

(Same as Linguistics 1)

Prerequisite: None.

Lecture, 3 hours.

Summary of what is known about human language: an introduction to the scientific study of language, its history and structure; language in its social and cultural setting; language, the learning tool.

124 Short Story Writing I ‡ (3) UC:CSU

Prerequisite: English 101.

Lecture, 3 hours.

Develops understanding of and skill in writing the traditional short story. Emphasizes discussion of students writing with some discussion of works of major writers. Also deals with marketing and preparing manuscripts for submission to publishers. Students may submit manuscripts to the college literary magazine.

125 Short Story Writing II ‡ (3) UC:CSU RPT2

Prerequisite: English 101.

For information see counselor or instructor.

Lecture, 3 hours.

A continuation of English 124 with opportunity to write longer and more experimental fiction.

127 Creative Writing (3) UC:CSU RPT3

Prerequisite: English 101 and 102.

Lecture, 3 hours.

A writing workshop for students interested in writing fiction and poetry. Students present multicopied work to class for criticism. Includes lectures, demonstrations, and conferences with instructor.

Note: UC allows a maximum of 6 transferable units for this course.

ENG 127 REPEATABLE, BUT MAXIMUM UC CREDIT IS 6 UNITS.

203 World Literature I ‡ (3) UC:CSU

Prerequisite: English 101.

Lecture, 3 hours.

Surveys world literature in translation: representative selections from Oriental literature, the Bible, Greek and Latin literature, and European masterpieces of the Middle Ages and Renaissance.

204 World Literature II ‡ (3) UC:CSU

Prerequisite: English 101.

Lecture, 3 hours.

Surveys world literature in translation from the Renaissance to the present: selections from representative masterpieces of Continental literature - French, German, Scandinavian, Russian, and Spanish.

205 English Literature I ‡ (3) UC:CSU

(ENG 205 & 206 = CAN ENG SEQ B)

Prerequisite: English 101 and English 102.

Lecture, 3 hours.

Surveys British literature from the eighth through the eighteenth centuries, emphasizing major figures and works.

206 English Literature II ‡ (3) UC:CSU

(ENG 205 & 206 = CAN ENG SEQ B)

Prerequisite: English 101 and English 102.

Lecture, 3 hours.

Surveys British literature from the late eighteenth century to the present, emphasizing major writers and works.

207 American Literature I ‡ (3) UC:CSU

Prerequisite: English 101 and English 102.

Lecture, 3 hours.

Surveys American literature from 1608 until the Civil War, emphasizing major writers and works.

208 American Literature II ‡ (3) UC:CSU

Prerequisite: English 101 and English 102.

Lecture, 3 hours.

Surveys American literature from the Civil War to the present, emphasizing major writers and works.

211 Fiction ‡ (3) UC:CSU RPT1*Prerequisite: English 101.***Lecture, 3 hours.**

Studies selected great short stories and novels to increase students understanding and appreciation of prose fiction; stresses critical reading and writing.

212 Poetry ‡ (3) UC:CSU RPT1*Prerequisite: English 101.***Lecture, 3 hours.**

Studies of selected American, British, and Continental poems to increase students understanding and appreciation of poetic forms and their historical development. Stresses critical reading and writing.

213 Dramatic Literature ‡ (3)**UC:CSU***(Same as Theater 125)**Prerequisite: English 101.***Lecture, 3 hours.**

Studies plays from Sophocles to important twentieth century dramatists. Stresses critical reading and composition.

214 Contemporary Literature ‡ (3)**UC:CSU***Prerequisite: English 101.***Lecture, 3 hours.**

A reading, writing, and discussion course concentrating on significant American and British literature since 1950. Emphasis is placed upon careful critical analysis of works in short story, novel, drama and poetry.

215 Shakespeare I ‡ (3) UC:CSU*Prerequisite: English 101.**Recommended: English 102 and 205.***Lecture, 3 hours.**

Studies selected poems and ten representative plays. Consideration of Elizabethan and Jacobean life and letters in relation to Shakespeare's work.

216 Shakespeare II ‡ (3) UC:CSU*Prerequisite: English 101.**Recommended: English 102 and 205.***Lecture, 3 hours.**

Studies ten significant plays not studied in English 215. Consideration of Elizabethan and Jacobean life and letters in relation to Shakespeare's work.

218 Children's Literature (3) CSU*Prerequisite: None.***Lecture, 3 hours.**

Surveys literature suitable for children of different ages, preschool through high school. Emphasizes story-telling, acquaintance with important authors, and developing in children desirable attitudes toward literature. Recommended for prospective nursery, kindergarten, elementary, and secondary teachers. Parents will also find the course material helpful in discovering what reading material is available for a child's home library.

219 Literature of American Ethnic Groups (3) UC:CSU*Prerequisite: English 101 with a grad of C or higher***Lecture, 3 hours**

English 219 is a survey of significant fiction and non-fiction writings of various American ethnic groups, including African Americans, Asian Americans, Hispanic Americans, Native American, and Jewish Americans. The course emphasizes aesthetic, cultural, and historical insights of the works discussed.

232 Yiddish Literature in English Translation ‡ (3) UC:CSU*(Same as Jewish St. 5)**Prerequisite: None.***Lecture, 3 hours.**

A survey of Yiddish literature in English translation, including poetry, prose, drama, essay, memoir, and folksong since 1864. The literature to be viewed against its social and ideological background.

233 American-Jewish Literature ‡ (3) UC:CSU*(Same as Jewish Studies 6)**Prerequisite: None.***Lecture, 3 hours.**

A good deal of the best current American writing is being done by the sons and daughters of immigrant Jews (e.g., Bellow, Wiesel, Malamud, Roth, Potok, Wouk, Ozick, etc.). This course will examine a score of such writers, after first grappling with a definition for American-Jewish literature. The readings will be read and discussed as a reflection of the Jewish experience in America from 1876 to the present.

234 African-American Literature I (3) UC:CSU ☉*(Same as African-American Studies 20)**Prerequisite: None.***Lecture, 3 hours.**

Analyzes the literary, social and historical aspects of essay, novel, drama, short story and poetry written by African-Americans, revealing the progression of culture in America as interpreted by African-American writers who seek to define themselves and other Americans.

236 Children's Literature for the Preschool Child (1) CSU*(Same as Child Development 36)**Prerequisite: None.***Lecture, 1 hour.**

Surveys literature suitable for children ages 2-8, emphasizing techniques of selection and presentation of such literature. Storytelling (with visual aids where feasible), acquaintance with literature particularly suited to the preschool child, and the early development of desirable attitudes toward reading will be stressed. Recommended for prospective nursery school, kindergarten, and primary grade teachers and parents.

239 Women in Literature (3) UC:CSU*Prerequisite: English 101.***Lecture, 3 hours.**

This course offers an examination of literature by and about women from various cultures. While the courses primary focus is on the numerous roles and images women have been assigned in society, by extension and comparison, the roles of men are examined as well. The women studied will come from several literary genres and will include representative selections written by women.

240 Literature and the Motion Picture I ‡ (3) UC:CSU*Prerequisite: None.***Lecture, 3 hours.**

Presents films of artistic and cultural significance for the student to view, analyze, and evaluate films of artistic and cultural significance. Emphasizes the relationship between literature and films.

250 Mythology and Literature ‡ (3) UC:CSU

Prerequisite: English 101.

Lecture, 3 hours.

Introduces the mythology of Western and Middle Eastern civilizations. Treats these Western and Middle Eastern myths as they appear in epics, plays, and other literature, both ancient and modern, and shows how myths relate to folk stories, dreams, and fantasy through powerful symbols shared by peoples all over the world.

252 The English Bible as Literature ‡ (3) UC:CSU

Prerequisite: English 101.

Lecture, 3 hours.

Studies the Old and New Testaments with the King James version as the basic text.

253 Opera as Literature (3) UC:CSU

Prerequisite: English 101

Lecture, 3 hours.

Participants will analyze recognized masterpieces by Verdi, Puccini, Mozart, Wagner, Britten, Bizet, et.al., through study of each operas literary source(s) and the way the literary elements reappear as dramatic and musical elements.

290 Selected Writers I (1.5) UC:CSU

Prerequisite: None.

Lecture, 1.5 hours.

Studies in-depth the works of a single major writer. Emphasizes reading and discussing of the writers major works.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF ENGLISH 290, 291, 292, OR 293 IS 3 UNITS.

291 Selected Writers II (1.5) UC:CSU

Prerequisite: None

Lecture, 1.5 hours.

Studies in-depth the works of a single major writer. Emphasizes reading and discussing of the writers major works.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF ENGLISH 290, 291, 292, OR 293 IS 3 UNITS.

292 Selected Writers III (1.5) UC:CSU

Prerequisite: None.

Lecture, 1.5 hours.

Studies in-depth the works of a single major writer. Emphasizes reading and discussing of the writers major works.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF ENGLISH 290, 291, 292, OR 293 IS 3 UNITS.

293 Selected Writers IV (1.5) UC:CSU

Prerequisite: None.

Lecture, 1.5 hours.

Studies in-depth the works of a single major writer. Emphasizes reading and discussing of the writers major works.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF ENGLISH 290, 291, 292, OR 293 IS 3 UNITS.

361 ESL for Academic Purposes I (6) NDA

Prerequisite: English 352 or (83) or successful completion of the English placement process

Lecture, 5 hours. Lab 2 hours.

This course is for students who are pursuing an academic or professional degree program. They will read and discuss literature, news and academic texts, and will learn how to gather information, give complete responses, and express themselves in complete sentences.

362 ESL for Academic Purposes II (6)

Prerequisite: English 361 or (84) or successful completion of the English placement process

Lecture, 5 hours. Lab, 2 hours.

This course is for students who are pursuing an academic or professional degree program. They will read novels and academic texts, conduct research, write essays, and be introduced to sources of information.

363 ESL for Academic Purposes III (6) CSU

Prerequisite: English 362 or (85) or successful completion of the English placement process

Lecture, 5 hours. Lab, 2 hours.

This course is for students who are pursuing an academic or professional degree program. They will read novels and academic texts, conduct research, write essays, and be introduced to sources of information.

364 ESL for Academic Purposes IV (6) CSU

Prerequisite: English 363 or successful completion of the English placement process

Lecture, 5 hours. Lab, 2 hours.

This course is for students who are pursuing an academic or professional degree program. They will read novels and academic texts, conduct research, write essays, and be introduced to sources of information.

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

Prerequisite: None.

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.

UC Credit for independent study/directed study courses numbered 185, 285, and 385 in any department is not automatic; credit is contingent on UC campus evaluation after application and admission. These units should not be used toward calculation of the minimum 60 units needed for admission to the UC.

911-921-931-941 Cooperative Education - English (1-4) CSU

English is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

ENVIRONMENTAL SCIENCE**1 The Human Environment: Physical Processes (3) UC:CSU ☼**

Prerequisite: None.

Lecture, 3 hours.

An introductory course which deals with the relationships between humans and the planet, and how we deal with such factors as pollution, consumption of natural resources, population, energy and land use.

2 Environmental Science: The Human Environment: Biological Processes Lecture (3) UC:CSU

Prerequisite: None

NOTE: This course is especially designed to fulfill the Natural Science requirement for non-science majors, when taken with Environmental Science 19 Biological Processes lab.

Study humans' effect on the quality of their air, water, food and personal health by surveying our environmental problems, their impact on biological life support systems and exploration of solutions.

7 Introduction to Environmental Geology (3) UC:CSU

(Same as Geology 10)

Prerequisite: None.

Lecture, 3 hours.

A survey course that examines the interrelationships between humans and the environment and includes a review of natural processes and their effects. Includes a discussion of hazard, risk and catastrophic geologic events such as earthquakes, landslides, floods and volcanoes. Mineral resources, groundwater, pollution and environmental impacts are considered, along with slides, videos, and films that provide a visual account of the geologic environment.

19 Environmental Science: The Human Environment: Biological Processes Lab (2) UC:CSU

Prerequisite: Environmental Science2:

Biological Processes Lecture or concurrent enrollment

Corequisite: Environmental Science2:

Biological Processes Lecture

Lecture 1 hour; Laboratory 2 hours.

The lab component of Environmental Science 2 consisting of a "hands on" approach to the study of environmental problems, their impact and exploration of solutions.

FAMILY AND CONSUMER STUDIES

1 Professional Career Opportunities (2) CSU

Prerequisite: None.

Lecture, 2 hours.

Explores many career options working with children and youth. The career ladder concept is applied and entry level jobs, marketable skills and employment trends identified. Lecture, guest speakers and class discussions are methods of instruction utilized.

21 Nutrition (3) UC:CSU

(CAN H EC 2)

Prerequisite: None.

Required for all F&CS majors.

Lecture, 3 hours.

Basic principles of nutrition are taught to promote health and weight control. Guidelines are established for applying nutrition to a healthier lifestyle and prevention of nutrition-related illness.

31 Marriage and Family Life (3) UC:CSU

(CAN H EC 12)

(Same as Sociology 12)

Prerequisite: None.

Required for all CD and F&CS majors.

Lecture, 3 hours.

Examines contemporary issues in family living in terms of the students self-understanding and personal objectives for establishing family relations. The shifting patterns of family styles and new definitions and interpretations of marital values, attitudes, and goals are discussed against the background of technological and social change. Areas covered include mate selection, alternatives to marriage, traditional marriage patterns, love, sexual expression, the women's movement, conflict, divorce, and parenthood.

FINANCE

2 Investments (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Analysis of stocks and bonds, mutual funds, real estate trusts, commodities and related investments. Functions and operations of the investment market.

8 Personal Finance and Investments (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Consists of lectures, discussions, and practice with regard to ones personal financial activities. Particular attention is given to consumer credit; life and property insurance; savings plans; taxes; retirement plans; estate transfer; securities and miscellaneous investments.

911-921-931-941 Cooperative Education - Finance (1-4) CSU

Finance is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

FIRE TECHNOLOGY

(Also See Wildland Fire Technology Logistics)

(Also See Wildland Fire Technology Operations)

17 Fire Apparatus (3) CSU

Prerequisite: None.

Lecture, 3 hours.

The principles of care, maintenance and operation of fire apparatus. The theory of internal combustion engines, power development and transmission, torque and horsepower, electrical, fuel and brake systems. Basic tune-up, trouble shooting, maintenance and lubrication. General discussion of pumps, aerial ladders and aerial platforms.

24 Fire Company Management and Operations (4)

Prerequisite: None.

Lecture, 4 hours.

The fire company officers job in station management. Planning daily activities; training, reports, records, supplies, inventory, physical and medical fitness. A review of performance evaluation, affirmative action and employer-employee relations.

27 Wildland Firefighter (4) CSU

Prerequisite: None.

Lecture, 4 hours; Laboratory, 0.5 hours.

This course prepares the student for entry level jobs in wildland fire fighting. It combines classroom instruction with hands-on training. A certificate of completion is awarded by the U.S. Forest Service.

28 Wildland Engine Firefighter (4) CSU

Prerequisite: None.

Lecture, 3 hours; Laboratory, 3 hours.

This course provides knowledge and skills to prepare for employment on a wildland fire engine. The material is also applicable to municipal fire departments. A certificate is awarded by the U.S. Forest Service.

30 Fire Marshal Certification: Instructor 1A (2) CSU

Prerequisite: None.

Lecture, 2 hours.

Instructor 1A is the first course in the California State Fire Marshal certification system that leads to becoming a State Fire Training Registered Instructor.

31 Fire Marshal Certification: Instructor 1B (2) CSU

Prerequisite: Fire Technology 30.

Lecture, 2 hours.

This course is the second in a series that leads to State Fire Marshal, Master Instructor Certification. Fire Technology 31 enables the student to obtain State Fire Marshal, Fire Instructor status.

40 Fire Marshal Certification: Fire Prevention 1A (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This is the first course in a series that leads to State Fire Marshal Certification as Fire Prevention Officer. It covers skills necessary to conduct basic fire prevention inspections.

41 Fire Marshal Certification: Fire Prevention 1B (2) CSU

Prerequisite: Fire Technology 40.

Lecture, 2 hours.

This is the second course in the State Fire Marshal career path that leads to Fire Prevention Officer Certification. The course concentrates on extinguishment systems, responsibility and authority for inspections, handling and storage of materials, and life safety considerations.

42 Fire Marshal: Fire Prevention 1C (2) CSU

Prerequisite: None.

Lecture, 2 hours.

Identification of the physical properties of flammable liquids and gasses, combustible liquids, and compressed gasses. Information relative to storage, installation of containers, DOT labeling, and transportation.

50 State Fire Marshal: Management 1 (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course is one of the eight courses that lead to certified fire officer; teaches the practices of the organization and management of the fire service department.

51 Fire Marshal Certification: Fire Management 2A (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course provides instruction in organizational development and human relations.

52 Fire Marshal Certification: Fire Management 2B (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course provides instruction in fire service financial management.

53 Fire Marshal Certification: Fire Management 2C (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course provides instruction in personnel and labor relations.

54 Fire Marshal Certification: Fire Management 2D (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course provides instruction in fire department master planning.

55 Fire Marshal Certification: Fire Management 2E (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course provides an overview of contemporary management issues and concepts.

60 State Fire Marshal: Command 1A (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course is one of eight leading to Certified Fire Officer designation by the California State Fire Marshal. This course concentrates on command principles for company officers.

61 Fire Marshal Certification: Command 1B (2) CSU

Prerequisite: Fire Technology 60.

Lecture, 2 hours.

This course provides the student with information and skills necessary to effectively manage incidents involving hazardous materials. Subject areas include: preplanning, evacuation planning, decision making process, containment, and identification of materials. Simulation exercises are used.

62 Fire Marshal Certification: Command 2A (2) CSU

Prerequisite: Fire Technology 60.

Lecture, 2 hours.

This course covers complex fire ground emergencies in large occupancies. It is one of a series of courses in the Fire Command Curriculum designed to show the use of the Incident Command Systems. This course involves multiple-alarm responses to structure fires, not including high rise.

70 Fire Marshal Certification: Fire Investigation 1A (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course will provide the student with knowledge of the principles of fire investigation and origin and cause determination. The course will highlight the skills and abilities necessary for the fire investigator to successfully execute his/her responsibility in today's complex world of fire investigator.

71 Fire Marshal Certification: Fire Investigation 1B (2) CSU

Prerequisite: Fire Technology 70.

Lecture, 2 hours.

The second course in the California State Fire Marshal career path leading to Fire Investigator 1 and 2. This course concentrates on investigative techniques, evidence, collection, laboratory services, fire death scenes, and techniques of interviewing and interrogating.

72 Fire Marshal Certification: Fire Investigation 2A (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course provides instruction in criminal and legal procedures that pertain to fire investigation.

73 Fire Marshal Certification: Fire Investigation 2B (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course provides instruction in how to develop field case studies.

91 I-100 Incident Command System Orientation (.5) CSU

Prerequisite: None.

Lecture, 1/2 hour.

This course is suggested for all entry-level personnel assigned to an incident. Includes persons working in support roles and cooperating agencies, and technical specialists assigned to support an incident.

93 I-300 Incident Command System (1) CSU

Prerequisite: None.

Lecture, 1 hour.

Expands on Basic I.C.S. (Incident Command Systems). Provides more description and detail of the organization and operation of I.C.S. including Air Operations. Provides example of how the essential principles are used in incident and event planning.

94 I-400 Advanced Incident Command System (1) CSU

Prerequisite: None.

Lecture, 1 hour.

Expands on much of the material contained in I-300 Intermediate Incident Command System. Emphasizes large scale organization development. Describes application of Area Command and interagency coordination of complex incident.

95 Firefighter I Academy (14) CSU

Prerequisite: None.

Lecture, 10 hours; Laboratory, 12 hours.

State Fire Marshal accredited Firefighter I Academy; offered in two 7-unit modules (95A and 95B).

95A Firefighter I Academy—Module A (7)

Prerequisite: None.

Lecture, 5 hours; Laboratory, 6 hours.

Module A of the State Fire Marshal accredited Firefighter I Academy.

95B Firefighter I Academy—Module B (7)

Prerequisite: Fire Technology 95A.

Lecture, 5 hours; Laboratory, 6 hours.

Module B of the State Fire Marshal accredited Firefighter I Academy.

96 Emergency Medical Technician 1 (4) CSU

Prerequisite: Students must present to the instructor either a BLS for the Healthcare Provider from the American Heart Association or CPR for the Professional Rescuer from the American Red Cross prior to the beginning of the class or no later than the first examination.

Lecture, 3 hours; Laboratory, 3 hours.

Theory and techniques of emergency medical services to be performed by an Emergency Medical Technician. Includes field experience. Prepares students for the State Certification Exam.

97 Emergency Medical Technician 1 Refresher (2) CSU

Prerequisite: None.

Lecture, 1.5 hours; Laboratory 1.5

Reviews EMT content and skills as required by the California Code Regulations (Title 22) for re-certification as EMT-1. Prepares student for the re-certification examination. This course is designed for persons with current certification as a California EMT-1.

98 Fire Department Physical Ability Testing (.1) RPT5

Prerequisite: None.

Lecture, 2 hours; Laboratory 2 hours per semester.

This course provides the student with a knowledge of the Standardized Fire Department Physical Ability Test. Successful completion leads to Certification of Completion.

201 Fire Protection Organization ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An introduction to the fire service and fire protection; careers in fire departments and related fields. History of fire protection, fire loss causes, public and private protection services. Fire department organization, fire fighting tactics, fire prevention, tools, equipment, apparatus, alarm systems and water systems. This course includes field trips.

202 Fire Prevention Technology (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Making effective, complete and legal inspections by knowing fire prevention concepts. These concepts include history, organization, laws, fire causes, procedures, techniques, enforcement and records. Hazards by occupancy, fire protection equipment, fire investigation, public education and special problems will be studied.

203 Fire Protection Equipment and Systems ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A study of portable fire extinguishing equipment and permanent systems such as sprinklers, CO₂, dry chemical and halon. Detection and alarm systems, explosion prevention, computer protection and special hazards will be covered. The installation, testing, maintenance and fire department use of these systems will be emphasized.

204 Building Construction for Fire Protection ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Fundamentals of building construction as they relate to fire prevention and suppression. Classification of buildings by type of construction and use. Emphasis on fire protection features, fire resistive materials, interior finish and flame spread. The latest information on elevators, stairways, alarm systems and fire command control in high rise buildings will be studied.

205 Fire Behavior and Combustion (3) CSU

Prerequisite: None

Lecture, 3 hours.

Theory and fundamentals of how and why fires start, spread, and are controlled; and in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques.

206 Hazardous Materials ‡ (3) CSU

Prerequisite: Fire Technology 1, or employment in the fire service.

Lecture, 3 hours.

Advanced fire chemistry and physics. A more detailed and broad study of dangerous chemicals. The company and incident commanders role in providing life safety for the public and the firefighter, and preventing or limiting property damage.

207 Wildland Fire Control ‡ (3) CSU

Prerequisite: Fire Technology 1, or employment in the fire service.

Lecture, 3 hours.

The California wildland fire problem and the resources available to combat it. Organization of services, terminology, prevention and suppression. The effects of fuel, weather and topography on fire behavior. Standard and special extinguishing methods, equipment and agents.

208 Fire Hydraulics ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A study of fire service hydraulics theory, formulas and water supply. Review of basic math for hydraulics. Underwriters requirements for fire pumps and auxiliary equipment. Application of theory and formulas to long form and quick mental calculations of hydraulics problems. Practical methods of fire pump spotting, hookup and handling special situations.

209 Fire Fighting Tactics and Strategy I ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

The use of manpower, equipment and apparatus on the fire ground. Methods of pre-fire plan, rescue, fire attack, control, extinguishment, salvage and overhaul. The application of these methods to structural, watershed, waterfront, oil, aircraft, and other types of fires. This course will include command functions. Field exercises will be held when possible.

210 Fire Company Organization and Procedure ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

The role of the fire company in municipal fire departments. Governing laws and regulations and officer qualifications; supervision, morale, discipline and personnel rating. Company organization for training, fire prevention, public relations, station and equipment maintenance and records.

Preparing for emergency incidents; pre-fire planning, attitude, tactics and strategy.

213 Fire Investigation ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Methods of determining point of origin, path of fire travel and fire causes.

Recognizing and preserving evidence, interviewing witnesses, understanding arson laws and types of arson fires; court testimony and reports and records.

214 Rescue Practices I ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Life saving, first aid and extrication methods for fire company, squad, rescue ambulance and private application. Use of first aid and rescue equipment. The role of the fire department in civil defense or other counter-disaster activities. California laws on first aid.

217 Fire Apparatus ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

The principles of care, maintenance and operation of fire apparatus. The theory of internal combustion engines, power development and transmission, torque and horsepower, electrical, fuel and brake systems. Basic tune-up, trouble shooting, maintenance and lubrication. General discussion of pumps, aerial ladders and aerial platforms.

185 Directed Study - Fire Technology ‡ (1) CSU**285 Directed Study - Fire Technology ‡ (2) CSU****385 Directed Study - Fire Technology ‡ (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

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

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

911-921-931-941 Cooperative Education - Fire Technology (1-4) CSU

Fire Technology is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

FRENCH**1 Elementary French I (5) UC:CSU**

(FR 1&2 = CAN FREN SEQ A)

Corresponds to the first year of high school French.

Prerequisite: None.

Lecture, 5 hours.

The fundamentals of pronunciation and grammar, practical vocabulary, useful phrases; emphasis on ability to understand, read, write, and speak simple French. Basic facts on the geography, customs, and culture of France. Use of the language laboratory is required.

2 Elementary French II (5) UC:CSU

(FR 1&2 = CAN FREN SEQ A)

Corresponds to the second year of high school French.

Prerequisite: French 1 or French 22 with a grade of C or better, or equivalent skill level.

Lecture, 5 hours.

Completes the study of elementary grammar and includes the reading of simplified texts with continuing emphasis on oral expression, comprehension and the writing of simple French. Further study of French civilization. Use of the language laboratory is required.

3 Intermediate French I (5)

UC:CSU

(CAN FREN 8)

Prerequisite: French 2 with a grade of C or better, or equivalent skill level.

Lecture, 5 hours.

A more intensive study of the language, including idiomatic expressions and irregular forms. Stress on fluency in oral expression and facility in writing. Reading of original French texts with information on French civilization. A thorough grammar review combined with written exercises.

4 Intermediate French II ‡ (5)

UC:CSU

(CAN FREN 10)

Prerequisite: French 3 with a grade of C or better, or equivalent skill level.

Lecture, 5 hours.

A continuation of French 3. Texts chosen in order to improve oral and written expression in the language as well as comprehension and reading skills. Study of important French literary selections provides a continuing overview of French literature and culture.

5 Advanced French I ‡ (5) UC:CSU

Prerequisite: French 4 with a grade of C or better or equivalent skill level.

Lecture, 5 hours.

Continues the study of French texts with emphasis on improving oral expression, comprehension, reading and composition. Stresses oral and written reports within the context of French literature and civilization.

6 Advanced French II ‡ (5) UC:CSU

Prerequisite: French 4 with a grade of C or better or equivalent skill level.

Lecture, 5 hours.

The origin and development of the French novel and drama, and reading from representative authors in the field. Advanced composition and grammar, oral and written reports.

8 Conversational French ‡ (2)

RPT3 UC:CSU

Prerequisite: French 2 with a grade of C or better or equivalent skill level.

Lecture, 2 hours.

Practical conversational material based on everyday experiences and current events. Not open to native speakers of French.

FRENCH 8 IS REPEATABLE BUT MAXIMUM UC CREDIT IS 4 UNITS.

10 French Civilization ‡ (3)

UC:CSU

Prerequisite: None.

(Taught in English)

Lecture, 3 hours.

A study of the origins, growth, and development of French civilization in its many forms with special emphasis on literature, ideas, and the arts. Designed as a humanities course for all college students. Recommended for French majors. Lectures and readings in English.

21 Fundamentals of French I ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

The fundamentals of pronunciation and grammar, practical vocabulary and useful phrases; emphasis on ability to understand, read, write and speak simple French. Basic facts on geography, culture and customs of the French-speaking world. French 21 and French 22 are the equivalent of French 1. (Credit for either French 1 or French 21 and 22, not both)

BOTH FRENCH 21 AND 22 MUST BE TAKEN FOR ANY UC CREDIT. MAXIMUM CREDIT FOR BOTH IS 5 UNITS.

22 Fundamentals of French II ‡ (3) UC:CSU

Prerequisite: French 21, with a grade of C or better.

Lecture, 3 hours.

The fundamentals of pronunciation and grammar, practical vocabulary and useful phrases; emphasis on ability to understand, read, write and speak simple French. Basic facts on geography, culture and customs of the French-speaking world. French 21 and French 22 are the equivalent of French 1.

BOTH FRENCH 21 AND 22 MUST BE TAKEN FOR ANY UC CREDIT. MAXIMUM CREDIT FOR BOTH IS 5 UNITS.

185 Directed Study - French (1) CSU

285 Directed Study - French (2) CSU

385 Directed Study - French (3) CSU

Prerequisite: None.

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.

911-921-931-941 Cooperative Education - French (1-4) CSU

French is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

GEOGRAPHY

1 Physical Geography (3)

UC:CSU J

(CAN GEOG 2)

Prerequisite: None.

Lecture, 3 hours.

A scientific study of the natural environment of planet earth: emphasis on earth-sun relationships, weather, climate, landforms, soil, natural vegetation, and map use. Extensive supportive use is made of slides, film strips and motion pictures. Field trips are included. Highly recommended for everyone who intends to travel, and who wants to know more about their environment.

2 Cultural Elements of Geography (3) UC:CSU ☉

(CAN GEOG 4)

Prerequisite: None.

(Credit allowed for only Geography 2 or 5)

Lecture, 3 hours.

An introduction to human populations and cultures, and the human imprint upon the land. This course focuses on human culture (language, religion, ethnicity, social customs), population and migration, political geography, resources and economics, as well as human-environment interactions.

Emphasis is placed on issues of diversity, ethnic conflict, urbanization, international trade and social change at local and global scales. A visual familiarity with the diverse landscapes and peoples is provided through films, slides and field trips.

3 Introduction to Weather and Climate (3) UC:CSU

(Same as Meteorology 3)

Prerequisite: None.

Lecture, 3 hours.

An introduction to the atmosphere with an emphasis on its properties and physical processes of weather. Forecasting and weather map interpretation, instrumentation and recording of observations are also considered. Weather phenomena and atmosphere are discussed along with short and long-term climate variation, classification systems and the global distribution of climatic types. Other topics include smog, El Nino/La Nina, global warming and the destruction of the ozone layer. The computer will be used to download current weather information, which will be analyzed by class members.

14 Geography of California ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A survey course of the physical and cultural landscapes of California with emphasis on human and environment interaction and the forces that have shaped the state. The course will deal with the natural and environmental history of the state, resource use, settlement and land-use patterns, economic activities, including transportation and trade, as well as California's place in the new global economy. Optional field trips will be available to amplify class subjects.

15 Physical Geography Laboratory (2) UC:CSU

Prerequisite: Geography 1 or concurrent enrollment.

Lecture, 1 hour; laboratory, 2 hours.

An earth environment laboratory with field trips, stressing the use of scientific method in interpreting earth-sun relations, and time; earth representation through globes and maps, map plotting, location and interpolation, weather (temperature, wind, pressure, moisture); weather and climate controls; climates, natural vegetation and soils; mountain building and landform evolution by weathering, erosion and deposition.

30 Conservation of Natural Resources ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

An examination of natural resource supply and demand, exploitation and conservation, and long-term sustainability from a physical, economic, social, and political standpoint. Particular emphasis is applied to analysis of real-world resource problems including scarcity, human population pressure on the environment, bio-diversity, pollution, energy resources, deforestation and other issues, and the creation of viable public policy alternatives or solutions.

31 Introduction to Geographic Information Systems (GIS) (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An introduction to fundamentals of Geographic Information Systems (GIS), comparing analog and automated mapping, introducing cartographic principles, hardware/software elements of GIS, and specific applications of GIS technology.

Terminology; data structures; sources and accuracy of data; data acquisition, conversion, and input; working with spatial databases; and spatial analysis will be introduced.

32 GIS Applications: ArcView (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

A brief survey of GIS fundamentals, including hands-on experience with hardware/software. Emphasis on vector-based data, using ArcView, and an introduction to raster-based data using Spatial Analysis Module. Applications and examples will be drawn from environmental science, ecology, demographics, anthropology and earth science fields.

185 Directed Study - Geography (1) UC:CSU RPT2**285 Directed Study - Geography (2) UC:CSU****385 Directed Study - Geography (3) UC:CSU**

Prerequisite: None.

Conference, 1 hour per unit.

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

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

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION.

911-921-931-941 Cooperative Education - Geography (1-4) CSU

Geography is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

GEOLOGY**1 Physical Geology (3) UC:CSU**
(GEOL 1&6 = CAN GEOL 2)

Prerequisite: None.

Lecture, 3 hours.

An introduction to the principles of geology, including topics such as minerals, rocks, weathering and erosion, rivers, glaciation, groundwater, deserts, oceanic processes, and plate tectonics. Those phenomena that catastrophically affect man and his environment are stressed, such as landslides, volcanic eruptions, earthquakes, and seismic sea waves.

(For laboratory credit, see Geology 6.)

2 Earth History (3) UC:CSU

Prerequisite: Geology 1.

Lecture, 3 hours.

An introduction to the geological history of the earth and its inhabitants, with emphasis on the evolution of life and landforms of North America. Topics include life on earth such as plants, fish, amphibians, rise and fall of the dinosaurs, and the mammals. Film strips, videos, and slides are used throughout the course. Field trips will be taken.

6 Physical Geology Laboratory (2) UC:CSU

(GEOL 1&6 = CAN GEOL 2)

Coperequisite: Geology 1 (may be taken concurrently).

Lecture, 1 hour; laboratory, 2 hours.

In this course, the student handles rocks and minerals in the laboratory and learns how to identify common rocks and minerals. Also included are the study and interpretation of topographic and geologic maps and an introduction to the geologic use of aerial photographs. Several field trips will be taken.

7 Earth History Laboratory ‡ (2) UC:CSU

Coperequisite: Geology 2 (may be taken concurrently).

Lecture, 1 hour; laboratory, 2 hours.

A supplemental laboratory course for Geology 2, intended to teach the scientific methods of reasoning and to give the student an acquaintance with the fundamental principles of historical geology. Laboratory work includes the evolutionary study of fossils and study of rock types and ancient landforms. Several field trips will be taken. Strongly recommended for the student who is enrolled in or has completed Geology 2.

10 Introduction to Environmental Geology (3) UC:CSU

(Same as Environmental Science 7)

Prerequisite: None.

Lecture, 3 hours.

A survey course that examines the interrelationships between humans and the environment and includes a review of natural processes and their effects. Includes a discussion of hazard, risk and catastrophic geologic events such as earthquakes, landslides, floods and volcanoes. Mineral resources, groundwater, pollution and environmental impacts are considered, along with slides, videos, and films that provide a visual account of the geologic environment.

12 Introduction to the Geology of California ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A survey of the general aspects of California geology, with consideration given to the structural development of the present California landscape. Important geological formations within the state are stressed. One feature of this course is a list of current references whereby students, in their travels, can recognize and identify important geological formations and structural features (such as the San Andreas Fault) from given roadside locations. Slides and videos relating to California geology are an integral feature of this course.

185 Directed Study - Geology (1) UC:CSU RPT2**285 Directed Study - Geology (2) UC:CSU****385 Directed Study - Geology (3) UC:CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Studies in various areas of geology.

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

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION.

911-921-931-941 Cooperative Education - Geology (1-4) CSU

Geology is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

GERMAN**1 Elementary German I (5) UC:CSU ☼**

(GER 1&2 = CAN GERM SEQ A)

Corresponds to the first year of high school German.

Prerequisite: None.

Lecture, 5 hours.

The aim of this course is to develop the ability to understand, read, write, and speak simple German. It includes basic facts on the geography, customs, and culture of German speaking countries, German poems, songs, and simple modern prose. Emphasis is on the spoken language; use of the language laboratory is required.

2 Elementary German II (5)**UC:CSU** ☉*(GER 1&2 = CAN GERM SEQ A)**Corresponds to the second year of high school German.**Prerequisite: German 1 with a grade of C or better, or equivalent skill level.***Lecture, 5 hours.**

Completes the study of elementary grammar. Readings consist of selections dealing with German, Swiss and Austrian contributions in the fields of arts, sciences and literature, further study of German civilization, and modern developments in Germany. Use of the language laboratory is required.

3 Intermediate German I ‡ (5)**UC:CSU** ☉*Prerequisite: German 2 with a grade of C or better, or equivalent skill level.***Lecture, 5 hours.**

An introduction to short stories, plays and poetry in German. Review of grammar, vocabulary building, and idiomatic expressions. Emphasis on discussions in German of various topics of interest.

4 Intermediate German II ‡ (5)**UC:CSU** ☉*Prerequisite: German 3 with a grade of C or better, or equivalent skill level.***Lecture, 5 hours.**

Reading in German, Swiss and Austrian literature. Class discussions and reports. Some outside reading, utilizing Valley College library holdings in German. Further training in composition, vocabulary building and idiomatic expressions.

5 Advanced German I ‡ (5)**UC:CSU** ☉*Prerequisite: German 4 with a grade of C or better, or equivalent skill level.***Lecture, 5 hours.**

Introduces the student to some of the important movements in German literature. Includes readings in prose and poetry from representative authors of German speaking countries. It continues the development of linguistic skills through oral and written reports in German.

8 Conversational German ‡ (2)**UC:CSU RPT3***Prerequisite: German 2 with a grade of C or better, or equivalent skill level.***Lecture, 2 hours.**

Practical conversational material based on everyday experiences and current events or on some reading material. Not open to native speakers of German.

GERMAN 8 IS REPEATABLE BUT MAXIMUM UC CREDIT IS 4 UNITS.

10 German Civilization ‡ (3)**UC:CSU***Prerequisite: None.**(Taught in English)***Lecture, 3 hours.**

A study of the contributions of the Germanic peoples to the world civilizations, especially in philosophy, music, plastic arts and sciences. Lecture and discussion in English on the geography, history, customs, and the political profiles of the German speaking peoples.

Designed as a humanities course for all college students, especially for those interested in arts, music and philosophy.

Recommended for German majors.

185 Directed Study - German (1)**CSU****285 Directed Study - German (2)****CSU****385 Directed Study - German (3)****CSU***Prerequisite: None.***Conference, 1 hour per unit.**

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

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

911-921-931-941 Cooperative Education - German (1-4) CSU

German is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

HEALTH

There are no prerequisites for any Health class.

3 Cardiopulmonary Resuscitation (1) CSU**Lecture and directed practice, 3 hours, 5 weeks.**

Covers the American Red Cross Community CPR - A Red Cross CPR Certificate will be issued for a service fee upon successful completion of all skills and tests.

11 Principles of Healthful Living (3) UC:CSU*(Credit given for only one of Health 9, 10 or 11.)**Recommended for Physical Education and Elementary Education majors.***Lecture, 3 hours.**

This course covers the major areas of health education, encompassing the physical, intellectual, social, emotional, environmental and spiritual dimensions of health.

Major topics include psychosocial health, stress management, violence and abuse, health personal relationships and sexuality, birth control, pregnancy, childbirth, licit and illicit drugs, alcohol, tobacco, caffeine, nutrition, weight management, personal fitness, cardiovascular disease, cancer, infectious and noninfectious conditions, the aging process, environmental health, consumerism and alternative medicine.

12 Safety Education and First Aid (3) UC:CSU**Lecture and directed practice, 3 hours.**

Covers the American Red Cross First Aid Emergencies and Personal Safety course.

Red Cross certificates will be issued for a service fee upon successful completion of all skills and tests.

185 Directed Study - Health (1) CSU**285 Directed Study - Health (2) CSU****385 Directed Study - Health (3) CSU****CSU****CSU****Conference, 1 hour per unit.**

Allows students to pursue Directed Study in Health 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.

911-921-931-941 Cooperative Education - Health (1-4) CSU

Health is approved for Cooperative Work Experience Education credit. See Cooperative Education, page , for prerequisite, course description and credit limits.

HEBREW

1 Elementary Hebrew I (5) UC:CSU

(Same as Jewish Studies 11)

Prerequisite: None.

Lecture, 5 hours.

Fundamentals of the language, the essentials of grammar, practical vocabulary, useful phrases, and the ability to understand, read, write and speak simple Hebrew. Emphasis is on the spoken language. Use of the language laboratory is required.

2 Elementary Hebrew II (5)

UC:CSU

(Same as Jewish Studies 12)

Prerequisite: None.

Lecture, 5 hours.

Continues the presentation of grammatical forms, provides additional training in oral and written composition, and reading. Use of the language laboratory is required.

3 Intermediate Hebrew I ‡ (5)

UC:CSU

(Same as Jewish Studies 13)

Prerequisite: None.

Lecture, 5 hours.

A review of grammar, additional training in conversation, and readings in modern Hebrew prose.

4 Intermediate Hebrew II ‡ (5)

UC:CSU

(Same as Jewish Studies 14)

Prerequisite: None.

Lecture, 5 hours.

Completes the presentation of grammar, provides additional review of grammar by means of advanced composition, the use of the practical idioms, and practice in conversation.

9 Hebrew Civilization I ‡ (3)

UC:CSU

(Same as Jewish Studies 9)

Prerequisite: None.

(Taught in English)

Lecture, 3 hours.

A study of the development of the Jewish self-understanding in relation to the intellectual climate of the environment, as expressed in the Biblical Age (ca. 2000 B.C.E. to ca. 300 B.C.E.).

10 Hebrew Civilization II ‡ (3)

UC:CSU

(Same as Jewish Studies 10)

Prerequisite: None.

(Taught in English)

Lecture, 3 hours.

Studies in specific problems and trends in the Jewish Heritage during the European and Modern Periods, Mysticism, Hasidism, Haskalah, Emancipation, Religious Movements, Zionism; the Holocaust and the state of Israel; educational, moral, and theological issues; Diaspora Jewry and non-Jewish relations; Ashkenazim and Sepharadim; the thought and manners of the time in an historical context.

185 Directed Study - Hebrew (1)

UC:CSU

285 Directed Study - Hebrew (2)

UC:CSU

385 Directed Study - Hebrew (3)

UC:CSU

Prerequisite: None.

Conference, 1 hour per unit.

Allow students to pursue Directed Study in Hebrew 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.

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911-921-931-941 Cooperative Education - Hebrew (1-4) CSU

Hebrew is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

HISTORY

(For History, see also African-American Studies 4, 5; Chicano Studies 7, 8, 44.)

There are no prerequisites for any History classes. All courses in History may be taken on a Credit/No Credit basis.

Note: State law imposes on all California State Universities certain graduation requirements in the areas of U.S. History, U.S. Constitution and state and local government. Courses meeting these requirements for the state universities are listed in the TRANSFER REQUIREMENTS sections of the college catalog. See the section on GRADUATION REQUIREMENTS in the college catalog for details.

If you took a U.S. History course outside of California, see a counselor to make certain you meet the California state and local government graduation requirements.

1 Introduction to Western Civilization I (3) UC:CSU ☉

(CAN HIST 2)

Lecture, 3 hours.

A panoramic survey which traces the development of a distinctive European culture from its roots in the hunting societies of prehistoric man through the increasingly elaborate worlds of the Sumerians, the Egyptian pharaohs, and the Biblical peoples of the Middle East; the philosophers, artists, and warriors of classical Greece and Rome; and ends in 14th-Century Europe - the world of saints and heretics, knights and peasants, philosophers and kings. Emphasizes the significance of this historical background to contemporary American culture.

2 Introduction to Western Civilization II (3) UC:CSU ☉

(CAN HIST 4)

Lecture, 3 hours.

A continuation of History 1 from 1400 to the present. Traces the growth of modern Europe, its 500 year domination of world history, and the decline of its world supremacy in the 20th Century. Includes the life and times of da Vinci and Luther; of Elizabeth I of England and Peter the Great of Russia; of the philosophers and revolutionaries of the 18th Century; of the socialists and scientists of the 19th Century; and of the dictators and reformers of the 20th Century. Emphasizes its influence on American culture.

3 History of England and Great Britain I ‡ (3) UC:CSU

Lecture, 3 hours.

A survey of British culture, emphasizing social, cultural, constitutional, and economic themes from earliest times to 1500. This course is of particular importance to English majors.

4 History of England and Great Britain II ‡ (3) UC:CSU

Lecture, 3 hours.

A survey of British culture, emphasizing social, cultural, political and economic themes from 1500 to the present. This course is of particular importance to English majors.

5 History of the Americas I (3) UC:CSU ☉

Lecture, 3 hours.

History of the Americas from the European intrusion on the native cultures through the development of colonial life patterns to the achievement of independence of Latin America and the United States, including the adoption of the Constitution. This course fulfills the state graduation requirement in U.S. History and the U.S. Constitution.

6 History of the Americas II (3) UC:CSU

Lecture, 3 hours.

History of the Americas from the Latin American wars of independence to the present, emphasizing Latin American development, inter-American relations, and constitutional patterns including that of the state of California. This course fulfills the state graduation requirement in U.S. History and state and local government.

7 The Worlds Great Religions (3) UC:CSU ☉*(Same as Philosophy 33)*

Lecture, 3 hours.

The historical development of the worlds great religions. A study is made of the origins and growth of major religions with an emphasis on the nature of religion and religion as a discipline of study.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF HIST 7, 47, 48, OR PHIL 33 IS TWO COURSES.

9 Ethnic America ‡ (3) UC:CSU

Lecture, 3 hours.

The peopling of the United States, past and present; and our ongoing creation of the American nation.

11 Political and Social History of the United States I (3) UC:CSU*(CAN HIST 8)*

Lecture, 3 hours.

A survey of the development of the United States from its discovery, placing emphasis upon the Colonial Experience, the American Revolution, the Constitution and the new government, the Civil War and Reconstruction. This course fulfills the state graduation requirement in U.S. History and the U.S. Constitution.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF HISTORY 11, 17, OR 32 COMBINED IS ONE COURSE.

12 Political and Social History of the United States II (3) UC:CSU*(CAN HIST 10)*

Lecture, 3 hours.

A survey of the development of the United States from the Reconstruction period to the present, placing emphasis upon the emergence of modern urban industrial America and upon the relationship between the Nation and the world. This course fulfills the state graduation requirement in U.S. History and state and local government.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF HISTORY 12, 13, OR 18 COMBINED IS ONE COURSE.

13 The United States in the Twentieth Century (3) UC:CSU

Lecture, 3 hours.

A historical survey of the major political, economic, intellectual, and cultural movements and events of the Twentieth Century. This course fulfills the state graduation requirement in U.S. History and state and local government.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF HISTORY 12, 13, OR 18 COMBINED IS ONE COURSE.

19 History of Mexico (3) UC:CSU

Lecture, 3 hours.

The basic history of Mexico includes the pre-Columbian peoples, the Spanish heritage and conquest, 300 years of colonialism, the move to independence, the age of Santa Ana, the period of reform, and the reign of Diaz. The revolution of 1910 and United States-Mexico foreign relations is also included. A review of contemporary Mexico together with its cultural, social, political, economic trends concludes the course.

20 History of California and the Pacific Coast (3) UC:CSU

Lecture, 3 hours.

History of California and the Pacific Coast from the period of the explorations to the present with emphasis on Native, Spanish, and American cultures; political, economic, and social developments; and California's constitution, history and role in the American system. This course fulfills the state graduation requirement in state and local government.

21 History of the Russian People ‡ (3) UC:CSU

Lecture, 3 hours.

The political, social, economic and cultural development of the Russian people from the earliest times to the present day, with particular emphasis upon the 19th and 20th Centuries. Special attention is paid to intellectual trends, nature and development of Marxism in Russia, and the history of the Soviet Union, 1917-1991, and post-Soviet Russia to the present.

27 History of Africa ‡ (3) UC:CSU

Lecture, 3 hours.

The history of Africa from colonial times to the present, placing major emphasis upon the development of a diverse cultural heritage and the rise of modern nation-states.

29 Asian Civilization: The Middle East ‡ (3) UC:CSU ☉

Lecture, 3 hours.

An introductory survey of the modern Middle East emphasizing Islamic culture and its political and social development. The course deals with the life and teachings of Muhammad, the development of the Islamic faith, the complexities within Islamic society, and the relationships of the Islamic world and the West.

38 Introduction to Chinese Civilization (3) UC:CSU

Lecture, 3 hours.

The historical, social, economic, and political development of China from the earliest times to the present. Special attention is paid to intellectual trends, nature, and development of Confucianism and Buddhism, and the history of the Peoples Republic of China.

46 History of Modern Armenia (3) CSU

Lecture, 3 hours.

A survey of Armenian history from 1800 to the 21st Century. Topics include: Armenians in the Ottoman and Russian empires, the Armenian Question from 1878 to 1923, first Republic of Armenia, 1918-1920, Soviet Armenia, 1921-1990, the re-establishment of an independent Armenian Republic in 1991, the Armenian Diaspora, and U.S. Policies Toward Issues Involving Armenia and Armenian in America.

47 History of Religions I ‡ (3) UC:CSU

Lecture, 3 hours.

Explores the historical origins and development of the religions of India, China, and Japan.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF HIST 7, 47, 48, OR PHIL 23 IS TWO COURSES.

48 History of Religions II ‡ (3) UC:CSU

Lecture, 3 hours.

Explores the historical development of Judaism, Christianity, and Islam from their origins through the modern period. Emphasis is given to issues regarding religion in the contemporary world

MAXIMUM UC CREDIT FOR ANY COMBINATION OF HIST 7, 47, 48, OR PHIL 33 IS TWO COURSES.

49 Religion in America ‡ (3) UC:CSU ☉

Lecture, 3 hours.

Surveys the variety of religious expressions since the colonial period, from Native American to New Age.

52 The Role of Women in the History of the U.S. (3) UC:CSU

Lecture, 3 hours.

The political, economic, social and intellectual history of women. Problems as well as contributions are explored from colonial days to the present with special emphasis on contemporary concerns.

76 Contemporary U.S. History Since 1945 (3) UC:CSU

Lecture, 3 hours.

Surveys the political, economic, social, and cultural history of the United States from 1945 to the present.

86 History: Introduction to World Civilization I (3) UC:CSU*Prerequisite: None*

Traces the development and interrelations of the major world civilizations and their traditions and contributions from the earliest times to the beginning of the era of European expansion in the sixteenth century.

87 History: Introduction to World Civilization II (3) UC:CSU ☉*Prerequisite: None*

Traces the development and interrelations of the major world civilizations and their traditions and contributions from the European expansion in the sixteenth century to the present.

88 Sex in History (3) UC:CSU

Lecture, 3 hours.

Explores how western society has dealt with the theories and practices of the sexual roles and the sex drive in its social, political, economic and cultural life.

185 Directed Study - History ‡ (1) UC:CSU**285 Directed Study - History ‡ (2) UC:CSU****385 Directed Study - History ‡ (3) UC:CSU***Prerequisite: None.***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.*

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - History (1-4) CSU

History is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

HOME ECONOMICS

(See Family and Consumer Studies)

HUMANITIES

Courses in the Humanities are those which study the cultural activities and artistic expressions of human beings. For inclusion in the general education requirement in the Humanities, a course should help the student develop an awareness of the ways in which people throughout the ages and of different cultures have responded to themselves and the world around them in artistic and cultural creativity, and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy and religion.

1 Cultural Patterns of Western Civilization (3) UC:CSU ☉

Lecture, 3 hours.

An introduction to the general concepts of the Humanities. Mythology, music, history, philosophy, painting, drama, sculpture and architecture are studied and compared in relation to their background, medium, organization, and style. The course surveys in depth the classical heritage of Greece and Rome. Emphasis is placed upon the awareness of the cultural heritage, values, and perspectives as revealed in the arts.

2 Studies in Selected Cultures ‡ (3) UC:CSU RPT1

Lecture, 3 hours.

A study in some depth of a particular cultural tradition such as Imperial China, the Renaissance, Victorian England, the Age of Reason and others. Historical background, key personalities, contributions and significance within the various arts and sciences.

3 The Arts of Contemporary Society ‡ (3) UC:CSU

Lecture, 3 hours.

A cultural survey which includes a study of the literature, philosophy, music, painting, architecture and sculpture of the 18th, 19th and early 20th Centuries in western Europe and America, in terms of the ideas and basic needs which stimulated the artists and thinkers and the contributions of their work toward the development of contemporary society.

6 Great Men, Great Eras ‡ (3)**UC:CSU RPT1**

Lecture, 3 hours.

A cultural survey of the lives and contributions of selected individuals such as Pericles, Julius Caesar, Martin Luther, Louis XIV and others whose impact helped shape the eras in which they lived. The course will explore both the lives and eras with an appreciation of both their historical importance and their individual contributions to our cultural heritage.

HUMANITIES 6 IS REPEATABLE BUT MAXIMUM UC CREDIT IS 3 UNITS.

8 Great Women, Great Eras ‡ (3)**UC:CSU RPT1**

Lecture, 3 hours.

A cultural survey of the lives and contributions of selected individuals such as Hatshepsut, Elizabeth I, Madame Curie, Virginia Woolf and others whose impact helped to shape the eras in which they lived. This course will explore both the lives and eras with an appreciation of both their historical importance and their individual contributions to our cultural heritage.

HUMANITIES 8 IS REPEATABLE BUT MAXIMUM UC CREDIT IS 3 UNITS.

30 The Beginnings of Civilization (3) UC:CSU ☉

Lecture, 3 hours.

A survey of mans cultural heritage from prehistoric times to the early civilizations of Sumeria, Babylonia, Assyria, and Egypt. Emphasis will be placed on the arts, literature's, religion, cultural traditions and contributions made by these civilizations to mans historical and cultural heritage. The approach of the course is interdisciplinary involving a presentation made up of the following disciplines: art, music, literature, anthropology, psychology, drama, philosophy and history.

31 People in Contemporary Society ‡ (3) UC:CSU

Lecture, 3 hours.

A study in some depth from the Industrial Revolution to the present. The approach is interdisciplinary, involving such disciplines as: art, music, literature, drama, philosophy and history. The emphasis is upon the evolutionary development which has influenced and shaped modern culture, in order for students to gain an understanding of their cultural heritage.

40 Native American Civilizations I ‡ (3) UC:CSU

Lecture, 3 hours.

A survey of the high culture areas of the Western Hemisphere from prehistoric times through the European conquest. Emphasis will be placed on the cultural and social development of the groups studied. The approach will be interdisciplinary, including such disciplines as music, art, dance, literature, anthropology and history.

61 People and Their World: The Creative Process (3) CSU

Lecture, 3 hours.

Involves the student in a study of the individual and society which will emphasize mans creative processes. Surveys mans creativity as expressed in myths and dreams and explores works of art and literature to discover the range of mans creative instinct. The approach is interdisciplinary involving a presentation made up of the following disciplines: art, music, literature, psychology, drama, philosophy, and history.

88 Cultural Heritage of Los Angeles (3) CSU

Lecture, 3 hours.

An examination of the unique qualities of the greater Los Angeles area through a study of its geography, archaeology, history, art, architecture, and ethnic contributions. Classroom presentations will be supplemented extensively with field trips to local sites.

185 Directed Study - Humanities ‡ (1) UC:CSU**285 Directed Study - Humanities ‡ (2) UC:CSU****385 Directed Study - Humanities ‡ (3) UC:CSU***Prerequisite: None.***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.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

INDUSTRIAL TECHNOLOGY**350 Quality Control Statistical Procedures (3)***Prerequisite: None.*

Lecture, 3 hours.

The basic elements of statistical process control used in manufacturing industries. Introduction to the statistical methods used to measure and improve manufacturing processes.

INSURANCE

(See Finance)

INTERNATIONAL BUSINESS**1 International Trade (3) CSU***Prerequisite: None.*

Lecture, 3 hours.

This introductory course in the field of foreign commerce deals with the relation of foreign trade to domestic trade. The course surveys the operation of an import and export business, including organization, marking, terminology, documents, financial procedures, credits and collection and communications. The basic principles and practices of world trade are studied.

ITALIAN**1 Elementary Italian I (5) UC:CSU***Corresponds to the first year of high school Italian.**Prerequisite: None.*

Lecture, 5 hours.

An introduction to the language. This course is designed to develop the speaking, writing and reading skills in the language. Readings and discussions in Italian are based on a general introduction to Italian customs and culture. Use of the language laboratory is required.

2 Elementary Italian II (5) UC:CSU

Corresponds to the second year of high school Italian.

Prerequisite: Italian 1 with grade of C or better, or equivalent skill level.

Lecture, 5 hours.

Continues and completes the study of the elementary grammar with special emphasis on conversational practice in Italian. The study of Italian culture is expanded to include introductory surveys of Italian geography, language and art. Use of the language laboratory is required.

3 Intermediate Italian I ‡ (5)

UC:CSU ☉

Prerequisite: Italian 2 with grade of C or better, or equivalent skill level.

Lecture, 5 hours.

A review of Italian grammar with special emphasis upon idiomatic construction and expressions. Oral discussions and conversation are based on selected readings from contemporary Italian writing.

4 Intermediate Italian II ‡ (5)

UC:CSU ☉

Prerequisite: Italian 3 with grade of C or better or equivalent skill level.

Lecture, 5 hours.

Stresses the reading of modern Italian short stories. Special emphasis is given to oral discussions based on the readings. Further study in grammar with the use of current idiomatic expressions.

5 Advanced Italian I ‡ (5)

UC:CSU ☉

Prerequisite: Italian 4 with a grade of C or better or equivalent skill level.

Lecture, 5 hours.

Introduces the student to some of the important movements in Italian literature. Includes readings in prose and poetry from representative authors of Italian. It continues the study of grammar and composition through oral and written reports in Italian.

8 Conversational Italian ‡ (2)

UC:CSU RPT3

Prerequisite: Italian 2 with a grade of C or better or equivalent skill level.

Lecture, 2 hours.

Provides opportunities for conversation on current events, cultural material and everyday topics. Emphasis is placed on idiomatic expression. Training in pronunciation, enunciation and vocabulary building. Not open to native speakers of Italian.

ITALIAN 8 IS REPEATABLE BUT MAXIMUM UC CREDIT IS 4 UNITS.

10 Italian Civilization ‡ (3)

UC:CSU

Prerequisite: None. (Taught in English)

Lecture, 3 hours.

A study of cultural development of Italy. Her contributions in the fields of art, architecture, literature, music and the sciences are studied in their relation to the history and institutions of her people. Lectures and discussions are in English. Designed as a humanities course, for all college students, especially for those interested in arts, music and philosophy. Recommended for Italian majors.

185 Directed Study - Italian (1)

UC:CSU

285 Directed Study - Italian (2)

UC:CSU

385 Directed Study - Italian (3)

UC:CSU

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Italian 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.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Italian (1-4) CSU

Italian is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

JEWISH STUDIES

(For Jewish Studies see also Hebrew)

1 The Jew in America ‡ (3)

UC:CSU

Prerequisite: None.

Lecture, 3 hours.

An historical analysis of the Jews in the United States which discusses the essentially social and psychological problems of Jewish group identity. Much of the course concerns itself with the contemporary scene – the Jewish religious minority in America and its revival, the reasons for it, and the extent to which it expresses religious and spiritual impulses as well as social needs. The contribution of the successive waves of Jewish immigration to this country and western civilization in general is evaluated.

2 The Jewish Religious Heritage ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Comprises an exploration of the major teachings of Judaism. A brief historical background dealing with the development of Judaism is related to an exposition of its central affirmations. The goal is to familiarize the student with what the Jewish religious tradition regards to be its essential genius and also to provide an opportunity for an appreciation of the similarities and differences between Judaism and the other major religious groups of American culture. Among the topics to be discussed are the following: (A) The shape of faith: God, man, rites of passage, Jewish festivals, community; (B) The dynamics of faith: religious commitment and social problems, contemporary values, the present state of Jewish belief.

3 Contemporary Hebrew Literature in Translation ‡ (3)

UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Consists of lectures and discussions in English on the Hebrew literature of the nineteenth and twentieth centuries, with a background of earlier works. Students will read translations of principal writers of modern Hebrew poetry, essay, short story and novel.

4 Israel: The Theory and Practice of Zionism ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Consists of a general survey of the historical development of the area with an emphasis upon the social and political development of the state of Israel. The social and political institutions of the state of Israel will be analyzed along with a general study of the geographic, economic, ethnic and religious composition of the land of Israel. A general study will be made of the ideological and historical background of the Zionist movement as well as a general survey of the origins of the Palestinian national movement.

5 Yiddish Literature in English Translation I (3) UC:CSU

(Same as English 232)

Prerequisite: None.

Lecture, 3 hours.

A survey of Yiddish literature in English translation, including poetry, prose, drama, and folksong, from the very beginnings (c. 1382) to the present. Readings from Yiddish medieval romance, through Middle Yiddish and the classical period (Mendele, Sholem Aleikhem, Peretz), ending with the moderns. The literature to be viewed against its social and ideological background; e.g., early shtetl and later, big city life; Khasidism; Haskalah; Bundism; Zionism; etc. To include an analysis of the origin and development of the Yiddish language and its dialect structure.

6 American-Jewish Literature ‡ (3) UC:CSU

(Same as English 233)

Prerequisite: None.

Lecture, 3 hours.

A good deal of the best current American writing is being done by the sons and grandsons of immigrant Jews (e.g., Bellow, Malamud, Roth). Some earlier American-Jewish writing is currently being rediscovered (Cahan, Fuchs, Henry Roth). The course will study a score of such writers, after first grappling with a definition for American-Jewish literature. The books selected will be read and discussed first as literature, and second as a reflection of the Jewish experience in America.

7 Elementary Yiddish I ‡ (3) UC:CSU

(Same as Yiddish I)

Prerequisite: None.

Lecture, 3 hours.

This beginning course in the Yiddish language teaches basic reading and writing; it also provides an introduction to the history of Yiddish as a mirror of the last 1,000 years of Ashkenazic Jewish life. Folklore, folksongs, literature and conversational Yiddish supplement the basic course materials.

8 Elementary Yiddish II ‡ (3) UC:CSU

(Same as Yiddish II)

Prerequisite: Jewish Studies 7 or Yiddish I.

Lecture, 3 hours.

Attention to grammar, syntax, vocabulary, and conversational skills is given in addition to attainment of greater proficiency in reading and writing. Opportunities are provided for reading and studying Yiddish poetry and prose in the original, e.g., Sholem Aleikhem, Peretz, Asch, Leyvik, Manger, and many others.

9 Hebrew Civilization I ‡ (3) UC:CSU

(Same as Hebrew 9)

Prerequisite: None.

Lecture, 3 hours.

A study of the development of the Jewish self-understanding in relation to the intellectual climate of the environment, as expressed in the Biblical Age (ca. 2000 B.C.E. to ca. 300 B.C.E.).

10 Hebrew Civilization II ‡ (3) UC:CSU

(Same as Hebrew 10)

Prerequisite: None.

Lecture, 3 hours.

Studies in specific problems and trends in the Jewish Heritage during the European and Modern Periods, Mysticism, Hasidism, Haskalah, Emancipation, Religious Movements, Zionism; the Holocaust and the state of Israel; educational, moral, and theological issues; Diaspora Jewry and non-Jewish relations; Ashkenazim and Sepharadim; the thought and manners of the time in an historical context.

11 Elementary Hebrew I (5) UC:CSU

(Same as Hebrew 1)

Prerequisite: None.

Lecture, 5 hours.

Fundamentals of the language, the essentials of grammar, practical vocabulary, useful phrases, and the ability to understand, read, write and speak simple Hebrew. Emphasis is on the spoken language.

12 Elementary Hebrew II (5) UC:CSU

(Same as Hebrew 2)

Prerequisite: None.

Lecture, 5 hours.

Continues the presentation of grammatical forms, provides additional training in oral and written composition, and reading.

13 Intermediate Hebrew I ‡ (5) UC:CSU

(Same as Hebrew 3)

Prerequisite: None.

Lecture, 5 hours.

A review of grammar, additional training in conversation and readings in modern Hebrew prose.

14 Intermediate Hebrew II ‡ (5) UC:CSU

(Same as Hebrew 4)

Prerequisite: None.

Lecture, 5 hours.

Completes the presentation of grammar, provides additional review of grammar by means of advanced composition, the use of the practical idioms, and practice in conversation.

17 The Talmud: Mishnah as Literature ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A study of the Talmudic period, giving an analysis of the religious-cultural socio-economic and political conditions in Eretz Israel and in the Diaspora from ca. 330 B.C.E. to ca. 500 C.E.

25 The History of the Jewish People (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Traces the development of the Jews from their origins in Mesopotamia to the present day. It follows and describes the experiences of the Jewish people in all parts of the world and in all important countries. It analyzes their outlook and philosophy, their habits and customs, their values and ideals.

26 Survey of Jewish Thought and Culture ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A survey of Jewish philosophical thought from Philo to the Post-Auschwitz Age as reflected in the shifting cultural centers of the Jewish Diaspora and commonwealth.

27 Holocaust: A Prototype of Genocide ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

The course describes pre-World War II Europe, emphasizes the nature of Hitler's Nazi-movement in Germany, reviews the war years and program of genocide against the Jewish people of Nazi-occupied Europe, and considers reasons for the Holocaust, roles of the perpetrators and victims, and results.

911-921-931-941 Cooperative Education - Jewish Studies (1-4) CSU

Jewish Studies is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

JOURNALISM

101 Collecting and Writing News (3) CSU

Prerequisite: None.

Recommended: Concurrent enrollment in Journalism 106.

Required of all newspaper and photo-journalism majors. Journalism 101 or 106 required of all magazine journalism majors.

Lecture, 3 hours.

This introductory course stresses instruction in the gathering of information and in its accurate presentation. Extensive writing experience is emphasized. Critical evaluation of news reporting includes instruction and practice in the avoidance of faulty interpretation of facts, in the critical presentation of information, and in the recognition of propaganda appeals and libel. Newspaper, radio, and television news are surveyed. Adherence to writing style and standards of the profession is emphasized.

105 Mass Communications (3) UC:CSU

(CAN JOUR 4)

Prerequisite: None.

Lecture, 3 hours.

This introductory survey course examines the major aspects of the electronic media, especially film, radio and television. A historical perspective is taken, showing the chronological development of each of these media. Their sociological and psychological impact on society at different periods of time from their origin to the present also is analyzed.

106 Mechanics of Expression (3) CSU

Prerequisite: None.

Required of all newspaper journalism majors. Journalism 101 or 106 required of all magazine journalism majors.

Lecture, 3 hours.

Provides thorough instruction in grammar, punctuation, capitalization and word usage. Concentrates on critical analysis and application of the interaction and relationship to each other of words, phrases, and clauses in the correct and effective expression and transference of thoughts in written English.

108 Article Writing (3) CSU

Prerequisite: None.

Required of all magazine journalism majors.

Lecture, 3 hours.

Instruction in the writing of material for a magazine, including articles, editorials, or reviews suitable for publication; as well as practice in editing and the use of illustrative materials.

202 Advanced Newswriting (3) CSU

Prerequisite: Journalism 101 with grade of C or better.

Required of all newspaper journalism majors.

Lecture, 3 hours.

Provides the student with principles and practice in writing specialized types of newspaper stories and increases the mastery of fundamental reporting techniques. Interpretative writing skills, editorial writing, and feature writing are included.

218 Practical Editing (3) CSU RPT3

Prerequisite: Journalism 202 with grade of C or better or presentation of a portfolio demonstrating equivalent skill level.

Required of all newspaper journalism majors.

Lecture, 2 hour; laboratory, 5 hours.

Practical instruction and practice in writing and editing the campus newspaper. Editions are evaluated in regularly scheduled class meetings.

219 Techniques for Staff Editors (1) CSU RPT2

Prerequisite: Required as concurrent enrollment with Journalism 218.

Designed for Star editorial board members.

Lecture, 1 hour, laboratory, 2 hours.

Instruction for campus newspaper editors in editorial writing and analysis of editorial problems. Emphasis is placed on formulating editorial policy.

220 Magazine Editing ‡ (3) CSU RPT3

Prerequisite: Journalism 101 or 108 with a grade of C or better or presentation of portfolio demonstrating equivalent skill level.

Required of all magazine journalism majors.

Lecture, 2 hours; laboratory, 3 hours.

Practical instruction and practice in writing and editing the campus feature magazine. Artistic design, principles of harmony and unity, and creativity in layout are stressed. Writing and editing of copy, designing of pages; taking and selecting photographs; preparing photos and other illustrations and materials for production; reproduction paste-up is done; design and other aspects of publishing are put into practice.

185 Directed Study - Journalism (1) CSU

285 Directed Study - Journalism (2) CSU

385 Directed Study - Journalism (3) CSU

Prerequisite: None.

Conference, 1 hour per unit.

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

Credit Limit: A maximum of 3 units in

Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - Journalism (1-4) CSU

Journalism is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

LAW

(For Law, see also Business and Real Estate)

1 Business Law I (3) UC:CSU

(CAN BUS 8)

(Same as Business 5)

Prerequisite: None.

Lecture, 3 hours.

Essentials of the law of contracts in its application to everyday problems pertaining to business and to the individual.

Elementary safeguards regarding sales and sales contracts. Case discussion and lecture method.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF BUS 5, 6, LAW 1, OR LAW 2 IS ONE COURSE.

2 Business Law II (3) UC:CSU*(Law 2 may be taken before Law 1)**(Same as Business 6)**Prerequisite: None.***Lecture, 3 hours.**

Essentials of the law of agency, partnerships, corporations, property, bailments, and commercial paper. Case discussion and lecture method.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF BUS 5, 6, LAW 1, OR LAW 2 IS ONE COURSE.

3 Civil Rights and the Law (3)**UC:CSU***Prerequisite: None.***Lecture, 3 hours.**

An introduction to Constitutional Law, involving the comparative and analytical study of the law and related problems concerning Civil Rights. Due process of law, freedom of expression, freedom of religion, racial equality, and democratic processes are the topics under consideration, with emphasis on recent court decisions and international trends.

911-921-931-941 Cooperative Education - Law (1-4) CSU

Law is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

LEARNING SKILLS**1 Reading (3) NDA RPT3***Prerequisite: None.***Laboratory, 9 hours.**

Based on diagnostic assessment the student will receive group and individualized instruction in reading/English comprehension skills to the level at which the student will be able to succeed in college/vocational coursework. Credit/ No Credit.

2 English Fundamentals (3) NDA RPT3*Prerequisite: None.***Laboratory, 9 hours.**

Based on a diagnostic/prescriptive assessment, the student will receive individualized English instruction with emphasis on grammar, punctuation, and sentence structure. Paragraph structure will be introduced. Credit/No Credit.

4 The Mechanics of Spelling (1)**NDA RPT3***Prerequisite: None.***Laboratory, 3 hours.**

Based on diagnostic assessment, the student will receive group and individualized spelling instruction designed to improve spelling skills to the level at which the student will be able to succeed in college/vocational coursework. Credit/No Credit.

10 Mathematics Fundamentals (3)**NDA RPT3***Prerequisite: None.***Laboratory, 5 hours.**

Based on diagnostic/prescriptive assessment, the student will receive individualized instruction in math fundamentals so that she/he can succeed in college/vocational courses requiring computational skills. Credit/No Credit only.

40 Learning Disabled Students Individualized Diagnostic Processes (1) NDA RPT1*Prerequisite: None.*

Students should get add cards from the Disabled Students Programs and Services Office.

Conference, 3 hours.

Individualized diagnostic assessment processes are conducted. Students with identified learning disabilities become aware of individual strengths and weaknesses in achievements and learning skills and develop individualized educational plans outlining goals, objectives, and strategies for success.

41 Study Strategies for the Learning Disabled (3) NDA RPT2*Prerequisite: None.*

Class is designed for learning disabled students.

Lecture, 2 hours; laboratory, 2 hours.

This course will help students with identified learning disabilities to develop strategies to cope with the demands of the regular classroom environment. Such strategies include discovering hidden agendas, time management, note-taking, listening and reading comprehension skills.

LIBRARY SCIENCE**101 Library Research Methods (1) UC:CSU***Prerequisite: None.***Lecture, 1 hour.**

An introduction to research methods and library organization. Instructs students in the use of reference materials, book classification systems, the catalog and specialized print and electronic indexes. Focus is placed upon learning techniques of preparing a research paper. This course is offered on a Credit/No-Credit basis only.

102 Internet Research Methods (1) CSU*Prerequisite: None.***Lecture, 1/2 hour; Lab 1 hour.**

Locate and evaluate information resources on the internet using the world wide web, listservs, usenet, ftp and more. Learn principles of information access, development of search strategies, evaluation criteria and processes and specific search tools. Discuss intellectual property, censorship and online publishing.

911-921-931-941 Cooperative Education - Library Science (1-4)

Library Science is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

LINGUISTICS**1 Introduction to Language and Linguistics ‡ (3) UC:CSU***(Same as English 105)**Prerequisite: None.***Lecture, 3 hours.**

Summary of what is known about human language: an introduction to the scientific study of language, its history and structure; language in its social and cultural setting; language, the learning tool.

MACHINE SHOP

(See Engineering Technology, General 166, Industrial Arts, or Tool & Manufacturing Technology)

MANAGEMENT

There are no prerequisites for any Management classes.

1 Principles of Management (3) CSU

(It is recommended that the student have attained sophomore status or have business experience before enrolling in this class.)

Recommended: Business 1.

Lecture, 3 hours.

Introductory course in principles of management. Detailed analysis of management functions: planning - including objectives, policies, methods, and procedures; organizing - including authority, responsibility; controlling - including standards, control of sales, production and cost.

NO UC CREDIT FOR MGT 1 AFTER SUMMER 1995.

6 Public Relations ‡ (3) CSU RPT 1

(It is recommended that the student have attained sophomore status or have business experience before enrolling in this class.)

Lecture, 3 hours.

Public relations in industry, government and community organizations. The various media and techniques employed are analyzed, and employment opportunities are discussed.

13 Small Business Management I (3) CSU

(It is recommended that the student have attained sophomore status or have business experience before enrolling in this class.)

Lecture, 3 hours.

Teaches the student the organization and operation of small business. The major areas of study include: the analysis of ones own personal qualifications for starting and managing small business, determining the market opportunity, legal procedures, location factors, capital and credit requirements, protective functions to provide for risk, and personnel management.

31 Human Relations for Employees (3) CSU

Lecture, 3 hours.

The practical applications of psychological and sociological principles to the study of human relations in business and industry.

33 Personnel Management (3) CSU

Lecture, 3 hours.

An introduction to the various aspects of modern manpower management in industry and government; relation of personnel to the organization, determination of requirements, job analysis and specifications, wage and salary determination, recruitment, selection, interviewing, testing, performance evaluation, training, labor and employee relations, elementary statistics, personnel research and evaluation, and personnel as a profession.

48 Management Systems and Procedures ‡ (3) CSU

Lecture, 3 hours.

An introduction to systems and procedures aspects of modern management, particularly to more efficient paperwork; relation to organization and management; barriers to procedure improvement, systems and procedure analysis, charting, work simplification, forms design and control, work measurement, P.E.R.T. and E.D.P., selling and installing a system.

911-921-931-941 Cooperative Education - Management (1-4) CSU

Management is approved for Cooperative Work Experience Education credit. See Cooperative Education, page , for prerequisite, course description and credit limits.

MARKETING

1 Principles of Selling ‡ (3) CSU

Lecture, 3 hours.

Examine the fundamental principles of selling with emphasis on techniques; such as securing prospects, the approach, the demonstration, the handling of objections, and the close. An analysis is made of the opportunities in selling, product knowledge, and the salesman's personality.

11 Fundamentals of Advertising ‡ (3) CSU

(It is recommended that the student have attained sophomore status or have business experience before enrolling in this class.)

Lecture, 3 hours.

This course provides a business approach to the principles and practices of advertising including studies of its history, economic impact, selection of media, campaign management, the mechanics of advertising such as layout, copy, appeals and the production of electronic media commercials.

21 Principles of Marketing ‡ (3) CSU

(It is recommended that the student have attained sophomore status or have business experience before enrolling in this class.)

Lecture, 3 hours.

Teaches the student the major marketing methods, institutions, and practices. The course utilizes a systems approach to the marketing concept with major emphasis upon fundamentals for marketing decision-making. The major areas of study include: the consumer and industrial markets, customer motivation, research techniques, product decisions, distribution channels and institutions, the integration of promotional techniques and pricing, and evaluation of the marketing effort.

31 Retail Merchandising ‡ (3) CSU

(Because of the more advanced specialization of this course, it is suggested that the student have completed Marketing 21 or its equivalent or have some field experience before enrolling in this course.)

Lecture, 3 hours.

Provides the student with a working knowledge of the principles and procedures in retailing, including a study of store location, store layout, store organization, buying, pricing, stock planning, and retail sales promotion.

32 Fashion Merchandising (3) CSU

(Because of the more advanced specialization of this course, it is suggested that the student have completed Marketing 21 or its equivalent or have some field experience before enrolling in this course.)

Lecture, 3 hours.

A broad background and comprehensive analysis of the fashion and related industries and explores their history, development, organization and operations. It helps develop a merchandising vocabulary and prepares the student for employment in the retail field.

33 Retail Buying ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A study of the principles and techniques of buying for retail organizations. The material stresses the management responsibilities of the buyer in determining customer demand. Study includes inventory and stock control procedures, merchandise selection, merchandise planning, use and interpretation of buyers reports, and retail mathematics for buyers.

34 Home Furnishings Merchandising ‡ (3)

(Because of the more advanced specialization of this course, it is suggested that the student have completed Marketing 21 or its equivalent or have some field experience before enrolling in this course.)

Lecture, 3 hours.

Provides the information necessary to select and promote merchandise. It is a valuable tool for both sales and advertising. Included in the course of study are the sources of raw materials, manufacturing techniques, and merchandising vocabulary for leather goods, furs, jewelry, cosmetics, furniture, china, silverware, glassware, housewares and paper goods.

185 Directed Study - Marketing (1) CSU

285 Directed Study - Marketing (2) CSU

Prerequisite: None.

Conference, 1 hour per unit.

Directed Study allows selected students to pursue specific projects (departmentally approved) under the direction of a supervising instructor. The student will be examining topics related specifically to that individuals training, education and interest. *Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.*

911-921-931-941 Cooperative Education - Marketing (1-4) CSU

Marketing is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

MATHEMATICS

MATHEMATICS PLACEMENT TEST: Every student planning to enroll in a mathematics course for the first time at Valley College is expected to take the Mathematics Assessment. Upon completing the assessment students are advised of their recommended placement and are then allowed to enroll in that course. Contact the Assessment Center for hours (818) 947-2587.

NOTE: Students are advised to consult counselors or the mathematics faculty if in doubt about prerequisites.

105 Arithmetic (3) NDA

Prerequisite: None.

Lecture, 3 hours.

Reviews the fundamentals of arithmetic that are essential to continuing in any field.

112 Prealgebra (3) NDA

Prerequisite: None.

Recommended: A grade of C or better in Mathematics 105, or appropriate skill level demonstrated through the math placement process.

Lecture, 3 hours.

Review of Arithmetic and introduction to basic algebraic concepts.

113 Introduction to Elementary Algebra I (3)

Prerequisite: None.

Recommended: A grade of C or better in Mathematics 112, or appropriate skill level demonstrated through the math placement process.

Lecture, 3 hours.

The first half of Mathematics 115. Covers signed numbers, integer exponents, polynomials, solving linear equations and inequalities, introduction to graphing linear equations in two variables, and factoring. Mathematics 113 and 114 together are equivalent to Mathematics 115. Credit is allowed in only one of Mathematics 115 or the Mathematics 113/114 combination. Concurrent enrollment in Mathematics 113 and 114 is not permitted.

114 Introduction to Elementary Algebra II (3)

Prerequisite: A grade of C or better in Math 113.

The second half of Mathematics 115. Covers factoring, rational expressions, linear equations and functions, solving systems of linear equations, roots and radicals, and methods of solving quadratic equations. Mathematics 113 and 114 together are equivalent to Mathematics 115. Credit is allowed in only one of Mathematics 115 or the Mathematics 113/114 combination. Concurrent enrollment in Mathematics 113 and 114 is not permitted.

115 Elementary Algebra (5)

Prerequisite: None.

Recommended: A grade of C or better in Mathematics 112, or appropriate skill level demonstrated through the math placement process.

Lecture, 5 hours.

Integers, rational numbers and fundamental operations thereon; positive integer exponents, order of operations, fundamental operations on polynomials and algebraic fractions, polynomial factoring, square root radicals, linear and quadratic equations, graphing of two variable equations, solving two variable linear systems, and algebraic solutions of a variety of verbal problems.

116 Algebra Review ‡ (3)

Prerequisite: A grade of C or better in both Mathematics 113 and Mathematics 114, or a grade of C or better in Mathematics 115, or appropriate skill level demonstrated through the math placement process.

Lecture, 3 hours.

A regular course reviewing algebra for those who have had beginning algebra but who require further practice in order to continue their study of mathematics.

120 Plane Geometry (5)

Prerequisite: A grade of C or better in both Mathematics 113 and Mathematics 114, or a grade of C or better in Mathematics 115, or appropriate skill level demonstrated through the math placement process.

Lecture, 5 hours.

Covers properties of points, lines, angles, triangles, parallelograms, circles, and other plane figures. Emphasizes logical reasoning and methods of proof, especially deductive reasoning.

125 Intermediate Algebra (5)

The second course in algebra.

Prerequisite: A grade of C or better in both Mathematics 113 and Mathematics 114, or a grade of C or better in Mathematics 115, or appropriate skill level demonstrated through the math placement process.

Lecture, 5 hours.

Sets, field and order properties of the real numbers, fundamental operations on polynomials and algebraic fractions, radicals, rational exponents, complex numbers, linear, quadratic, and rational equations and inequalities, functions and graphs, linear systems in two and three variables, matrix methods, second degree systems, sequences and series, introduction to exponential and logarithmic functions.

215 Principles of Mathematics I (3) UC:CSU

Prerequisite: A grade of C or better in both Mathematics 120 and Mathematics 125, or appropriate skill level demonstrated through the math placement process.

Lecture, 3 hours.

Primarily for students who plan to teach arithmetic in elementary schools. The course covers the language of sets; elementary logic; systems of numeration; nature of numbers; fundamental operations, relations and functions; domain of integers; field of rational and real numbers; and various algorithms used in calculations.

UC CREDIT FOR MATH 215 EFFECTIVE FALL 1994.

225 Introductory Statistics (3) UC:CSU

(CAN STAT 2)

Prerequisite: A grade of C or better in Mathematics 125, or appropriate skill level demonstrated through the math placement process.

Lecture, 3 hours.

Introduces fundamentals of statistics including: data collection, organization, presentation, analysis, and interpretation; frequency distributions; sampling; hypothesis testing; interval estimation; correlation and regression. Emphasis will be placed on statistical ideas and techniques, consequently calculators or computer programs will be utilized for ease of calculation.

MATH 225 AND STAT 1 COMBINED, MAXIMUM UC CREDIT, ONE COURSE.

234 Precalculus for Business and Social Sciences (3) UC:CSU

Prerequisite: A grade of C or better in Mathematics 125; or appropriate skill level demonstrated through the math placement process.

Lecture: 3 hours

This course bridges the gap between intermediate algebra and calculus for business and social sciences. Topics include a review of algebra, emphasizing equations, expressions, and inequalities that are specific to calculus. Polynomial, rational, exponential, and logarithmic functions, including their graphs. Emphasis will be placed on setting up functions specific to those used in calculus.

238 Calculus for Business and Social Sciences I (5) UC:CSU

Prerequisite: A grade of C or better in Mathematics 234; or a grade of C or better in Mathematics 245; or a grade of C or better in Mathematics 260; or appropriate skill level demonstrated through the math placement process.

Lecture: 5 hours

Covers the following topics and their applications: algebra review; functions; polynomial, rational, exponential, and logarithmic functions; differentiation and integration; the definite integral.

239 Mathematical Analysis for Business and Social Sciences II ‡ (5) UC:CSU

Prerequisite: A grade of C or better in Mathematics 238.

Lecture, 5 hours.

A continuation of Mathematics 238; differential equations; improper integrals; functions of two and more variables; partial derivatives; total differentials; extrema; Lagrange multipliers, and applications.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF MATH 238/239 OR 265/266 IS ONLY ONE SERIES.

240 Trigonometry (3) CSU

(CAN MATH 8)

Prerequisite: A grade of C or better in both Mathematics 120 and Mathematics 125, or appropriate skill level demonstrated through the math placement process.

Lecture, 3 hours.

Covers trigonometric and inverse trigonometric functions: solving triangles, proving trigonometric identities, solving trigonometric equations, complex numbers including De Moivre's theorem, polar coordinates and graphing polar equations.

245 College Algebra (3) UC:CSU

(CAN MATH 10)

Prerequisite: A grade of C or better in Mathematics 125, or appropriate skill level demonstrated through the math placement process.

Lecture, 3 hours.

Covers the real and complex number fields; elementary set operations; linear and quadratic equations and inequalities; relations and functions; theory of polynomial functions; systems of equations; matrices; binomial theorem; sequences, series, exponential and logarithmic functions.

MATH 245 COMBINED WITH MATH 260, MAXIMUM UC CREDIT IS 4 UNITS.

260 Precalculus (5) UC:CSU

(CAN MATH 16)

Prerequisite: A grade of C or better in Mathematics 240, or concurrent enrollment; or appropriate skill level demonstrated through the math placement process.

Lecture, 5 hours.

A precalculus course in college algebra, analytic geometry, covering functions, theory of equations, induction, sequences and series, binomial theorem, inequalities, matrices, polar coordinates, exponential, logarithmic, and trigonometric functions, and graphing polynomial, rational, and transcendental functions and conic sections.

Note: UC allows a maximum of 4 transferable units for this course.

MATH 245 COMBINED WITH MATH 260, MAXIMUM UC CREDIT IS 4 UNITS.

265 Calculus with Analytic Geometry I (5) UC:CSU

(CAN MATH 18)

Prerequisite: A grade of C or better in both Mathematics 240 and Mathematics 260, or appropriate skill level demonstrated through the math placement process.

Lecture, 5 hours.

Begins a three semester unified treatment of analytic geometry and calculus; it includes both theory and applications of functions and their graphs, limits, continuity, derivatives, rates of change, maxima and minima, mean value theorem, approximations, anti-derivatives, and definite integrals.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF MATH 238/239 OR 265/266 IS ONLY ONE SERIES.

266 Calculus with Analytic Geometry II (5) UC:CSU

(CAN MATH 20)

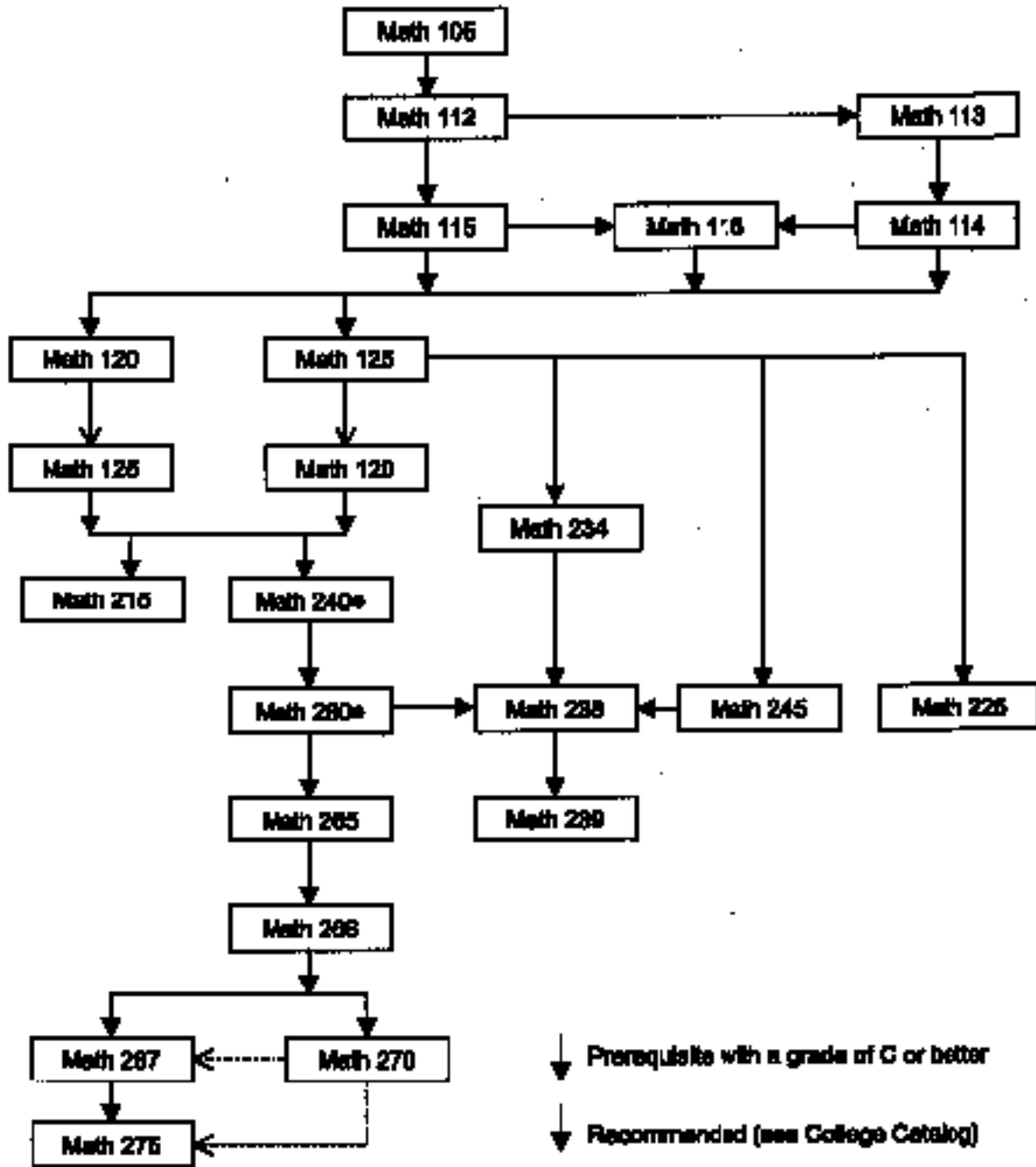
Prerequisite: A grade of C or better in Mathematics 265.

Lecture, 5 hours.

The second semester in a three semester unified treatment of analytic geometry and calculus; topics included are derivatives and integrals of inverse trigonometric, logarithmic, exponential, and hyperbolic functions, methods of integration; improper integrals; numerical methods; conic sections, polar coordinates, Taylor formulas, indeterminate forms, infinite series, and power series.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF MATH 238/239 OR 265/266 IS ONLY ONE SERIES.

Math Course Sequence



- ↓ Prerequisite with a grade of C or better
- ↓ Recommended (see College Catalog)
- ↓ Recommended prerequisite or corequisite
- ↓ Both Math 120 & Math 125 must be completed with grades of C or better.

* Math 240 may be taken concurrently with Math 280

267 Calculus with Analytic Geometry III (5) UC:CSU

(CAN MATH 22)

Prerequisite: A grade of C or better in Mathematics 266.*Recommended:* A grade of C or better in Mathematics 270 or concurrent enrollment.**Lecture, 5 hours.**

The final course in a three-semester unified treatment of analytic geometry and calculus. Includes quadric surfaces, vector and parametric equations in two and three space, curvature, cylindrical and spherical coordinates, partial differentiation, gradient, maxima and minima for functions of several variables, multiple integration, surface integrals, line integrals, Green's Theorem, Divergence Theorem, and Stoke's Theorem.

270 Linear Algebra (3) UC:CSU

(CAN MATH 26)

Prerequisite: A grade of C or better in Mathematics 266.**Lecture, 3 hours.**

Matrix and determinant theory and application to linear systems; vector inner product spaces; linear transformations; eigenvalue-eigenvector theory; and diagonalization.

275 Ordinary Differential**Equations (3) UC:CSU**

(CAN MATH 24)

Prerequisite: A grade of C or better in Mathematics 267. *Recommended:* A grade of C or better in Mathematics 270.**Lecture, 3 hours.**

A study of first order differential equations and linear differential equations. Special methods for the solution of these equations are developed and applied. Laplace transforms are developed and applied. Series solutions and operator methods are included, as are linear systems of differential equations.

185 Directed Study - Mathematics ‡ (1) UC:CSU ☉*Prerequisite:* Mathematics 265 with a grade of C or better or concurrent enrollment in Mathematics 265 or equivalent skill level.**Conference, 1 hour.**

Direct study allows students to pursue selected topics in mathematics beyond the normal curriculum under the direction of a supervising instructor.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Mathematics (1-4)**CSU**

Mathematics is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

MEDIA ARTS**100 Introduction to Media Arts (3) CSU***Prerequisite:* None.**Lecture, 3 hours.**

Introductory, interdisciplinary survey of the media arts in the entertainment industry. This class will take the student through the creative process from start to finish, from pre-production (idea to script) to production (casting, story-boarding, acting and shooting), to post-production (editing, visual effects, sound/music), and, finally, beyond production (web sites, CD-ROM, magazines, distribution).

101 Introduction to Digital Film/Video Production (3) CSU*Prerequisite:* None.**Lecture, 2 hours; laboratory, 2 hours.**

Comprehensive overview of all aspects of digital film/video production from script concept to finished project, centering on basic theory and its applications via exams, demonstrations, and hands-on experiences with digital media exercises.

102 Introduction to Computer Applications in Media Arts (3)*Prerequisite:* None.**Lecture, 2 hours; laboratory, 2 hours.**

A survey of the computer hardware and software currently used in media arts and multi-media. Different operating systems will be presented along with applications used for pixel-based images, vector-based images, 3-D imaging, digital video, animation, sound production, scriptwriting and production management.

115 Digital Film/Video Cinematography (3) CSU*Prerequisite:* Media Arts 101 with a grade of C or better.**Lecture, 2 hours; laboratory, 2 hours.**

Intermediate level course dealing with theory, techniques, and aesthetics of digital film / video cinematography and lighting, via demonstrations, exams, practicums, and shooting exercises utilizing a variety of industry-oriented digital applications, cameras and accessories.

120 Digital Film/Video Editing (3) CSU*Prerequisite:* Media Arts 101 with a grade of C or better.**Lecture, 2 hours; laboratory, 2 hours.**

Intermediate level course dealing with theory, techniques, and aesthetics of digital film / video editing via demonstrations, exams, practicums, and editing exercises utilizing a variety of industry-oriented digital applications with an emphasis on Final Cut Pro.

MEDICAL TERMINOLOGY

(See Biology 33)

MERCHANDISING

(See Marketing)

METEOROLOGY**3 Introduction to Weather and Climate (3) UC:CSU**

(Same as Geography 3)

Prerequisite: None.**Lecture, 3 hours.**

An introduction to the atmosphere with an emphasis on its properties and physical processes of weather. Forecasting and weather map interpretation, instrumentation and recording of observations are also considered. Weather phenomena and atmosphere are discussed along with short and long-term climate variation, classification systems and the global distribution of climatic types. Other topics include smog, El Nino/La Nina, global warming and the destruction of the ozone layer. The computer will be used to download current weather information, which will be analyzed by class members.

MICROBIOLOGY**1 Introductory Microbiology (5) UC:CSU***Prerequisite:* Chemistry 51 or equivalent.**Lecture, 3 hours; laboratory, 6 hours.**

Introduction to the study of prokaryotic and eucaryotic microorganisms with emphasis on morphology, growth, metabolism, genetics, host-parasite relationships and infectious diseases.

MICRO 1 COMBINED WITH MICRO 20, MAXIMUM UC CREDIT IS ONE COURSE.

20 General Microbiology (4) UC:CSU

Prerequisite: Chemistry 51 or equivalent.

Lecture, 3 hours; laboratory, 3 hours.

The principles of microbiology including sterilization and disinfection, public sanitation factors in infection, and the common infectious diseases, as well as a study of elementary immunology.

MICRO 1 COMBINED WITH MICRO 20,
MAXIMUM UC CREDIT IS ONE COURSE.

MEXICAN-AMERICAN STUDIES

(See Chicano Studies)

MOTION PICTURES

(See Cinema Arts)

MUSIC

A list of required and recommended classes for the Music Major is available in either the Counseling office or the Music Department. Additional repeatability for the Music classes listed below is permitted for matriculated Music major students; see department chair or course instructor:

Music 250, 321, 322, 323, 324, 414, 453, 501, 531, 563, 604, 614, 624, 654, 701, 711, 721, 731, 751, 771, 775, and 781.

101 Fundamentals of Music (3) UC:CSU

Prerequisite: None.

Recommended for general students, not for students planning to take 201/211.

Lecture, 3 hours.

Introductory course in reading and writing music. Covers notation, keys, scales, intervals, chords. Includes experience in sight singing and ear training. Prepares students for further study, listening and performance of music literature from all historical periods.

111 Music Appreciation I (3) UC:CSU ☉

Prerequisite: None.

Recommended for Music majors prior to taking Music 121 and 122.

Lecture, 3 hours.

A general course designed to develop an understanding of the literature of Western art music heard in concert, motion pictures, radio and television. Emphasis is given to techniques of perceptive listening.

121 Music History and Literature I ‡ (3) UC:CSU

Prerequisite: Music 201.

Recommended: Music 111.

Lecture, 3 hours.

Designed for Music Majors, but open to the general student. Traces the evolution of music as reflection of the changing culture in the Western world from ancient Greece to the 18th century. Covers the changes in the style and techniques of music composition from Gregorian chant through the development of polyphony in the Middle Ages, the sacred and secular music of the Renaissance, and the vocal and instrumental music of the early and middle Baroque.

122 Music History and Literature II ‡ (3) UC:CSU

Prerequisite: Music 201.

Recommended: Music 111.

Lecture, 3 hours.

Designed for music majors, but open to the general student. Traces the evolution of music as reflection of the changing culture in the Western world from 18th century to the present. Covers the changes in the style and techniques of music composition from the vocal and instrumental music of the late Baroque, through the development of the sonata idea in the Classic era, the concept of the interrelationship of the arts of the Romantic era, to the multi-faceted musical culture of the twentieth century.

136 Music in American Culture ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A comparative and integrative study of the multi-cultural music styles of the United States. It includes the musics of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans, tracing the development of that music from its historical roots, to its influence on contemporary American music.

137 Music as a Business (3)

Prerequisite: None.

Lecture, 3 hours.

A study of the business aspects of music. The course addresses the skills and knowledge necessary for success in the music business and related careers.

141 Jazz Appreciation (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A study of the elements of jazz as well as tracing the development and evolution of styles and structure. Listening skills will be developed to recognize the many differences in individual solo as well as jazz ensemble interpretations. A discussion of composing and arranging music in a jazz style will be incorporated.

152 Current Musical Events (1) CSU RPT3

Prerequisite: None.

Required of all Music majors desiring an AA degree.

Recommended: Concurrent enrollment in Music 200, 201, and 211.

Lab/performance, 2 hours.

This course enriches the students musical experiences through the presentation of live performances in a variety of concerts and recitals. The events offered include concerts by the various departmental musical organizations, student soloists, faculty recitals and guest artists.

161 Introduction to Electronic Music (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

This introductory course explores the history and use of electronic equipment, synthesizers, computers and recording equipment in the making of music. Topics include computer hardware and software, modern sequencing techniques, MIDI, and basic digital audio, using the Macintosh platform. It is assumed that the student have some proficiency at the keyboard, as well as the ability to read music.

165 Introduction to Recording Arts (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

An introduction to the theory and practice of acoustics, audio, and recording. Topics include: the nature of sound; basic acoustics; audio systems and terminology; microphone principles and usage; recording styles; recording studio equipment; multi-track recording procedures.

180 Applied Music Lab (.5) RPT3

Prerequisite: None.

Corequisite: Music 181, 182, 183, 184, and 250.

Laboratory, 5 hours.

This course allows students to improve their technical skills on their own instrument or voice as assigned by Applied Music-Individual Study instructors. Basic repertoire and historical performance practice are emphasized.

181 Applied Music I (.5)

Prerequisite: Audition.

Corequisite: Music 180 and 250.

Lecture, 1 hour.

Required for the AA degree in Music. Parallels the offering for and requirements of UC and CSU music majors. Designed to develop study, practice, and performance skills on a student's principal instruments or voice through private lessons.

182 Applied Music II (.5)

Prerequisite: Music 181.

Corequisite: Music 180 and 250.

Lecture, 1 hour.

Required for the AA degree in Music. Parallels the offering for and requirements of UC and CSU music majors. Designed to develop study, practice, and performance skills on a student's principal instruments or voice through private lessons.

183 Applied Music III (.5)

Prerequisite: Music 182.

Corequisite: Music 180 and 250.

Lecture, 1 hour.

Required for the AA degree in Music. Parallels the offering for and requirements of UC and CSU music majors. Designed to develop study, practice, and performance skills on a student's principal instruments or voice through private lessons.

184 Applied Music IV (.5)

Prerequisite: Music 183.

Corequisite: Music 180 and 250.

Lecture, 1 hour.

Required for the AA degree in Music. Parallels the offering for and requirements of UC and CSU music majors. Designed to develop study, practice, and performance skills on a student's principal instruments or voice through private lessons.

190 Music Lab for Practicing (.5) RPT3

Prerequisite: None.

Laboratory, 1.5 hours.

This course allows students to improve their technical skills on their own instrument or voice and work on the performance assignments from their theory, instrumental, vocal and musicianship instruction courses. Basic repertoire and historical performance practice are emphasized.

191 Music Listening Lab (.5) RPT3

Prerequisite: None.

Laboratory, 1.5 hours.

This course allows students to develop listening skills through the use of various listening library equipment and audio media.

192 Music Software Lab(.5) RPT3

Prerequisite: None.

Laboratory, 1.5 hours.

Students gain rudimentary skills in using the computer software associated with music. Students work at their own pace on projects in computer music notation, sequencing, musicianship and part writing.

200 Introduction to Music Theory (4) UC:CSU

Prerequisite: None.

Lecture, 3 hours; lab/performance, 2 hours.

Prepares the music student to qualify for Music 201 and 211 by an intensive study of the notional structure of music, of the elements of singing and ear training, integrated with the development of keyboard skills.

201 Harmony I (3) UC:CSU

Prerequisite: Music 200.

Corequisite: Music 211.

Lecture, 3 hours.

Placement test will test knowledge of music fundamentals, level of musicianship, and piano proficiency comparable to that attained in Music 321. Those without the appropriate skill level in music fundamentals should transfer to Music 200. Those with the necessary music fundamental skills but unable to play the piano may remain in Music 201 and 211 but must enroll also in Music 321. Diatonic harmony includes a study of the primary triads and dominant seventh chord in all inversions; the harmonization of figured basses and of given and original melodies; non-harmonic tones; and harmonic analysis.

202 Harmony II (3) UC:CSU

Prerequisite: Music 201.

Corequisite: Music 212.

Lecture, 3 hours.

Continuation of Music 201 includes: secondary triads; secondary dominants; an introduction to chromatic harmony; secondary seventh chords; secondary dominant chords; the sequence; elementary modulation; non-harmonic tones; harmonic analysis. Piano style writing is introduced.

203 Harmony III ‡ (3) UC:CSU

Prerequisite: Music 202 .

Corequisite: Music 213.

Lecture, 3 hours.

Continuation of Music 202 includes a further study of chromatic chords, modulation to distantly related keys. Piano-style writing is given in more complex textures; harmonic analysis of 18th to 20th century compositions; introduction to contemporary techniques of composition.

205 Commercial Harmony I (3) CSU

Prerequisite: Music 101 or Music 200.

Lecture, 3 hours.

This course makes the transition from traditional harmony to commercial harmony. Terminology, notation, chord structure and usage are covered with an emphasis on part writing using open and closed 4ths, major 6th & 7th chords, minor 7th chords, major, minor, pentatonic and blue scales, modes, blues and commercial chord progressions.

206 Commercial Harmony II (3) CSU

Prerequisite: Music 205.

Lecture, 3 hours.

Emphasis on harmonizing melodies in popular songs, both in written form and at the keyboard. Topics include establishing tonal centers, harmonic rhythm, root movement by fifth and step, characteristic chord progressions, voicing patterns and strategies, and use of altered and extended harmonies.

211 Musicianship I (2) UC:CSU

Prerequisite: Music 200.

Corequisite: Music 201.

Lecture, 1 hour; lab/performance, 2 hours.

Placement test will test knowledge of music fundamentals, level of musicianship and piano proficiency comparable to that attained in Music 321. Those without the appropriate skill level in music fundamentals should transfer to Music 200. Those with the necessary music fundamental skills but unable to play the piano may remain in Music 201 and 211 but must enroll also in Music 322. Correlated with the study of harmony in Music 201. Consists of review of music fundamentals; basic concepts of musical interpretation; ear training; sight-singing; melodic, rhythmic, and harmonic dictation; and keyboard harmony.

212 Musicianship II (2) UC:CSU

Prerequisite: Music 211 .

Corequisite: Music 202.

Lecture, 1 hour; lab/performance, 2 hours.

Correlated with the study of harmony in Music 202. Continuation of Music 211 presents concepts of musical interpretation; ear training; sight-singing; melodic, rhythmic, and harmonic dictation; keyboard harmony; and elementary conducting.

213 Musicianship III ‡ (2) UC:CSU

Prerequisite: Music 212.

Corequisite: Music 203.

Lecture, 1 hour; lab/performance, 2 hours.

Correlated with the study of harmony in Music 203. Continuation of Music 212 presents concepts of musical interpretation; sight reading and conducting of varied scores; advanced melodic, harmonic, rhythmic dictation; keyboard harmony.

**LOS ANGELES VALLEY COLLEGE
MUSIC DEPARTMENT**

COMMERCIAL MUSIC MAJOR

Semester Plan for the A.A. Degree

First Semester	Second Semester
Music 157 - Music Biz & Business Music 165 - Introduction to Recording Arts Music 200 - Introduction to Music Theory Music 321 - Elementary Piano I Performing Ensemble*	Music 161 - Introduction to Electronic Music Music 205 - Commercial Harmony I Music 211 - Musicianship I Music 265 - Recording Arts Workshop Music 322 - Elementary Piano I Performing Ensemble*
Third Semester	Fourth Semester
Music 206 - Commercial Harmony II Music 295 - Computer Music Sequencing Performing Ensemble* General Education Requirements - 6 Units	Music 281 - Commercial Music Techniques I Performing Ensemble* General Education Requirements - 9 Units
FIFTH SEMESTER	
Music 282 - Commercial Music Techniques II General Education Requirements - 3 Units Recommended Music 265 - Recording Arts Workshop (repeated second semester)	

* Performing Ensembles chosen from any of the following: Music 301 - Piano Ensemble, Music 501 - College Choir, Music 501 - Philharmonic Choir, Music 603 - Chamber Singers, Music 721 - Orchestra, Music 731 - Brass Band, Music 731 - Wind Ensemble, Music 771 - Guitar Ensemble Music 776 - Jazz Ensemble.

The courses listed are major requirements only. For general education requirements for the A.A. Degree in Commercial Music, see the information on Plan B majors in this catalog.

**LOS ANGELES VALLEY COLLEGE
MUSIC DEPARTMENT**

TRANSFER MUSIC MAJOR

Semester Plan for the A.A. Degree

First Semester	Second Semester
<p>Music 152 - Current Musical Events Music 200 - Introduction to Music Theory Music 321 - Elementary Piano I Performing Ensemble*</p> <p>Recommended: Music 111 - Music Appreciation or other elective In Music - 3 Units General Education Requirements - 6 Units</p>	<p>Music 152 - Current Musical Events Music 201 - Harmony I Music 211 - Musician'ship I Music 322 - Elementary Piano II Performing Ensemble* General Education Requirements - 6 Units</p>
Third Semester	Fourth Semester
<p>Music 121 - Music History & Literature I Music 202 - Harmony II Music 212 - Musician'ship II Music 221 - Counterpoint I Music 250 - Music Performance Workshop Music 323 - Elementary Piano III Performing Ensemble* General Education Requirements - 3 Units</p>	<p>Music 122 - History & Literature II Music 203 - Harmony III Music 213 - Musician'ship III Music 222 - Counterpoint II Music 250 - Music Performance Workshop Music 324 - Elementary Piano III Performing Ensemble* General Education Requirements - 3 Units</p>

* Performing Ensembles chosen from any of the following: Music 361 - Piano Ensemble, Music 601 - College Choir, Music 631 - Philharmonic Choir, Music 683 - Chamber Singers, Music 721 - Orchestra, Music 731 - Rehearsal Band, Music 751 - Wind Ensemble, Music 771 - Guitar Ensemble, Music 775 - Jazz Ensemble.

The courses listed are major requirements only. For General Education requirements for the A. A. Degree in Music, see the information on Plan B majors in this catalog.

214 Musicianship IV ‡ (2) UC:CSU

Prerequisite: Music 211 or equivalent or higher skill level.

Lecture, 1 hour; lab/performance, 2 hours.

A workshop designed for specialized work in all levels of musicianship, with emphasis placed upon developing and maintaining skills in singing, keyboard harmony, dictation (melodic and harmonic), and conducting, commensurate with those expected of the students at their individual course levels in music theory.

221 Counterpoint I ‡ (3) UC:CSU

Prerequisite: Music 201 and 211.

Lecture, 3 hours.

Introduction to the 18th-century contrapuntal techniques in two, three, and four-voice melodic combinations, including work in the five species, invertible counterpoint, motive development, two-part inventions, accompanied canon, binary dance forms, and three- and four-part fugue expositions.

231 Orchestration and Arranging I ‡ (3) UC:CSU

Prerequisite: Music 202 or 206. Music 232 may be taken before Music 231.

Lecture, 3 hours.

Emphasis on writing for rhythm section, strings, woodwinds, and brass. Projects for small chamber ensembles and studio orchestra, using traditional and commercial orchestration techniques.

232 Orchestration and Arranging II ‡ (3) UC:CSU

Prerequisite: Music 202 or 206.

May be taken before Music 231.

Lecture, 3 hours.

Further writing for rhythm section, strings, woodwinds, and brass. Projects for small chamber ensembles, full orchestra and/or studio orchestra, using traditional and commercial orchestration techniques.

241 Music Notation and Copying I (1) CSU

Prerequisite: None.

Lecture, 1 hour.

Instruction and hands-on experience in the techniques of music, chord symbol and lyric notation. Training in lead sheet, piano, and master rhythm score construction, as well as score and part layout, as it is applied using the computer. It is assumed that the student has the ability to read music and has basic skills in computer use.

242 Music Notation and Copying II (1) CSU

Prerequisite: Music 241.

Lecture, 1 hour.

Continuation of Music 241. Advanced instruction and hands-on experience in the techniques of music, chord symbol and lyric notation. Training in full orchestral and big band score, as well as score and part layout, as it is applied using the computer. It is assumed that the student has the ability to read music and has basic skills in computer use.

250 Music Performance Workshop (0.5) CSU RPT3

Prerequisite: None.

Required of all students in A.A. transfer program and open to others.

Lab/performance, 3 hours.

Each student will have the opportunity to perform classical music for the public in a solo capacity at least once during the semester. Problems of repertoire and concert etiquette are discussed. Departmental organizations, faculty, and guest artists also perform.

265 Recording Arts Workshop (3) CSU RPT2

Prerequisite: Music 165.

Lecture, 2 hours; laboratory, 2 hours.

This course presents the basic techniques of recording and mixing. Emphasis is placed on multi-track recording. The student will have the opportunity to prepare for and participate in recording sessions.

281 Commercial Music Techniques I (3) CSU

Prerequisite: Music 206 or equivalent skill level.

This course is designed for Music majors.

Lecture, 2 hours; lab/performance, 2 hours.

Emphasis on writing for rhythm section, jazz combo and big band. Projects include lead sheet, rhythm charts, three horn and big band arrangements. Projects are performed and recorded. Students conduct their projects and their recording sessions.

282 Commercial Music Techniques II (3) CSU

Prerequisite: Music 206 and 281 or equivalent skill level.

This course is designed for Music majors.

Lecture, 2 hours; lab/performance, 2 hours.

A continuation of Music 281, focusing on development of writing techniques for live and studio orchestra, as well as project studio. Emphasis is on larger forms, incorporating vocal arranging, synthesizer sweetening, and multitrack recording overdubs, in a variety of contemporary styles. Introduction to scoring cues for film, television and video in a project studio setting.

295 Computer Music Sequencing ‡ (1) CSU

Prerequisite: Music 161.

Recommended: Music 321.

Lecture, 1 hour.

Advanced course in music sequencing. Topics include advanced use of MIDI, MIDI controllers, virtual mixing, digital audio and nondestructive digital audio editing. Students are given hands-on experience in sequencing, mixing and producing original multitrack MIDI/digital audio compositions, using the Macintosh and MOTU Digital Performer. It is expected that the student have some proficiency at the keyboard, as well as the ability to read music.

299 Music Honors (1) UC:CSU RPT3

Prerequisite: Designed for the advanced music student with project approval.

Laboratory, 3 hours.

Provides for the advanced student in music an opportunity for concentrated independent study in selected areas under the direct supervision of an instructor. Presents a course of study through a series of projects designed to increase the students knowledge of those aspects of music most pertinent to their individual interests and talents.

UC CREDIT FOR MUSIC 299 IS NOT AUTOMATIC; AS AN INDEPENDENT STUDY COURSE, UC CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION.

321 Elementary Piano I (2) UC:CSU

Prerequisite: Student must have access to a piano for practicing.

Lecture, 1 hour; lab/performance, 2 hours.

Beginning repertoire, technique and music reading in five-finger positions; selected scales; melody harmonization.

322 Elementary Piano II (2) UC:CSU

Prerequisite: Music 321.

Lecture, 1 hour; lab/performance, 2 hours.

Continuation of Music 321 topics with extended hand positions; transposition; selected exercises.

323 Elementary Piano III (2) UC:CSU

Prerequisite: Music 322.

Lecture, 1 hour; lab/performance, 2 hours.

Continuation of Music 322 topics; repertoire on level of Beethoven Sonatina in G; Bach Minuet in G.

324 Elementary Piano IV (2) UC:CSU

Prerequisite: Music 323.

Lecture, 1 hour; lab/performance, 2 hours. Continuation of Music 323 topics; repertoire on level of Chopin Prelude in E minor; Bach Prelude 1.

411 Elementary Voice I (2) UC:CSU

Prerequisite: None.

Lecture, 1 hour; lab/performance, 2 hours. Basic techniques of vocal production are introduced. The student is directed toward proper stance and breathing techniques, increased vocal freedom, and improvement of articulation and tone. The course introduces standard solo literature and offers performing experience.

412 Elementary Voice II (2) UC:CSU

Prerequisite: Music 411.

Lecture, 1 hour; lab/performance, 2 hours. Continuation of basic vocal technique, further practice and performance experience. Basic Italian repertoire is introduced.

413 Elementary Voice III (2) UC:CSU

Prerequisite: Music 412.

Lecture, 1 hour; lab/performance, 2 hours. Continued voice building, looking toward the possibilities of increasing range, richness, and expressiveness. A song repertoire of moderate difficulty, including art songs in English, Italian, and German, or French is memorized and performed in class.

414 Elementary Voice IV (2) UC:CSU

Prerequisite: Music 413.

Lecture, 1 hour; lab/performance, 2 hours. Further experience with technique, repertoire and performance.

453 Musical Theater Repertoire for Singers ‡ (0.5) UC:CSU

Prerequisite: Music 411 or audition.

Lecture, 1 hour; lab/performance, 2 hours. This course is designed to teach fundamental vocal techniques as utilized in a Broadway musical. Instruction includes basic body movement, acting technique, interpretation of Broadway song literature and the skill of auditioning. Students are required to prepare a final project excerpted from a standard work. All performances are evaluated.

501 College Choir ‡ (0.5) UC:CSU RPT3

Prerequisite: None.

Students are encouraged to enroll in Music 411-414.

Lab/performance, 3 hours.

Introduction to choral ensemble singing. Emphasis is on vocal technique and choral elements such as blend, intonation, diction, and music reading. Repertory is chosen on the basis of group ability and represents historical and current styles of music.

521 Concert Choir ‡ (.5) UC:CSU RPT3

Prerequisite: Intermediate to advanced singing ability.

Students are encouraged to enroll at registration. However, instructor approval and/or audition is required.

Lab/performance, 5 hours.

Development of a repertoire of standard literature for mixed voices; public concerts; emphasis on progressive development of ability to read and interpret the musical score.

531 Philharmonic Choir (0.5) UC:CSU RPT3

Prerequisite: Intermediate to advanced singing ability.

Students are encouraged to enroll at registration. However, instructor approval and/or audition is required.

Lab/performance, 3 hours.

The Philharmonic Choir studies and performs major choral works such as oratorios, cantatas, and masses, as well as a formal Pops concert. Includes public presentation with orchestra and soloists.

563 Chamber Singers (1) UC:CSU RPT3

Prerequisite: Advanced singing ability.

Students are encouraged to enroll at registration. However, instructor approval and/or audition is required.

Recommended: Two semesters of one of the following: Music 501, 521, 531 or the equivalent.

Lab/performance, 5 hours.

The Chamber Singers is a carefully selected group which prepares representative repertoire including motets, chansons, madrigals, pops, multicultural, and vocal ensemble music of more recent periods in music history for public performance.

601 Brass Instrument Instruction I (2) UC:CSU

Prerequisite: None.

Lecture, 1 hour; lab/performance, 2 hours. Beginning instruction on the brass instruments. Recommended for students interested in learning an instrument or a second instrument, instrumental writing, or those students planning to teach instrumental music.

602 Brass Instrument Instruction II (2) UC:CSU

Prerequisite: Music 601 or equivalent skill level.

Lecture, 1 hour; lab/performance, 2 hours. Intermediate instruction on the brass instruments. Recommended for students interested in improving their proficiency or in learning a second instrument, or instrumental writing, or those students planning to teach instrumental music.

603 Brass Instrument Instruction III (2) UC:CSU

Prerequisite: Music 602 or equivalent skill level.

Lecture, 1 hour; lab/performance, 2 hours. A continuation of Music 602. Advanced instruction on the brass instruments. Recommended for students interested in improving their proficiency or in learning a second instrument, or instrumental writing, or those students planning to teach instrumental music.

604 Brass Instrument Instruction IV (2) UC:CSU

Prerequisite: Music 603 or equivalent skill level.

Lecture, 1 hour; lab/performance, 2 hours. A continuation of Music 603. More advanced instruction on the brass instruments. Recommended for students interested in improving their proficiency or in learning a second instrument, or instrumental writing, or those students planning to teach instrumental music.

611 String Instrument Instruction I (2) UC:CSU

Prerequisite: None.

Lecture, 1 hour; lab/performance, 2 hours. Beginning instruction on the string instruments: violin, viola, cello, and string bass. Recommended for students interested in learning an instrument or a second instrument, instrumental writing, or those planning to teach instrumental music.

612 String Instrument Instruction II (2) UC:CSU

Prerequisite: Music 611 or equivalent skill level.

Lecture, 1 hour; lab/performance, 2 hours. A continuation of Music 611. Intermediate instruction on the string instruments: violin, viola, cello, and string bass. Recommended for students interested in learning an instrument or a second instrument, instrumental writing, or those planning to teach instrumental music.

613 String Instrument Instruction III (2) UC:CSU

Prerequisite: Music 612 or equivalent skill level.

Lecture, 1 hour; lab/performance, 2 hours. A continuation of Music 612. Advanced instruction on the string instruments: violin, viola, cello, and string bass. Recommended for students interested in learning an instrument or a second instrument, instrumental writing, or those planning to teach instrumental music.

614 String Instrument Instruction IV (2) UC:CSU

Prerequisite: Music 613 or equivalent skill level.

Lecture, 1 hour; lab/performance, 2 hours. A continuation of Music 613. Advanced instruction on the string instruments: violin, viola, cello, and string bass. Recommended for students interested in learning an instrument or a second instrument, instrumental writing, or those planning to teach instrumental music.

621 Woodwind Instrument Instruction I (2) UC:CSU

Prerequisite: None.

Lecture, 1 hour; lab/performance, 2 hours. Beginning instruction on woodwind instruments. Recommended for students interested in learning an instrument or a second instrument, instrumental writing, or those planning to teach instrumental music.

622 Woodwind Instrument Instruction II (2) UC:CSU

Prerequisite: Music 621 or equivalent skill level.

Lecture, 1 hour; lab/performance, 2 hours. A continuation of Music 621. Intermediate instruction on woodwind instruments. Recommended for students interested in learning an instrument or a second instrument, instrumental writing, or those planning to teach instrumental music.

623 Woodwind Instrument Instruction III (2) UC:CSU

Prerequisite: Music 622 or equivalent skill level.

Lecture, 1 hour; lab/performance, 2 hours. A continuation of Music 622. Advanced instruction on woodwind instruments. Recommended for students interested in learning an instrument or a second instrument, instrumental writing, or those planning to teach instrumental music.

624 Woodwind Instrument Instruction IV (2) UC:CSU

Prerequisite: Music 623 or equivalent skill level.

Lecture, 1 hour; lab/performance, 2 hours. A continuation of Music 623. Advanced instruction on woodwind instruments. Recommended for students interested in learning an instrument or a second instrument, instrumental writing, or those planning to teach instrumental music.

650 Beginning Guitar (2) UC:CSU

Prerequisite: Possession of own guitar.

Lecture, 1 hour; lab/performance, 2 hours. Learning the basics of guitar-chords, strums, notes. Easy songs to give the student a firm grasp of the instrument.

651 Classical Guitar I (2) UC:CSU

Prerequisite: Possession of own nylon-string guitar.

Lecture, 1 hour; lab/performance, 2 hours. Classical techniques of right and left hand development, beginning repertoire; note reading, preparation for solo and ensemble performance.

652 Classical Guitar II (2) UC:CSU

Prerequisite: Music 651, or equivalent skill level, and possession of own nylon-string guitar.

Lecture, 1 hour; lab/performance, 2 hours. Intermediate classical techniques of right and left hand development, intermediate repertoire; note reading, preparation for solo and ensemble performance.

653 Classical Guitar III (2) UC:CSU

Prerequisite: Music 652, or equivalent skill level, and possession of own nylon-string guitar.

Lecture, 1 hour; lab/performance, 2 hours. Continuation of Music 652. More advanced classical techniques of right and left hand development, more extensive repertoire; note reading, preparation for solo and ensemble performance.

654 Classical Guitar IV (2) UC:CSU

Prerequisite: Music 653, or equivalent skill level, and possession of own nylon-string guitar.

Lecture, 1 hour; lab/performance, 2 hours. Continuation of Music 653. Advanced classical techniques of right and left hand development, more extensive repertoire; note reading, preparation for solo and ensemble performance.

661 Commercial Guitar I ‡ (2) CSU

Prerequisite: Possession of own nylon or steel string guitar.

Lecture, 1 hour; lab/performance, 2 hours. This course is designed for the student interested in popular and jazz guitar technique. Styles and accompaniment pattern will be studied as well as ensemble playing in jazz band and combos.

662 Commercial Guitar II ‡ (2) CSU

Prerequisite: Music 661, or equivalent skill level and possession of own nylon or steel string guitar.

Lecture, 1 hour; lab/performance, 2 hours. This course is designed for the intermediate student interested in popular and jazz guitar technique. Styles and accompaniment pattern will be studied as well as ensemble playing in jazz band and combos.

701 Instrumental Ensemble ‡ (0.5) UC:CSU RPT3

Prerequisite: Intermediate ability on instrument.

Students are encouraged to enroll at registration. However, instructor approval and/or audition is required.

Lab/performance, 3 hours.

This course involves wind, percussion, string and keyboard personnel in various ensemble experiences; from a large wind ensemble to small group ensembles using wind, percussion, string, and keyboard personnel in a variety of combinations.

705 Chamber Music ‡ (0.5) UC:CSU RPT3

Prerequisite: Intermediate to advanced ability on instrument.

Students are encouraged to enroll at registration. However, instructor approval and/or audition is required.

Lab/performance, 3 hours.

This course includes pianists, string, wind, and percussion players. Students are given experience in various types of chamber music combinations, including chamber orchestra. A public performance is given.

**711 Rehearsal Orchestra ‡ (0.5)
UC:CSU RPT3**

Prerequisite: Intermediate ability on instrument.

Students are encouraged to enroll at registration. However, instructor approval and/or audition is required.

Lecture/lab/performance, 3 hours.

Preparation for concert appearances. Development of individual technical and artistic abilities, a more discriminative understanding of music through experience with a wide range of orchestral literature, and the opportunity to perform with more advanced players.

721 Orchestra (1) UC:CSU RPT3

Prerequisite: Intermediate to advanced ability on instrument.

Students are encouraged to enroll at registration. However, instructor approval and/or audition is required.

Lecture, 1 hour; lab/performance, 3 hours.

Emphasis on performance. Opportunity to expand repertoire and reading of standard symphonic literature. Participation in a symphonic season of no less than four programs a year.

**731 Rehearsal Band ‡ (0.5)
UC:CSU RPT3**

Prerequisite: None.

Lab/performance, 3 hours.

Emphasis on developing skills in organizing, rehearsing and performing in a variety of small combo settings. Special attention is given to choice and presentation of musical materials, improvisation, live performance, and interaction with student arrangers.

741 Band ‡ (1) UC:CSU RPT3

Prerequisite: Beginning to intermediate ability on a brass, woodwind or percussion instrument.

Students are encouraged to enroll at registration. However, instructor approval and/or audition is required.

Lecture, 1 hour; lab/performance, 3 hours.

Preparation for performances: marching and concert activities. Development of individual technical and artistic abilities through experience with a wide range of band literature.

**751 Wind Ensemble (0.5) UC:CSU
RPT3**

Prerequisite: Intermediate to advanced ability on a brass, woodwind or percussion instruments.

Students are encouraged to enroll at registration. However, instructor approval and/or audition is required.

Lab/performance, 3 hours.

Preparation for performances of concert band repertoire. Development of individual technical and artistic abilities through experience with a wide range of band literature.

**771 Guitar Ensemble (0.5) UC:CSU
RPT3**

Prerequisite: Intermediate ability on instrument.

Students are encouraged to enroll at registration. However, instructor approval and/or audition is required.

Lab/performance, 3 hours.

This course acquaints the student with the problems involved in ensemble performance. Intonation, rhythmic togetherness, balance, style and the ability to conform to a team effort in musical performance.

**775 Jazz Ensemble (0.5) UC:CSU
RPT3**

Prerequisite: Intermediate ability on instrument.

Students are encouraged to enroll at registration. However, instructor approval and/or audition is required.

Lab/performance, 3 hours.

Provides experience in dance band/studio band performance. Rehearsal of standard, and special arrangements, with emphasis on sight reading, intonation, jazz feel and improvisation; preparation for public performances; serves as a reading workshop for commercial music writers.

**781 Studio Jazz Band ‡ (0.5)
UC:CSU RPT3**

Prerequisite: Intermediate to advanced ability on instrument.

Students are encouraged to enroll at registration. However, instructor approval and/or audition is required.

Lecture, 1 hour; lab/performance, 3 hours.

Workshop experience in various aspects of technique and interpretation as applied to commercial music and jazz. Public performance experience is included.

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

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Music 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.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

**911-921-931-941 Cooperative
Education - Music (1-4) CSU**

Music is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

NUMERICAL CONTROL

(Automated and Computer Controlled Machining)

**1 Numerical Control Manual
Programming & Machine
Operation (3) RPT1**

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Introduction to computerized numerical control with emphasis on set-up and operation of CNC machine tools. Studies the principles and concepts of CNC. Provides the practical experience in the operation of both the HAAS lathe and mill.

**21 Advanced Manual CNC Lathe
Programming and Introduction to
CAM (3)**

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Continues the study of N/"C" part program preparation begun in Numerical Control 1 and develops the techniques of planning for efficient operation sequencing. Compares N/"C", CNC and DNC; including examination of these techniques in relation to CAD/CAM. Introduces computer-assisted N/"C" part programming languages, emphasizes writing and running CNC Lathe programs, machining metal parts.

22 Advanced Manual CNC Mill and Microcomputer Assisted Programming (3)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Acquaints the advanced student with three axis CNC applications involving manufacturing planning, tooling design &/or specification, CNC mill programs employing full 3-axis positioning and implementation of programs using CIC mill equipment in the N/"C" lab. Students will learn and practice micro-computer assisted part programming of CNC mill using CAPP III software.

23 Computer Aided Manufacturing Programming of CNC Equipment (3)

Prerequisite: None.

Lecture, 2 hours; laboratory 4 hours.

Use of computers either on the numerical control (N.C.) equipment or computer assisted manufacturing (CAM) computers to program and manufacture parts. Advanced programming will be taught using E-Z CAM and Mazatrol controls and Fanuc control.

25 Numerical Control Computer Programming (3)

Prerequisite: None.

Lecture 3 hours.

Introduces the student to the computer language used by part programmers. Emphasis is placed upon the APT language for two and three axis point-to-point and continuous path contouring machines. Purpose, program nomenclature and symbols, geometric definitions, applications, computing, motion instructions, sequences, repetitive programming techniques and special capabilities are discussed. Students will write their own practice programs. For related courses; see Electronics.

26 Advanced Numerical Control Computer Programming - APT (3)

Prerequisite: None.

Lecture 3 hours.

Reviews and continues the study of the APT program syntax for two and three axis continuous path numerically controlled contouring machines. Explores multi-axis programming for four and five axis continuous path contouring machines. Implications of tool axis vectors, swarfed drive surfaces, canted part surfaces and generating points and vectors are discussed. Students write their own practice N/"C" programs.

911-921-931-941 Cooperative Education - Numerical Control (1-4)

Numerical Control is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

NURSING

709 Nursing Foundations & Medical-Surgical I: ‡ (9) CSU

Prerequisite: Physiology 9 or Physiology 1, Microbiology 1 or 20, English 101, Speech 101, Psychology 1, 41, Sociology 1 or Anthropology 102, and passing score on Algebra equivalency exam or Mathematics 115.

Lecture, 4.5 hours; laboratory, 13.5 hours.

Introduction to philosophy, concepts and Neuman Model; the nursing process, safety principles and legal/ethical issues in nursing. Common responses to intra- extra- and interpersonal stressors and basic nursing procedures and interventions are taught. The influence of mental health, cultural diversity, and levels of wellness on health care are discussed. Nursing roles are introduced. Clinical experience managing the care of one or two patients is provided.

709A Nursing Foundations (4.5) CSU

Prerequisite: Physiology 9 or Physiology 1, Microbiology 1 or 20, English 101, Speech 101, Psychology 1, 41, Sociology 1 or Anthropology 102, and passing score on Algebra equivalency exam or Mathematics 115..

Lecture, 2.5 hours; laboratory, 6 hours.

Introduction to the philosophy, the Neuman Model, nursing process, principles of communication, legal/ethical issues and principles of safety. Common responses to stressors are introduced. Concurrent clinical experience managing the care of one or two patients is provided. Nursing interventions to prevent or alleviate skin, mobility, nutrition and elimination problems are taught.

709B Medical-Surgical Nursing I (4.5) CSU

Prerequisite: Nursing 709A with a grade of C or better.

Lecture, 2 hours; laboratory, 7.5 hours.

Introduces concepts of mental health, promotion of wellness, cultural influences, and the nursing roles. Continues the study of responses to stressors. Nursing interventions to prevent or alleviate problems of oxygenation, fluid/electrolyte balance, wound healing and pain are taught. Administration of medications and care of the perioperative client are introduced. Concurrent clinical experience managing the care of one or two patients is provided, Level I.

710 Maternity Nursing/Medical Surgical Nursing II ‡ (9.5) CSU

Prerequisite: Nursing 709 and Child

Development 1 with grades of C or better.

Lecture, 5 hours; laboratory, 13.5 hours.

The Neuman Health Care Model is used to study nursing theory for healthy childbearing families and clients with common alterations of the cardiovascular, respiratory, gastrointestinal, urinary and reproductive systems. Skills include management of two hospitalized clients, initiation and maintenance of intravenous fluid therapy and intravenous medications. The course contains two nine week modules and is offered each semester.

710A Reproductive Health and Maternity Nursing (4.5) CSU

Prerequisite: Nursing 709A & B and Child Development 1 with grades of C or better.

Lecture, 2.5 hours; laboratory, 6 hours.

Nursing care of the client during the maternity cycle and gynecological dysfunctions. Core concepts include the effects of pregnancy on lines of defense; the impact of stressors on the mother and child; contraception and prevention of the spread of STD. Clinical experience caring for one or two clients.

710B Medical-Surgical Nursing II (5) CSU

Prerequisite: Nursing 709A & B and Child Development 1 with grades of C or better.

Lecture, 2.5 hours; laboratory, 7.5 hours.

Nursing care of clients with common cardiovascular, respiratory, gastrointestinal and renal dysfunctions and diabetes mellitus. Core concepts include the nature and cause of disease, responses to stressors, developmental tasks and legal/ethical issues. Clinical experience managing the care of one or two clients, Level II.

711 Medical-Surgical Nursing III/Psychiatric, Gerontological (9.5) CSU

Prerequisite: Nursing 710A & B with grades of C or better.

Lecture, 5.0 hours; laboratory, 13.5 hours.

The Neuman Health Care Model is used to study nursing theory with a special focus on health problems and related nursing care of the child and adult and elderly with common alterations in cardiovascular, respiratory, gastrointestinal, genitourinary, neurologic, musculoskeletal, and dermatologic function and a component on psychiatric nursing. Included are theories of development and aging, mental health/illness disorders, legal/ethical issues. Skills include advanced application of dosage calculations/pharmacological concepts, intravenous fluid therapy, surgical procedures, utilization of interview skills and assessment tools applied to specialized populations. This course contains two nine week modules and is offered each semester.

711A Medical-Surgical Nursing III (4.5) CSU

Prerequisite: Nursing 710A & B with grades of C or better.

Lecture, 2.5 hours; laboratory 6.0 hours.

Nursing care of the child with common illnesses and the adult and child with cancer, neurologic and muscular skeletal dysfunctions. Includes developmental tasks, legal/ethical issues, alterations in family process, parenting and coping. Application of the Neuman Model and the nursing process in concurrent clinical experiences, Level III.

711B Psychiatric & Gerontological Nursing (5.0) CSU

Prerequisite: Nursing 710A & B with grades of C or better.

Lecture, 2.5 hours; laboratory, 7.5 hours.

Nursing care of the psychiatric and geriatric client. Content includes theories of aging and mental illness, influence of demographics and societal attitudes, developmental tasks, legal/ethical issues, and advocacy. Common mental and chronic illnesses and their treatment are included. Concurrent clinical experiences.

712 Medical-Surgical Nursing IV & Management (9.0) CSU

Prerequisite: Nursing 711A & B with grades of C or better.

Lecture, 4 hours; laboratory, 15 hours.

Continued theory and skills with critical thinking of medical-surgical nursing focused on the care of clients with multisystem subacute and acute dysfunctions. Explores concepts of management and leadership. Provides clinical experiences to allow for application to multiple-primary care and team assignments. Through R.N. Preceptorship, the student is prepared to assume a beginning A.D.N. role in an adult medical-surgical setting upon graduation.

712A Medical-Surgical Nursing IV (5) CSU

Prerequisite: Nursing 711A & B, and 712A with grades of C or better.

Lecture, 2.5 hours; laboratory, 7.5 hours.

Nursing clients with multisystem dysfunction, including but not limited to, clients with AIDS, burns, metastatic carcinoma, heart, renal, respiratory or hepatic failure. Clinical experience managing two or three patients, Level IV.

712B Nursing Management (4) CSU

Prerequisite: Nursing 711A & B, 712A with grades of C or better.

Lecture, 1.5 hours; laboratory, 7.5 hours.

Leadership and management in nursing. Designed to provide the graduating student with the knowledge and experiences needed to practice in the roles of provider of care, manager of care and member of the nursing profession. During the clinical portion, the student will be paired with a preceptor in the hospital who will mentor the student while he/she gains skill and confidence in the management of the care of multiple clients.

714 Orientation to Nursing (1) CSU

Prerequisite: None.

Lecture, 1 hour.

Introduces the student to the roles and responsibilities of the Registered Nurse (RN). Provides a survey of education programs, career opportunities and the health care system.

NOTE: This course does not count toward admission points and is not a part of the required nursing curriculum.

727 Pharmacology Therapy in Nursing ‡ (2) CSU

Prerequisite: None.

Recommended: For the Licensed Vocational Nurse, Registered Nurses, or enrolled Nursing student.

Lecture, 2 hours.

Designed to update the knowledge and skills of the nurse. It provides current information on drugs and drug therapy. Conversion of weights and measures is also included.

728 Pathophysiology and the Nursing Process ‡ (3) CSU

Prerequisite: None.

Recommended: For the Licensed Vocational Nurse, Registered Nurses, or enrolled Nursing students .

Lecture, 3 hours.

This course utilizes the nursing process to identify pathophysiological problems of the health consumer. It is designed for graduates of Licensed Vocational Nurse, Registered Nurse and Foreign graduate nurse programs.

742 Transition to Associate Degree Nursing (2) CSU

Prerequisite: None.

Highly Recommended: For active LVNs and transferring RN nursing students upon nursing department approval.

Lecture, 2 hours.

This course is designed to orient the LVN and other advanced placement nursing students to the LAVC Nursing Program. The content includes the nursing process, the Functional Health Patterns, the Neuman Health Systems Model, the roles and responsibilities of the R.N., and specific subacute medical-surgical materials.

762 Physical Assessment Skills ‡ (3)

Prerequisite: None.

Recommended: For Registered Nurses, Licensed Vocational Nurses, enrolled Nursing Students or consent of the instructor.

Lecture, 3 hours.

This course focuses on the process of health assessment using the tools of history taking, physical examination and diagnostic tests for data collection. Some attention will be given to common abnormalities. Includes lecture, demonstration and supervised practice of physical assessment methodology.

799 Health Science Learning Center and Laboratory (1) RPT4

Prerequisite: None.

Laboratory, 3 hours.

Enrollment is offered to students receiving or having received courses from Health Science Department, or EMT, CNA, or other LAVC health related course(s). Nursing 799 allows student to practice simulated nursing care and/or health-client care, etc. with special predesignated equipment. Also, consists of a variety of computer and/or video programs to assist the different types of learners designed for improving comprehension, synthesis, and/or critical thinking skills necessary for the improvement and/or practice of safe, quality client care. Students enrolled will be able to practice at their own pace. Open entry/open exit.

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

Prerequisite: Enrollment in Nursing Program or consent of Health Science Department.

This course is offered on a Credit/No Credit basis only, on an open entry, open exit basis.

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.

911-921-931-941 Cooperative Education - Nursing (1-4) CSU

Nursing is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

OCEANOGRAPHY**1 Introduction to Oceanography (3) UC:CSU**

Prerequisite: None.

Lecture, 3 hours.

An introductory course for all students. Emphasis is placed on a qualitative knowledge of the principles and processes governing the ocean and its interaction with the physical and biological environment. The four areas of oceanography are surveyed, namely chemical, biological, physical and geological oceanography. Also covers the resources of the ocean, marine pollution, marine archeology, future uses of the ocean, and the law of the sea.

2 Introduction to Marine Biology (3) UC:CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 3 hours.

Provides an opportunity to investigate the intertidal and immediate offshore seacoast habitats. The lectures, laboratory, and the field trips are directed toward giving the student a practical working knowledge of the seacoast plants and animals, their ecology and morphology. Also included are conservation topics that relate to man and his influence on the marine wildlife resource. Includes field trips to tidepools, Cabrillo Beach Marine Museum, and Van Tuna Oceanographic cruise.

10 Physical Oceanography**Laboratory (2) UC:CSU**

Prerequisite: Oceanography 1 or concurrent enrollment.

Lecture, 1 hour; laboratory, 2 hours.

This introductory laboratory course in oceanography is provided for students who wish a laboratory course in combination with Oceanography 1. Field trips and laboratory exercises are designed to improve understanding of oceanographic processes and provide a working knowledge of field observations and interpretation.

185 Directed Study -**Oceanography (1) UC:CSU RPT2****285 Directed Study -****Oceanography (2) UC:CSU****385 Directed Study -****Oceanography (3) UC:CSU**

Prerequisite: None.

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.

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911-921-931-941 Cooperative Education - Oceanography (1-4) CSU

Oceanography is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

OFFICE ADMINISTRATION

(See Computer Applications & Office Technologies)

PERSONAL DEVELOPMENT**1 Introduction to College (1) RPT1**

Prerequisite: None.

This course is offered on a Credit/No Credit basis only.

Lecture, 1 hour.

Provides students with important information about the college and its resources, assists them in educational planning, and introduces them to the requisite skills for college survival.

4 Career Planning (1) CSU

Prerequisite: None.

This course is offered on a Credit/No Credit basis only.

Discussion, 1 hour.

This is an educational and vocational course designed to assist the vocationally undecided student to make a meaningful decision regarding a career goal. The course includes vocational interest tests, various self-appraisal techniques, and information regarding occupational characteristics, trends, entry level and career ladder roles. Data presented will serve as an aid to career development and insights into a student's abilities, interests, values, and personality as they apply to decision making and the selection of a career choice.

6 College and Career Planning for Students with Disabilities (1) CSU

Prerequisite: None.

Planned for disabled students.

This course is offered on a Credit/No Credit basis only.

Lecture, 1 hour.

Designed to introduce students with disabilities to career planning. Included is a discussion of disabilities in relation to educational and vocational goals. Includes resume writing, job readiness and interview skills.

15 Personal Development Seminar ‡ (3) NDA RPT3

Prerequisite: None.

This course is offered on a Credit/No Credit basis only.

Lecture, 3 hours.

Group study of a selected topic.

20 Post Secondary Education: Scope of Career Planning (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course is designed to provide students with information regarding vocational and professional careers. It describes the scope of a post-secondary education beginning with the primary education through the community college careers to the transfer selection toward the Baccalaureate.

PHILOSOPHY

There are no prerequisites for any Philosophy courses.

1 Introduction to Philosophy (3) UC:CSU ☉

(CAN PHIL 2)

Lecture and discussion, 3 hours.

The student will study such matters as the nature of man, the possibility and ways of knowing, theories of reality and the universe.

6 Logic in Practice (3) UC:CSU

Lecture 3 hours.

Applies the logical principles of sound thinking to morals, politics, and everyday life. Emphasis is placed upon the analysis of language as an aid to sound thinking.

7 Inductive Logic (3) UC:CSU

Lecture and discussion, 3 hours.

The nature of scientific methods, hypotheses and probability, and statistical methods are covered with consideration of the application of logical principles in science and practical life.

8 Deductive Logic (3) UC:CSU

Lecture and discussion, 3 hours.

This course analyzes fallacies that commonly occur in advertising, political propaganda, and in everyday arguments. The student is also introduced to basic concepts in formal logic and to techniques in logic such as Venn Diagrams.

9 Symbolic Logic I (3) UC:CSU

Lecture and discussion, 3 hours.

An introduction to formal logic, describing symbolization, sentential connectives, and quantification. Natural deduction is introduced, emphasizing techniques of proof. Translation and the application of formal logic to the analysis of arguments and determination of validity are studied.

12 History of Greek Philosophy (3) UC:CSU ☉

(Formerly Philosophy 3)

Lecture and discussion, 3 hours.

An examination of the origins and development of western philosophical thought beginning with the Greeks and emphasizing the ideas of Socrates, Plato and Aristotle, and continuing on through the Roman and Medieval philosophers.

14 History of Modern European Philosophy (3) UC:CSU

(Formerly Philosophy 4)

Lecture and discussion, 3 hours.

This course acquaints the student with the main trends of post-Renaissance thought leading to the rise of modern science. The significant thinkers discussed are from Francis Bacon to Marx to more recent developments of Empiricism and Existentialism.

20 Ethics (3) UC:CSU

(CAN PHIL 4)

Lecture and discussion, 3 hours.

An introduction to the study of human values, the grounds of reasonable choice and the standards of right and wrong. Problems of ethics will be examined in light of materials drawn from such fields as religion, psychology, sociology and politics, as well as from the works of philosophers.

30 Asian Philosophy (3) UC:CSU

(Formerly Philosophy 22)

Lecture and discussion, 3 hours.

This course is a basic introduction to philosophy. Several of the most significant systems of India and China will be studied: Hinduism, Yoga, Buddhism, Confucianism, Taoism; and for Japan, Zen Buddhism. The focus will be on such issues as values and right living, self-knowledge and liberation, different realities, other ways of knowing, powers of mind, transcendence, political and social ideals. Parallels and contrasts in principles and methodologies between Western and Eastern systems will be noted.

33 Comparative Survey of World Religions (3) UC:CSU

(Formerly Philosophy 23)

(Same as History 7)

Lecture, 3 hours.

The historical development of the world's great religions. A study is made of the origins and growth of the chief religions of mankind and of their contributions to modern civilization.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF HIST 7, 47, 48, OR PHIL 23 IS TWO COURSES.

35 Judaism, Christianity, and Islam ‡ (3) UC:CSU

(Formerly Philosophy 25)

Lecture and discussion, 3 hours.

A scholarly study of religion that explains the basic structure of religious belief and practice. It examines the cultural history and social aspects which influenced and shaped the growth and development of the western religions in order to encourage a desire to understand as a means of overcoming the destructive exchanges that frequently accompany religious discussion.

40 Introduction to the Philosophy of Art (3) UC:CSU

(Formerly Philosophy 21)

Lecture, 3 hours.

Considers the interpretation and appreciation of aesthetic principles in the nine major arts. Includes the main theories relating to beauty and the origin of the aesthetic impulse in man, the nature of aesthetic experience and the creative image, the relation of aesthetic values to everyday living, and the relevance of taste to morality, society, politics, industry and business.

911-921-931-941 Cooperative Education - Philosophy (1-4) CSU

Philosophy is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

PHOTOGRAPHY

9 Introduction to Cameras & Composition (3) CSU

Prerequisite: None.

Recommended for communication students interested in camera techniques and photo composition.

Lecture, 3 hours.

Designed to encourage students to respond subjectively as well as objectively to the artistic development of photography. The student is motivated to increase his awareness and understanding of the interrelationship between photography and the creative arts. The student is provided with cognitive information as well as experience in creating good photographs. An introduction to basic information on cameras, lenses, film, and exposure designed to aid in an awareness of camera techniques and photo composition. Slide assignments are given for analysis in class. No laboratory. Note: A 35mm camera and purchase of lab materials are required.

10 Beginning Photography (3)**UC:CSU**

(CAN ART 18)

*Prerequisite: None.***Lecture, 2 hours; laboratory, 3 hours.**

Basic course in use of the camera to produce the photographic image through study of light, shadow, exposure, background, movement, and composition. Recognizes that total artistic and creative control of the image comes not only through taking the photo but through mastery of developing the film and printing the enlargement and gives instruction and practice in these skills. Presents the history of photography and its place as an art in our society. Note: A 35mm camera and purchase of lab materials are required.

11 Advanced Photography (4) CSU RPT2*Prerequisite: Photography 10 with a grade of C or better.***Lecture, 2 hours; laboratory, 6 hours.**

Provides theory and practice of the contemporary use of cameras; training in projection control; includes special effects procedures with an emphasis on creative thinking, idea preparation and execution.

20 Beginning Photojournalism (4) CSU*Prerequisite: Photography 10 with a grade of C or better.***Lecture, 2 hours; laboratory, 6 hours.**

Photography for those interested in becoming photographers for publications (magazines, newspapers, in-plant publications, et al). Provides student instruction, practice and application with cameras, shooting, procedures, dark room processing and photojournalism methods. Note: A 35mm camera is required.

21 News Photography (4) CSU RPT3*Prerequisite: Photography 20 with a grade of C or better.***Lecture, 2 hours, laboratory, 6 hours.**

Emphasis is placed on composition of news and feature pictures, further study and use of the 35mm cameras. Students take, develop and print pictures for the college newspaper, yearbook, magazines, catalog, handbooks, various brochures and news releases to community newspapers. Note: A 35mm camera is required.

23 Magazine Photography (4)RPT1*Prerequisite: Photography 20 with a grade of C or better.**Note: A 35mm camera is required.***Lecture, 2 hours; laboratory, 6 hours.**

Theory and practice of magazine photography and contemporary use of the camera with emphasis on expression with a camera, the philosophy of photo-communication, the power of the camera in today's society.

911-921-931-941 Cooperative Education - Photography (1-4) CSU

Photography is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

PHYSICAL EDUCATION

UC accepts a maximum of 4 units from any combination of P.E. 95-328, 385, 431-463, 503-517, 552, OR 630-695 course numbers, a maximum of 8 units from any combination of P.E. 710, 711, 713, or 714.

Designations of Men or Women after Physical Education classes are recommendations only and do not preclude enrollment by students of any gender. Exceptions will be designated Men Only or Women Only.

Qualified disabled students possessing the required talents, skills and health conditions are allowed and encouraged to participate in all physical education activities.

95 Special Studies in Physical Activities (1) UC:CSU RPT3**Laboratory, 2 hours.**

Allows the student to pursue directed study in physical education activity at times flexible to his/her program on a contract basis under the direction of a supervising instructor.

96 Combined Activities (1) UC:CSU RPT3**Activity, 2 hours.**

An introductory course offering a wide variety of fitness activities (aerobics, aqua aerobics, swimming, weight training, stretching and yoga) designed to increase the individuals understanding of the training principles and the level of fitness necessary for participation in other activity courses.

97 Physical Efficiency ‡ (2)**UC:CSU***This class meets the credit for Physical Education activity.***Activity, 3 hours.**

Includes an emphasis in the knowledge, understandings and values of physical education. The objective is to develop the student's ability to determine his/her own physical fitness program at any time in life based upon physiological principles.

630 Aerobic Super Circuit Laboratory (1) UC:CSU RPT3**Laboratory, 3 hours.**

Designed for the individual interested in beginning a personal fitness program. Using fundamentals of exercise physiology, each student will assess his/her level of physical fitness, develop a fitness goal and design and implement a personalized exercise program to be performed on the circuit training equipment.

640 Beginning Lifelong Fitness Center (1) UC:CSU RPT3**Laboratory, 3 hours.**

A laboratory physical fitness course designed to assess the areas of cardiovascular efficiency, body composition, muscle strength and endurance, and flexibility of each student.

655 Cross Training Lab (1) CSU RPT3**Laboratory, 3 hours.**

A course designed for the individual interested in using a variety of fitness cross-training activities to achieve their personal fitness goals. Includes lecture on nutrition, exercise physiology concepts, and participation in a workout designed to improve cardiovascular conditioning and body composition, increase muscle strength/endurance and flexibility.

Water Activities (1) UC:CSU RPT3

Beginning, intermediate, and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

Activity, 2 hours:

- 102 Swimming Skills
- 105 Diving Skills ‡
- 121 Water Polo ‡
- 122 Aqua Exercise ‡
- 130 Adaptive Swimming ‡

Activity, 3 hours:

- 131 Aqua Aerobics
- 695 Swimming Skills Activity

Individual and Dual Activities (1) UC:CSU RPT3

Beginning, intermediate, and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

Activity, 2 hours:

- 212 Tennis Skills ‡
- 222 Racquet Ball Skills ‡
- 225 Yoga Skills ‡
- 228 Body Conditioning ‡
- 229 Body Dynamics ‡
- 230 Weight Training Skills ‡
- 238 Self-Defense Skills
- 241 Judo Skills ‡
- 247 Gymnastics Skills
- 250 Tumbling Skills ‡
- 253 Wrestling Skills ‡
- 259 Golf Skills
- 262 Track and Field Skills ‡
- 277 Snow Skiing Skills ‡

Activity, 3 hours:

- 552 Athletics Pre-Season Conditioning ‡
- 630 Aerobic Super Circuit Lab
- 640 Beginning Lifelong Fitness Center
- 655 Cross Training Lab
- 661 Archery Skills Activity
(UC credit requested)
- 662 Badminton
- 666 Body Conditioning
- 670 Judo
- 681 Table Tennis
- 682 Tennis
- 684 Volleyball
- 690 Weight Training
- 695 Swimming Skills Activity

Team Sports (1) UC:CSU RPT3

Beginning, intermediate, and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

Activity, 2 hours:

- 301 Baseball Skills
- 304 Basketball Skills
- 310 Flag/Touch Football Skills ‡
- 328 Softball Skills ‡

Activity, 3 hours:

- 552 Athletics Pre-Season Conditioning ‡
- 665 Basketball
- 677 Soccer (UC credit requested)
- 684 Volleyball

Dance Activities (1) UC:CSU RPT3

Beginning, intermediate, and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

Activity, 2 hours:

- 431 Modern Dance
- 434 Ballet
- 437 Jazz Dance
- 446 Tap Dance

Activity, 3 hours:

- 460 Ballet Technique
- 462 Modern Dance Technique
- 463 Modern Jazz

Intercollegiate Sports - Men, Women, and Coed (2) UC:CSU RPT1

Activity, 10 hours or more in the sports in season:

- 503 Baseball ‡
- 504 Basketball ‡
- 506 Cross Country ‡
- 508 Football ‡
- 511 Soccer ‡
- 512 Softball ‡
- 513 Swimming ‡
- 515 Track and Field ‡
- 517 Water Polo ‡
- 549 Cheer/yell Leaders ‡

Physical Education Majors Classes ‡

These are theory classes and they may or may not meet credit for Physical Education activity. Required for Physical Education and Recreation majors and minors.

701 Advanced Life Saving (2) UC:CSU

Activity, 3 hours.

Encompasses the knowledge and skills essential for safety in and on the water and includes training to assist or rescue a person in danger of drowning. Upon successful completion, an American Red Cross certificate is issued. Offered only during the fall semester.

702 Water Safety Instruction (3) UC:CSU

This class meets the credit for Physical Education activity.

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. Offered only during the spring semester.

710 Officiating Competitive Sports I (2) UC:CSU

This class does not meet the credit for Physical Education activity.

Lecture, 1 hour; laboratory, 2 hours.

Theory, practice and technique of officiating softball, baseball, track and field, and other athletic activities. Offered only during the spring semester.

711 Officiating Competitive Sports II ‡ (2) UC:CSU

This class does not meet the credit for Physical Education activity.

Lecture, 1 hour; laboratory, 2 hours.

Theory, practice and techniques of officiating volleyball, basketball and other athletic activities. Offered only during fall semester.

712 Introduction to Physical Education ‡ (3) UC:CSU

This class does not meet the credit for Physical Education activity.

Required for Physical Education and Recreation majors.

Lecture, 3 hours.

An introductory course designed to offer the major examples of the requirements of a physical education teacher. A major emphasis is placed on guidance and problem areas faced by physical educators. Offered both fall and spring semesters.

713 Introduction to Coaching Athletics ‡ (3) UC:CSU

This class does not meet the credit for Physical Education activity.

Lecture, 3 hours.

For students wishing to increase their knowledge of coaching an athletic team. Designed to enlighten the student on a variety of problems in athletics, facilities, budgets, coaching techniques, philosophies and administration problems.

714 Coaching Team Sports ‡ (2) UC:CSU

This class does not meet the credit for Physical Education activity.

Lecture, 1 hour; laboratory, 2 hours.

Practice in the development of fundamental knowledge and skills in track and field, basketball, baseball, and football is provided in this course.

718 Fundamentals of Athletic Training ‡ (3) UC:CSU

This class does not meet the credit for Physical Education activity.

Lecture, 2 hours; activity, 3 hours.

The principles, techniques and ethics used by the athletic trainer in the prevention and care of athletic injuries. Emphasis is placed on the identification of common athletic injuries and ailments, their etiology and the preventative measures, first aid treatment and follow-up care given for them.

719 Advanced Athletic Training ‡ (3) CSU

This class does not meet the credit for Physical Education activity.

Lecture, 2 hours; laboratory, 2 hours.

This course provides students with the opportunity to gain supervised practical experience as an assistant in rehabilitation and athletic training.

Dance Theory Classes

The following classes may or may not meet the credit for Physical Education activity.

814 Dance Production ‡ (2) UC:CSU RPT3

Lecture, 1 hour; activity, 2 hours.

Provides laboratory experience in developing the skills involved in dance production: choreography, set design, lighting, directing, and costume design.

819 Choreography ‡ (3) UC:CSU RPT3

Prerequisite: Physical Education 462.

Lecture, 1 hour; laboratory, 5 hours.

Examines the basic principles of dance composition. Gives the student the opportunity to use these principles in choreographing his/her own dance studies.

820 Dance Production II (4) UC:CSU

Prerequisite: None

Laboratory, 3 hours

Provides instruction and laboratory experience in methods and techniques involved in producing a dance concert: including rehearsal management and scheduling, choreographic applications, stage design, lighting, costume, publicity, dance critique and assessment.

185 Directed Study - Physical Education (1) UC:CSU RPT2**285 Directed Study - Physical Education (2) UC:CSU****385 Directed Study - Physical Education (3) UC:CSU**

Prerequisite: None

Lecture 1 hour per unit.

This course provides experience in developing and applying the skills involved in the process of researching, creating, learning and performing with instructor supervision and guidance. Also provides experience in assisting instructors in appropriately related classes.

911-921-931-941 Cooperative Education - Physical Education (1-4) CSU

Physical Education is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

PHYSICAL SCIENCE**1 Physical Science I (3) UC:CSU**

Prerequisite: None.

Lecture, 3 hours.

Designed for the non-science major, this course provides an introduction to the fundamental principles of physics and chemistry along with related topics in astronomy. Elementary quantitative concepts are used to supplement the qualitative emphasis of this course.

NO UC CREDIT FOR PHY SCI 1 IF TAKEN AFTER A TRANSFERABLE COURSE IN ASTRONOMY, CHEMISTRY, GEOLOGY, OR PHYSICS.

14 Physical Science Laboratory (1) UC:CSU

Prerequisite or Corequisite: Physical Science 1.

Laboratory, 2 hours.
Designed for the non-science major, this course provides an introduction to the laboratory methods and skills used in physical science.

PHYSICS**5 Allied Health Physics ‡ (3) CSU**

Prerequisite: One year of high school algebra or Math 115.

Lecture, 3 hours.

A specialized course designed to integrate selected physical facts, principles, and concepts as an essential part of the working knowledge of health care personnel. In addition, the specific relationship of physics to contemporary patient care equipment will be defined. Throughout the course, emphasis will be placed on the utilization of the scientific method in health care situations.

6 General Physics I ‡ (4) UC:CSU (PHYSICS 6&7 = CAN PHYS SEQ A)

Prerequisite: Math 240 with a grade of C or better.

Lecture/demonstration, 3 hours; laboratory, 2 hours; recitation, 1 hour.

The first semester of a two-semester trigonometry-level sequence in general physics designed for Premedical, Pre dental, Preoptometry, Prepharmacy, Physical Therapy, Medical Technology, Chiropractic, Biology, Geology, and Architecture majors. Students majoring in Physics, Engineering, or Chemistry should take Physics 37-38-39. Physics 6 includes topics in mechanics, heat, and sound. Problem solving is an integral part of the course.

MAXIMUM UC CREDIT FOR PHYSICS 6/7 COMBINED WITH PHYSICS 37/ 38/39 IS ONLY ONE SERIES.

7 General Physics II ‡ (4) UC:CSU (PHYSICS 6&7 = CAN PHYS SEQ A)

Prerequisite: Physics 6 with a grade of C or better.

Lecture/demonstration, 3 hours; laboratory, 2 hours; recitation, 1 hour.

The second semester of a two-semester trigonometry-level sequence in general physics. Physics 7 includes topics in electricity and magnetism, optics, and modern physics. Problem solving is an integral part of the course.

MAXIMUM UC CREDIT FOR PHYSICS 6/7 COMBINED WITH PHYSICS 37/ 38/39 IS ONLY ONE SERIES.

12 Physics Fundamentals ‡ (3) UC:CSU

Prerequisite: One year of high school algebra or Mathematics 115.

Lecture, 3 hours.

This introductory course in physics is designed primarily for liberal arts students. Emphasis is placed on conceptual knowledge of fundamental physical laws and their applications including mechanics, heat, sound, light, electricity, relativity, radioactivity and atomic physics. It is open to students with or without high school physics, but not to students who have had a college physics course.

NO UC CREDIT FOR PHYSICS 12 IF TAKEN AFTER PHYSICS 6 OR 37.

37 Physics for Engineers and Scientists I (5) UC:CSU

(PHYSICS 37 & 38 & 39 = CAN PHYS SEQ B)

(CAN PHYS 8)

Prerequisite: Math 265 with a grade of C or better.

Lecture, 4 hours; laboratory, 3 hours.

The first semester of a three semester calculus-level sequence in introductory physics designed for Physics, Engineering, Chemistry, Mathematics, and Astronomy majors. Physics 37 includes topics in equilibrium, translational and rotational motion, and energy and momentum. Topics in mechanical properties of solids and liquids and relativistic mechanics may also be included.

MAXIMUM UC CREDIT FOR PHYSICS 6/7 COMBINED WITH PHYSICS 37/ 38/39 IS ONLY ONE SERIES.

38 Physics for Engineers and Scientists II ‡ (5) UC:CSU

(PHYSICS 37 & 38 & 39 = CAN PHYS SEQ B)

(CAN PHYS 12)

Prerequisite: Physics 37 with a grade of C or better, Math 267 with a grade of C or better.

Lecture, 4 hours; laboratory, 3 hours.

The second semester of a three-semester calculus-level sequence in introductory physics. Physics 38 includes topics in electricity, magnetism, and electric circuits.

MAXIMUM UC CREDIT FOR PHYSICS 6/7 COMBINED WITH PHYSICS 37/ 38/39 IS ONLY ONE SERIES.

39 Physics for Engineers and Scientists III ‡ (5) UC:CSU

(PHYSICS 37 & 38 & 39 = CAN PHYS SEQ B)

Prerequisite: Physics 37 with a grade of C or better. Math 266 with a grade of C or better.

Lecture, 4 hours; laboratory, 3 hours.

The third semester of a three-semester calculus-level sequence in introductory physics. Physics 39 includes topics in thermodynamics, waves and optics, and modern physics.

MAXIMUM UC CREDIT FOR PHYSICS 6/7 COMBINED WITH PHYSICS 37/ 38/39 IS ONLY ONE SERIES.

185 Directed Study Physics ‡ (1) UC:CSU

285 Directed Study Physics ‡ (2) UC:CSU

385 Directed Study Physics ‡ (3) UC:CSU

Prerequisite: None.

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.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Physics (1-4) CSU

Physics is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

PHYSIOLOGY

1 Introduction to Human Physiology (4) UC:CSU

Note: Not open for credit to students who have had Physiology 6.

Prerequisite: Anatomy 1.

Lecture, 3 hours; laboratory, 3 hours.

The principles of cellular and systemic functions of the human body.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF ANATOMY 1, PHYSIOLOGY 1, 8 OR 9 IS 8 UNITS.

8 Integrated Human Anatomy and Physiology I (4) UC:CSU

Prerequisite: Biology 3 or college equivalent

Lecture, 3 hours; laboratory, 3 hours.

Provides an introduction to the structure and function of the human body with emphasis on the organ and systems levels. The basic sciences of anatomy and physiology are integrated and presented with practical applications.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF ANATOMY 1, PHYSIOLOGY 1, 8 OR 9 IS 8 UNITS.

9 Integrated Human Anatomy and Physiology II (4) UC:CSU

Prerequisite: Physiology 8.

Lecture, 3 hours; laboratory, 3 hours.

The basic concepts of anatomy and physiology previously learned in Physiology 8 are applied to the study of the cardiovascular, immune, respiratory, urinary, digestive and reproductive systems. Partial applications are integrated.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF ANATOMY 1, PHYSIOLOGY 1, 8 OR 9 IS 8 UNITS.

POLICE SCIENCE

(See Administration of Justice)

POLITICAL SCIENCE

There are no prerequisites for any Political Science classes. All courses in Political Science may be taken on a Credit/No Credit basis.

Note: State law imposes on all California State Universities certain graduation requirements in the areas of U.S. History, U.S. Constitution, and state and local government. Courses meeting these requirements for the state universities are listed in the TRANSFER REQUIREMENTS section.

See the section on GRADUATION REQUIREMENTS for details.

If you took a Political Science course outside of California, see a counselor to make certain you meet the California state and local government graduation requirements.

1 The Government of the United States (3) UC:CSU ☉

(CAN GOVT 2)

Lecture, 3 hours.

Introductory survey of U.S. political system. Includes theory, structure, and functions of American national, state and local government. Also includes a brief introduction to the political process, political parties, pressure groups, and relevant contemporary issues. This course fulfills the state graduation requirement in the U.S. Constitution and state and local governments.

2 Modern World Governments (3) UC:CSU

Lecture, 3 hours.

A comparative study of the major governmental political systems of the world.

5 The History of Western Political Thought ‡ (3) UC:CSU

Lecture, 3 hours.

Surveys important ideas and theories in political thinking that have been developed from the time of the ancient Greeks to the present day. Explores relationships between political theory and political life.

7 Contemporary World Affairs (3) UC:CSU RPT1

Lecture, 3 hours.

A study of the relationship of nations in modern times emphasizing the nation-state system, diplomacy, international law, and international organizations. Examines the causes, consequences, and methods of resolving international conflicts, and the impact of internal economic, political, and military factors on foreign policy.

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: None.

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.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Political Science (1-4) CSU

Political Science is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

PRIVATE SECURITY MANAGEMENT

(Also See Administration of Justice)

1 Security Management (3)

Prerequisite: None.

Lecture, 3 hours.

Students apply principles of management to security administration. Topics include personnel management, security planning organizational leadership and communication, and recruitment and training.

2 Concepts of Security (3)

Prerequisite: None.

Lecture, 3 hours.

A course of study in the use of modern day security and the roles it has in today's world. Includes various different aspects of private security and how they work with law enforcement, local, state, and federal agencies.

3 Methods of Security (3)

Prerequisite: None.

Lecture, 3 hours.

A course of study in the use of modern day security and the roles it has in today's world. Includes various different aspects of private security and how they work with law enforcement, local, state, and federal agencies.

4 Legal and Ethical Issues in Security Management (3)

Prerequisite: None.

Lecture, 3 hours.

This course is an overview of important ethical issues with which the security manager must deal. Students examine personnel law and obligations; negotiations; contract management; constitutional rights of individuals; legal liability; and ethical standards.

5 Emergency Planning (3)

Prerequisite: None.

Lecture, 3 hours.

Students discuss the role of the security manager in the identification, analysis, and response to a variety of human and natural causes. They examine threats resulting from riots, demonstrations, product tampering, work stoppage, terrorism, and natural disasters.

6 Safety Administration (3)

Prerequisite: None.

Lecture, 3 hours.

This course provides an introduction to safety science, surveys the safety profession and examines the safety movement. A conceptual overview of public safety, industrial safety, and traffic safety. Opportunities in the field of hazard control are discussed.

7 Industrial and Physical Security (3)

Prerequisite: None.

Lecture, 3 hours.

This course provides an introduction to contemporary trends in industrial and physical security integrated with management systems; physical security requirements and standards; as well as alarm and surveillance devices.

8 Information Systems Security (3)

Prerequisite: None.

Lecture, 3 hours.

This course examines the management of information security and data processing facilities including thefts of data, computer viruses, and methods of protecting information.

PSYCHOLOGY

A major in Psychology may be taken to satisfy the requirements for graduation with the Associate Degree.

1 General Psychology I (3)

UC:CSU ☉

(CAN PSY 2)

Prerequisite: None.

Lecture, 3 hours.

A scientific approach to principles of human behavior. It covers such topics as growth and development, heredity and environment, perception and awareness, feeling and emotion, motivation, learning, thinking and intelligence, individual differences, introduction to statistical concepts, personality and social relations.

2 General Psychology II (3)

UC:CSU ☉

(CAN PSY 10)

Prerequisite: Psychology 1 with a C or better.

Lecture, 3 hours.

A detailed study of the physiology and anatomy of the biological systems fundamental to behavior and experience. Covers the peripheral and central nervous systems, receptor systems, and response systems from various perspectives: structural, comparative, and developmental. Emphasizes the relationship of biological mechanisms to psychological processes of sensation, perception, consciousness, attention, sleep, motivation and emotion, learning and memory, by examination of recent experimental studies and comparison of physiological psychology and associated neurosciences.

3 Personality and Social Development (3) CSU

Prerequisite: None.

Lecture, 3 hours.

The psychology of human identity, emphasizing self-awareness, effective relationships, and personal growth in contemporary society. An applied understanding of our impressions of and presentations to others is based on personality theory and social and psychological processes. Students are encouraged to become involved in lecture, demonstration, discussion, and group exercises.

5 History and Perspectives in Psychology ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Historical theories and issues will be examined to increase understanding of contemporary psychological views. Serious consideration is given to the philosophical background of scientific psychology.

9 Introduction to College ‡ (1) NDA RPT1

Prerequisite: None.

Lecture, 1 hour.

Assists in the improvement of study habits and techniques and in the determination of educational and occupational goals. Psychology 9 uses vocational testing and personality inventories to aid the student in self-appraisal and involves problem solving through group discussion.

11 Child Psychology (3) UC:CSU

Prerequisite: Psychology 1 with a grade of C or better.

Lecture, 3 hours.

Psychological development of the child from infancy to adolescence. This course covers major principles derived from recent research, and basic theories including Freud, Erikson and Piaget. It also covers the implications of hereditary, prenatal, family, peer and educational influences; maternal and infant health; the attachment process and bonding; language development; learning; cognitive, emotional, social and physical growth; and moral development. Observational techniques and cross-sectional comparisons are explored.

12 Adolescent Psychology ‡ (3)

UC:CSU

Prerequisite: Psychology 1 with a grade of C or better.

Lecture, 3 hours.

Behavioral patterns during the teenage years. This course deals with physical, social, and emotional development; male-female roles and stereotypes; cross cultural differences in adolescence; psychological needs of the period and how they may be met. Practical application of research findings is emphasized.

13 Social Psychology (3) UC:CSU

Prerequisite: Psychology 1 with a grade of C or better.

Lecture, 3 hours.

Examines human social interactions, how feelings and behavior are influenced by the behavior and characteristics of others. Emphasizes such topics as: liking and loving; forming impressions of other people; increasing and decreasing aggression; changing attitudes; interactions within groups; and the psychology of conformity, obedience, and prejudice.

14 Abnormal Psychology (3)

UC:CSU

Prerequisite: Psychology 1 with a grade of C or better.

Lecture, 3 hours.

Study of psychological disorders, including neurotic and psychotic conditions (with diagnostic terminology of DSM III-R), and modern methods of treatment.

16 Intimacy, Marriage and Family Relationships ‡ (3) CSU

Prerequisite: Psychology 1 with a grade of C or better.

Lecture, 3 hours.

Understanding the psychological aspects of dating, love, marriage and family life, as these intimate relationships are changing in the modern world. Emphasis is placed on how to facilitate personal growth and the fulfillment of important human needs which are related to intimate relationships. Such topics as the need for intimacy, the selection of partners, the resolution of conflict, and alternate life-styles are explored.

17 The Exceptional Child ‡ (3)

CSU

Prerequisite: Psychology 1 with a grade of C or better.

Lecture, 3 hours.

Offers students an opportunity to study children who do not follow the normal developmental process - autistic, mentally retarded, gifted, educationally handicapped, neurologically impaired, emotionally disturbed, and children with other learning and emotional disorders. Includes different theoretical orientations and discussion of practical applications.

19 Human Development and Human Death ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

For people of all ages, research findings and practical knowledge about the psychology of longevity, the experience of death, reactions to death, grieving, and burial.

26 Power and Speed Reading (3) CSU RPT1

Prerequisite: None.

Lecture, 3 hours.

Helps students develop effective reading techniques for different kinds of material and provides opportunities to increase reading speed while improving comprehension.

41 Psychology: Life Span Psychology (3) UC:CSU

Prerequisite: Psychology 1

Lecture, 3 hours

Individual psychological development from conception to death, including physical, cognitive and psychosocial aspects. Major theories and research methodologies are introduced. Family, peer educational and social influences on intelligence, gender, personality and relationships are explored. Practical applications are emphasized.

52 Psychological Aspects of Human Sexuality (3) UC:CSU

(Same as Sociology 21)

Prerequisite: Psychology 1 with a grade of C or better.

Lecture, 3 hours.

Explores the psychological aspects of human sexuality. Addresses the meaning of sexual development and functioning for the individual as he/she develops his/her core awareness of self and sexual identity. Topics include male and female anatomy; function of sex organs; genesis of sexuality; myths and fallacies regarding the sexual process; its significance as a life function; dysfunction; and variant behavior.

PSY 52 AND SOC 21 COMBINED, MAXIMUM UC CREDIT IS ONE COURSE.

60 Stress Management (3) ‡ CSU

Prerequisite: None.

Lecture, 3 hours.

Examines various aspects of stress: contributing factors, physiological responses, and positive coping mechanisms. Theories of stress and practical learning procedures for relaxing, reducing stress, and increasing efficiency are included.

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

Prerequisite: None.

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.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Psychology (1-4) CSU

Psychology is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

PUBLIC RELATIONS

(See Journalism and/or Management)

READING

The Reading Center (Bungalows 56, 57, and 58) has classes for reading and study skills improvement. Courses and independent study programs offered cover speed reading, comprehension skill, notetaking, and vocabulary development. The Lab is also open for practice at posted hours. (See also Psychology 26, Developmental Communications, English and Learning Skills).

REAL ESTATE**1 Real Estate Principles (3) CSU**

Prerequisite: None.

Lecture, 3 hours.

The basic real estate course covering fundamental principles of real estate. Provides background and terminology necessary for advanced study in specialized courses. Course must be completed prior to taking Real Estate Salesman's Licensing Test. Applies toward mandatory educational requirements for the sales license.

3 Real Estate Practices (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Deals with the day-to-day operations in real estate brokerage, including listing, prospecting, advertising, financing, sales techniques, escrow, and ethics. Applies toward mandatory requirement for the brokers license.

5 Legal Aspects of Real Estate I (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A study of real estate law, including rights incident to property ownership and management, agency contracts; application to real estate transfer, conveyancing, probate proceedings, trust deeds, and foreclosures; recent legislation governing real estate transactions. Meets mandatory educational requirement for California real estate brokers examination.

7 Real Estate Finance I (3) CSU

Prerequisite: Real Estate 1 or 3.

Lecture, 3 hours.

Analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special purchase properties. Methods and sources of financing emphasized. Applies toward mandatory educational requirement for California real estate brokers examination.

9 Real Estate Appraisal I (3) CSU

Prerequisite: Real Estate 1.

Lecture, 3 hours.

An introductory course covering the purposes of appraisals, the appraisal process, and the different approaches, methods and techniques used to determine the value of various types of property. Emphasis is on residential and single-units property. Applies toward the mandatory educational requirement for real estate brokers examination.

10 Real Estate Appraisal II ‡ (3) CSU

Prerequisite: Real Estate 9.

Lecture, 3 hours.

An extension of appraisal techniques studied in Real Estate Appraisal I into the areas other than single-family residences. Types of properties covered include subdivisions, apartment buildings, hotels, office buildings, shopping centers, rural and ranch, industrial, leaseholds, easements, air rights, auto service properties, etc. The income approach is studied in depth, including analysis of capital setups, leases, selection of capitalization rates, etc. Field work required. Applies toward mandatory educational requirement for California real estate brokers license.

18 Real Estate Investments I (3) CSU

Prerequisite: Real Estate 1.

Lecture, 3 hours.

An advanced course in the analysis of investment factors in evaluation of commercial, industrial and residential properties. Includes site locations, zoning and other record restrictions, financing, feasibility studies, exchanges, sales and leaseback, cooperatives, and condominiums.

21 Real Estate Economics (3) CSU

Prerequisite: Real Estate 1, 3 or 7.

Lecture, 3 hours.

Economic trends and factors affecting Real Estate values. Examines cycles and economic fluctuations.

911-921-931-941 Cooperative Education - Real Estate (1-4) CSU

Real Estate is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

RECREATION**81 Field Work I ‡ (4) CSU**

Prerequisite: None.

Required of all Recreation majors.

Lecture, 1 hour; field work, 6 hours.

Allows internship in a recreation or related activity while under the supervision of qualified personnel.

82 Field Work II ‡ (4) CSU

Prerequisite: None.

Lecture, 1 hour; field work, 6 hours.

Participates in a recreation or related project or agency with responsibility to plan, conduct, and evaluate activities.

83 Field Work III ‡ (4) CSU

Prerequisite: None.

Lecture, 1 hour; field work, 6 hours.

Qualifies to supervise and aid interns in participating in recreation and related activities.

911-921-931-941 Cooperative Education - Recreation (1-4) CSU

Recreation is approved for Cooperative Work Experience Education credit. See Cooperative Education, page , for prerequisite, course description and credit limits.

RESPIRATORY THERAPY

Enrollment in all classes listed below except Respiratory Therapy 1 and Respiratory Therapy 2 limited to students enrolled in the Respiratory Therapy Phase II program.

(Students must be formally admitted to Phase II, the clinical phase of the Respiratory Therapy program which includes Respiratory Therapy 3, 4, 5, 6, 7, 8, 11, and 15. Consult the Health Science Department for details.)

1 Introduction to Respiratory Therapy ‡ (1)

Prerequisite: None.

Lecture, 1 hour.

An introduction to the profession of respiratory therapy with emphasis on the duties, responsibilities and qualifications of a respiratory therapist. An introduction of techniques and essential equipment for patient treatment is presented.

2 Fundamentals of Respiratory Therapy ‡ (4)

Prerequisite: None.

Corequisites: Physiology 8 and 9; or Anatomy 1 and Physiology 1; Chemistry 51; Microbiology 20; Physics 5 and Respiratory Therapy 1.

Lecture, 3 hours; laboratory, 3 hours.

Basic respiratory therapy theory, application, and equipment. This course acquaints the student with most of the available equipment used in the field of respiratory therapy, and its maintenance.

3 Applications of Respiratory Therapy & Clinical Experience I ‡ (5)

Prerequisite: Respiratory Therapy 15 with a grade of C or better.

Corequisite: Respiratory Therapy 6.

Offered only in the Fall semester.

Laboratory, 15 hours.

The student is introduced to the hospital and its facilities. Patient relationships and care in many specialty areas are explained and experience obtained. The acute treatment of the severely ill patient is explained in detail.

4 Applications of Respiratory Therapy & Clinical Experience II ‡ (5)

Prerequisite: Respiratory Therapy 3 with a grade of C or better.

Corequisite: Respiratory Therapy 6.

Offered only in the Fall semester.

Laboratory, 15 hours.

The student begins to receive instruction in the sub-specialty fields of medicine. An introduction to cardiopulmonary resuscitation and mechanical ventilation is provided to expand the knowledge and clinical performance.

5 Application of Respiratory Therapy & Clinical Experience III ‡ (5)

Prerequisites: Respiratory Therapy 4 and 6 with grades of C or better.

Corequisites: Respiratory Therapy 7 and 8.

Offered only in the Spring semester.

Laboratory, 15 hours.

The student is exposed to the total treatment of the patient. Case presentations and discussion periods are held weekly. Pediatric, neonatal and pulmonary rehabilitation are discussed.

6 Respiratory Physiology ‡ (4)

Prerequisites: Respiratory Therapy 1, 2, and 15 with grades of C or better.

Offered only in the Fall semester.

Lecture, 4 hours.

Respiratory physiology is presented in detail, including perfusion, ventilation and diffusion, extensive anatomy, transport of blood gases and their determination and acid-base balance.

7 Applied Medicine and Pathology ‡ (3)

Prerequisite: Respiratory Therapy 6 with a grade of C or better.

Offered only in the Spring semester.

Lecture, 3 hours.

Physiology and pathology necessary to the understanding of the treatment of the patient by the respiratory therapist are presented. Pharmacology of drugs used in Respiratory Therapy is provided.

8 Administrative Procedures of Respiratory Therapy ‡ (1)

Prerequisite: Respiratory Therapy 4 and 6 with grades of C or better.

Corequisites: Respiratory Therapy 5, 11 and 7.

Offered only in the Spring semester.

Lecture, 1 hour.

Acquaints the student with the principles and practices involved in the supervision of a respiratory therapy department.

11 Application of Respiratory Therapy & Clinical Experience IV ‡ (5)

Prerequisite: Respiratory Therapy 5 with a grade of C or better.

Corequisites: Respiratory Therapy 7 and 8. Offered only in the Spring semester.

Laboratory, 15 hours.

The student is exposed to the total treatment of the patient. Case presentations and discussion periods are held weekly. Pulmonary function testing is discussed and experience is obtained.

15 Introduction to Clinical Experience ‡ (4)

Prerequisite: Respiratory Therapy 1 and 2 and Psychology 1 all with grades of C or better.

Offered only in the Summer session.

Laboratory, 11 hours.

Clinical insight in the actual duties of a respiratory therapist and an introduction to patient relationships. In addition, the student will learn the uses of sterilization methods, medical gas therapy, and aerosol therapy.

16 Neonatal Respiratory Techniques (3)

Prerequisites: Respiratory Therapy 5 with a grade of C or better or Nursing 711 with a grade of C or better.

Offered only in the Fall semester.

Lecture, 3 hours.

This course deals with respiratory care of the neonate. The course emphasizes neonatal pathophysiologies, etiologies, and ramifications. It encompasses the newest techniques and equipment used in the treatment and management of the premature infant.

18 Neonatal Respiratory Care with Clinical Applications (3)

Prerequisites: Respiratory Therapy 16 with a grade of C or better; current California licensed respiratory care practitioner (RCP).

Lecture, 1 hour; laboratory, 7 hours.

This course emphasizes hands on clinical application of the neonatal respiratory techniques in regional hospitals with tertiary or secondary neonatal intensive care units.

911-921-931-941 Cooperative Education - Respiratory Therapy (1-4) CSU

Respiratory Therapy is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

SALESMANSHIP

(See Marketing)

SOCIOLOGY

1 Introduction to Sociology (3)

UC:CSU ☉

(CAN SOC 2)

Prerequisite: None.

Lecture, 3 hours.

This introductory course provides a set of concepts and theories to describe and explain the social behavior of human beings. The course covers subjects such as culture, social organization, socialization and personality, deviance, social stratification, and the institutions of the family, religion, education, politics, and the economy.

2 American Social Problems (3)

UC:CSU

(CAN SOC 4)

Prerequisite: None.

Lecture, 3 hours.

Sociological concepts and theories are used to describe and explain a range of social problems that exist in the United States, such as issues of changing morals, sexual identity, suicide, drugs, marriage, population, minorities, crime, wealth and poverty, political radicalism and weapons of mass destruction.

3 Crime and Delinquency (3)

UC:CSU ☉

Prerequisite: None.

Lecture, 3 hours.

Examines the concept of crime as it is defined by various localities, including cross cultural examples. Class analysis is used to examine the meaning of crime, who defines any action or omission of action as crime, and who adjudicates such actions. Theories as to causation of crime are presented in both historical and cross cultural settings. Race and gender are examined in regard to type of crime committed and penalties imposed. Crime is examined as it applies to both juvenile and adult members of the society, along with available programs for prevention of crime and the rehabilitation of the defined criminal.

10 Social Institutions (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course covers the study of human behavior by the examination of the concept of social institutions and of the way in which they are created and maintained. In addition, the roles within institutions are examined in regard to the way in which these roles affect not only those individuals within the institution, but those outside the sphere of the institution.

11 Ethnic & Racial Minorities in the United States (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Examines the history and experience of ethnic and racial minorities in this country. Special attention is given to Black, Latino and Native Americans. What social, economic and political factors affect majority-minority relations? What are the sources of discrimination? of prejudice? Is social equality between different groups possible?

12 Marriage and Family Life (3)

UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Theory and research dealing with the family as a social institution, its structure and functions, including historical changes, emerging variant patterns and the influence of contemporary society on the family.

17 Introduction to Counseling (3) CSU

(Same as Administration of Justice 24)

Prerequisite: None.

Lecture, 3 hours.

Introduces the problems, techniques, and sociopsychological theories of counseling. Includes the study of behavior as a function of factors operating in groups and in other intimate contacts. Topics include coping with crisis, therapist selection, domestic violence, trauma, compulsive behavior, career options, and correctional counseling. Provides a general orientation in the techniques for adjustment in behavior.

21 Human Sexuality (3) UC:CSU ☉*(Same as Psychology 52)**Prerequisite: None.***Lecture, 3 hours.**

This interdisciplinary course will present a sociological and psychological introduction to human sexuality and human sexual behavior. It will discuss the psycho-sexual development of the individual, the scripts that are learned in our culture, the comparative information from other cultures and other times in our history, how people use sexuality in interpersonal relationships. The study of the anatomy and physiology of the human sexual system, the physical and emotional orgasmic response, myths and misconceptions, sexual variance and dysfunction all will be used to help the student to achieve a realization of his/her own unique sexuality.

PSY 52 AND SOC 21 COMBINED, MAXIMUM UC CREDIT IS ONE COURSE.

22 Sociology of Women (3)**UC:CSU***Prerequisite: None.***Lecture, 3 hours.**

Examines the role of women within the institutional framework. The historical and contemporary effects of educational, industrial, religious, and legal systems are examined in relationship to the way in which women are viewed in America and other countries.

25 Drugs and Culture ‡ (3)**UC:CSU***(Same as Anthropology 143)**Prerequisite: None.***Lecture, 3 hours.**

Drugs and their effects on the population are considered both for the user and non-user. Cultural aspects of drug use are examined using class, race and gender as mediating factors, as well as the values and norms placed upon their use. Societal systems are examined to understand why substances are labeled as drugs. The economic, legal and judicial systems and their relations to the concepts of drug usage are looked at in several societies. Emphasis is placed upon methods of treatment and penalties attached to the violation of the norms on drug usage.

185 Directed Study - Sociology (1)**UC:CSU****285 Directed Study - Sociology (2)****UC:CSU****385 Directed Study - Sociology (3)****UC:CSU***Prerequisite: None.***Conference, 1 hour per unit.**

Allows students to pursue Directed Study in Sociology on a contract basis under the direction of a supervising instructor. See current schedule of classes for details. *Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.*

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Sociology (1-4) CSU

Sociology is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

SPANISH**1 Elementary Spanish I (5)****UC:CSU***(SPAN 1&2 = CAN SPAN SEQ A)**(CAN SPAN 2)**Corresponds to the first year of high school Spanish.**Prerequisite: None.***Lecture, 5 hours.**

Stresses the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases, and the ability to understand, read, write, and speak simple Spanish. It includes basic facts of the geography, customs and culture of Spain and Latin America. Emphasis is on the spoken language. Use of the language laboratory is required. (Credit for either Spanish 1 or Spanish 21 and 22, not both. Credit for either Spanish 1 or Spanish 35, not both).

2 Elementary Spanish II (5)**UC:CSU***(SPAN 1&2 = CAN SPAN SEQ A)**(CAN SPAN 4)**Corresponds to the second year of high school Spanish.**Prerequisite: Spanish 1 or Spanish 22 with grade of C or better, or equivalent skill level.***Lecture, 5 hours.**

Completes the elementary grammar. It includes the reading of simplified texts, with emphasis on oral expression, and further study of Spanish and Latin-American civilization. Emphasis is on the spoken language. Use of the language laboratory is required. (Credit for either Spanish 2 or Spanish 36, not both).

3 Intermediate Spanish I (5)**UC:CSU***(CAN SPAN 8)**Prerequisite: Spanish 2 with grade of C or better, or equivalent skill level.***Lecture, 5 hours.**

A review of Spanish grammar with special emphasis upon idiomatic construction. Intensive and extensive reading. Discussion, in Spanish, of Spanish and Spanish-American life and problems.

4 Intermediate Spanish II (5)**UC:CSU** ☉*(CAN SPAN 10)**Prerequisite: Spanish 3 with grade of C or better or equivalent skill level.***Lecture, 5 hours.**

Stresses the reading and oral discussion of modern Spanish prose, poetry and dialogue. Training also is given in composition, grammar and vocabulary building.

5 Advanced Spanish I ‡ (5)**UC:CSU** ☉*Prerequisite: Spanish 4 with a grade of C or better or equivalent skill level.***Lecture, 5 hours.**

An introduction to some of the important movements in Latin-American literature. Readings in prose and poetry from representative authors of Latin America. Continues the study of advanced composition and grammar, oral and written reports.

6 Advanced Spanish II ‡ (5)**UC:CSU** ☉*Prerequisite: Spanish 4 with a grade of C or better or equivalent skill level.***Lecture, 5 hours.**

The origins and development of the Spanish novel and drama and readings from representative authors in the field. Advanced composition and grammar, oral and written reports.

8 Conversational Spanish ‡ (2) UC:CSU RPT3

Prerequisite: Spanish 2 with a grade of C or equivalent skill level. (Not open to native speakers of Spanish)

Lecture, 2 hours.

Provides opportunities for practical conversation on everyday topics, current events, and cultural materials. Training in pronunciation, enunciation, and vocabulary building.

SPANISH 8 IS REPEATABLE BUT MAXIMUM UC CREDIT IS 4 UNITS.

9 Hispanic Civilization ‡ (3) UC:CSU

Prerequisite: None.
(Taught in English)

Lecture, 3 hours.

A study of the origins, growth and development of Spanish civilization in the various fields. Emphasis on Spain's cultural history, art, architecture, music, and the minor arts. It is especially recommended to all students of Spanish and is required of Spanish majors at the University of California, Los Angeles.

10 Latin-American Civilization ‡ (3) UC:CSU ☉

Prerequisite: None. (Taught in English)

Lecture, 3 hours.

Lecture and discussion on the geography, history, customs and political development, literature and arts of Spanish-speaking and Portuguese-speaking people of the Americas. Especially recommended to all students of Spanish.

12 Contemporary Mexican Literature ‡ (3) UC:CSU ☉

Prerequisite: None.
(Same as Chicano Studies 42)

Lecture, 3 hours.

Consists of lectures and discussions in English on the literature and history of Mexico during the twentieth century, with a background of earlier works. Students will read translations of principal writers.

16 Mexican Civilization ‡ (3) UC:CSU

(Same as Chicano Studies 44)
Prerequisite: None.
(Taught in English)

Lecture, 3 hours.

Considers the significant elements of Pre-Columbian Mexican civilization, the impact of the Spanish domination upon the indigenous population and its influence upon the mores, art, and industry. Studies in the history, literature, art, music of Mexico as they evolved from Colonial times to the present. The impact of the Mexican revolution upon the Americas is considered. Examines the present-day culture of the Mexican-American as influenced by his Mexican heritage and life in the United States.

21 Fundamentals of Spanish I ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Stresses the fundamentals of pronunciation and grammar, practical vocabulary and the ability to understand, read, write and speak simple Spanish. Includes basic facts of geography, customs and culture of the Spanish-speaking world. Spanish 21 and Spanish 22 are equivalent to Spanish I.

(Credit for either Spanish 1 or Spanish 21 and 22, not both).

SPANISH 21 & 22 COMBINED: MAXIMUM UC CREDIT, 5 UNITS. BOTH MUST BE TAKEN FOR ANY UC CREDIT TO BE GRANTED.

22 Fundamentals of Spanish II ‡ (3) UC:CSU

Prerequisite: Spanish 21 with a grade of C or better.

Lecture, 3 hours.

This course provides the second half of first semester Spanish. It stresses the fundamentals of pronunciation and grammar, practical vocabulary and the ability to understand, read, write and speak simple Spanish. Includes basic facts of geography, customs and culture of the Spanish-speaking world. Spanish 21 and Spanish 22 are equivalent to Spanish I.

SPANISH 21 & 22 COMBINED: MAXIMUM UC CREDIT, 5 UNITS. BOTH MUST BE TAKEN FOR ANY UC CREDIT TO BE GRANTED.

25 Spanish American Short Story in Translation ‡ (3) UC:CSU ☉

Prerequisite: None.

Lecture, 3 hours.

Taught in English, this course examines the evolution of the Latin American short story through different literary movements from colonial times to the present.

35 Spanish for Spanish Speakers I (5) UC:CSU

Prerequisite: None.

Lecture, 5 hours.

Designed to address the needs of the bilingual student. An introduction to written Spanish with an emphasis on the acquisition of a solid grammatical base, vocabulary enrichment, and spelling. Addresses all four skills in Spanish, but focuses on reading and writing. Includes readings on the geography, customs and cultures of Spain and Latin America.

(Credit for either Spanish 35 or Spanish 1, not both).

36 Spanish for Spanish Speakers II (5) UC:CSU

Prerequisite: Spanish 35 with a grade of C or better or equivalent skill level.

Lecture, 5 hours.

A continuation of Spanish 35. Completes the study of grammar and continues the development of reading and writing skills. Further study of Spanish and Latin American culture and civilization.

(Credit for either Spanish 36 or Spanish 2, not both).

46 Chicano Literature/Literatura Chicana ‡ (3) UC:CSU ☉

(Same as Chicano Studies 37)

Prerequisite: None.

Lecture, 3 hours.

An analysis of the literary, social, and historical aspects of works written by Mexican American authors. Course will be conducted in English but texts may be read in either English or Spanish.

48 Introduction to Spanish Translation I ‡ (3) CSU

Prerequisite: Spanish 3 or equivalent level.

Lecture, 3 hours.

An introduction to basic translation theory with emphasis on grammar, vocabulary and idiomatic expressions. Focus on consumer-oriented texts. For students whose career options require bilingual skills.

49 Introduction to Spanish Translation II ‡ (3) CSU

Prerequisite: Spanish 48 with a grade of C or better or equivalent level.

Lecture, 3 hours.

Continues the study of basic translation theory with an emphasis on the contrastive aspects of English and Spanish grammars. Practical application of basic translation techniques and procedures to texts of a general nature. For students whose career options require bilingual skills.

50 English Grammar for Students of Spanish ‡ (2)

Prerequisite: None.

Lecture, 2 hours.

A review of English grammatical terminology and basic sentence structure compared with Spanish forms.

185 Directed Study - Spanish (1) UC:CSU

285 Directed Study - Spanish (2) UC:CSU

385 Directed Study - Spanish (3) UC:CSU

Prerequisite: Approval of project.

Conference, 1 hour per unit.

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

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

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911-921-931-941 Cooperative Education - Spanish (1-4) CSU

Spanish is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

SPEECH COMMUNICATION

61 Speech Laboratory (1) NDA RPT3

Prerequisite: None.

Laboratory, 3 hours.

This course is designed to help the native and non-native speaker improve articulation, voice and communication skills through individualized programs, including small group instruction and specially designed taped materials. Also for those with voice, speech and articulation problems.

62 Speech Laboratory Techniques ‡ (1) NDA RPT3

Prerequisite: None.

Laboratory, 3 hours.

Speech 62 is designed for students who have major problems in acquiring the sounds of American speech which have not yielded to 3 repetitions of Speech 61.

63 Beginning Conversational Speech Skills (3) RPT1

Prerequisite: None.

Lecture, 3 hours.

This course is designed for students who wish to improve their aural comprehension of English and to increase their ability to make themselves understood, using conversational American English speech.

64 Basic Speech Skills (3) NDA RPT1

Prerequisite: None.

Lecture, 3 hours.

A course designed to help non-native speakers acquire basic American speech/English sounds. This is the entry level English Speech as a Second Language class.

66 Advanced Speech Skills (3) RPT1

Prerequisite: None.

Lecture, 3 hours.

A course is designed for students who have a basic ability to produce American English speech sounds, but who need to acquire and/or improve their ability to produce difficult consonant and vowel sounds, and to produce complicated consonant blends and clusters. Although principally directed toward expressive speech, students will also be made aware of the differences between English phonemes and the sounds of their own language.

101 Oral Communication I (3) UC:CSU

(CAN SPCH 4)

Prerequisite: None.

Lecture, 3 hours.

An introductory course stressing the need for effective oral communication. The emphases in the course are on: structuring various types of speeches, researching information, audience analysis, presentation of speeches and building self confidence in public speaking situations.

102 Oral Communication II (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

An introductory course that emphasizes the debate process. Fundamentals of effective argumentative speaking are examined. Oral activities are used extensively as learning devices.

103 Business and Professional Speaking (3) CSU RPT 2

Prerequisite: None.

(Credit allowed for only one of Speech Communication 103 and 101.)

Lecture, 3 hours.

Business and professional women and men are given an opportunity to become effective public speakers through the delivery of a variety of original speeches applicable to their particular specialty. Self-confidence is developed and attention is given to successful oral communication in a business and professional environment.

104 Argumentation (3) UC:CSU ☉

(CAN SPCH 6)

Prerequisite: None.

Lecture, 3 hours.

A course that seeks to explore the various steps in the critical thinking process. Emphasis is placed on both how and why we make the decisions we do. Topics explored include: claims, definitions, evidence, reasoning, fallacies, case building, etc.

105 Critical Thinking (3) UC:CSU ☉

Prerequisite: English 101.

Lecture, 3 hours.

Instruction in this course is designed to allow students an understanding of the relationship of language to logic, which should lead to the ability to analyze, criticize and advocate ideas, to reason inductively and deductively, and to identify the assumptions upon which particular conclusions depend. This class has a minimum 6,000 word writing component.

106 Forensics (2) CSU RPT3

Prerequisite: None.

Laboratory, 6 hours.

Designed for speech tournament competition, including individual and team events.

111 Voice and Articulation (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Study of pitch and volume control, articulation, pronunciation and enunciation; and learning experiences in relating all these elements through oral exercises. This is a second level English Speech as a Second Language class.

113 English Speech as a Second Language (3) CSU RPT1

Prerequisite: None.

Lecture, 3 hours.

This English speech improvement class is for students with foreign language backgrounds and stresses pronunciation, intonation, idiomatic expressions, phrasing, grammar and vocabulary. Includes speaking assignments prepared by students. This is a third level English Speech as a Second Language class.

121 The Process of Interpersonal Communication (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A lecture/activity/discussion course which proceeds through an analysis of the views of the scope and purpose of human communications. Factors involved in the process of communicating. Perception, self image, listening, non-verbal, conflict, language, relationships. Emphasis is placed on the process of interpersonal communication.

130 Introduction to Oral Interpretation of Literature (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Development of the students ability to understand, appreciate, relate to, and perform various forms of literary art. Emphasis is placed on the selection and adaptation of worthwhile literary material, as well as on artistic and effective vocal and gestural presentation.

135 Storytelling (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course stresses the selection, preparation, and oral presentation of stories. It includes a study of voice and gesture in storytelling and the techniques of presenting illustrated stories. Stories are suitable for various age groups.

137 Interpreters Theater (1)

UC:CSU RPT3

Prerequisite: None.

Laboratory, 3 hours.

Supervised activity in group interpretation of various forms of literary and non-literary materials. Oral presentation of scripted materials ranging from group arranged original writings to traditional literary forms. Emphasis is placed on developing public presentation skills and techniques.

151 Small Group Communication (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Provides an analysis of the purposes, principles, and types of group processes. Development of individual skills in leadership, problem solving, etc. is achieved by responsible group participation.

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

Prerequisite: None.

Conference, 1 hour per unit.

Allows student to pursue Directed Study in Speech Communication 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.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Speech Communication (1-4) CSU

Speech Communication is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

STATISTICS

(For Statistics see also Economics 14 or Math 225)

1 Elementary Statistics I for the Social Sciences (3) UC:CSU ☉

Prerequisite: Mathematics 125 with a grade of C or better or equivalent.

Lecture, 3 hours.

Introduces the fundamental tools of quantitative methods in research, including: techniques of data collection, organization, presentation, analysis and interpretation. Special attention given to such topics as (1) tabulation and graphic presentation of data; (2) measures of central tendency and variability of sample data; (3) the normal curve and its properties; (4) introduction to probability and statistical inference; (5) linear correlation; and (6) research methods.

MATH 225 AND STAT 1 COMBINED, MAXIMUM UC CREDIT, ONE COURSE.

THEATER

Theater majors should take two of the following: Theater 301, 310, 315, 325, 450.

100 Introduction to the Theater (3) UC:CSU

(CAN DRAM 18)

Prerequisite: None. Open to all students.

Lecture, 3 hours.

A survey course which orients beginning students with the theater and/or other mass media, its historical and cultural background, arts and crafts, fundamental skills, activities and opportunities, and its significance in contemporary society through lectures, demonstrations, and assigned readings.

110 History of the World Theater (3) UC:CSU

Prerequisite: None.

Required of all theater majors.

Open to all students.

Lecture, 3 hours.

A history of the development of the theater, its playwrights, structures, and methods of staging and acting from the Greeks to the beginning of the modern theater.

120 History of African-American Theater ‡ (3) UC:CSU

Prerequisite: None.

Open to all students.

Lecture, 3 hours.

A survey course focusing on the contributions of African-American playwrights, actors, social activists, and others to the American Theater. Primary emphasis will be placed on analysis and classification of African-American drama through selected play readings. Discussion and lecture presentation. Covers periods from 1760 to present.

125 Dramatic Literature ‡ (3) UC:CSU

(Same as English 213)

Prerequisite: None.

Lecture, 3 hours.

A survey of the dramatic literature of the Western World from the early beginnings to the present day. The influence of the theater and dramatic literature as a social and cultural force will be stressed.

130 Playwriting ‡ (3) UC:CSU RPT1

Prerequisite: None.

Lecture, 3 hours.

Training is given in the fundamentals of effective stage, film, and TV writing leading to possible production in the one-act program or film workshop.

200 Introduction to Acting ‡ (3) UC:CSU

Prerequisite: None.

Designed for non-theater majors. (Theater majors see Theater 270)

Lecture, 3 hours.

Accommodates the non-theater major. Through lecture, discussion, demonstration, and limited participation exercises, the student is introduced to the art and craft of acting.

225 Beginning Direction (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A study of the principles of casting, rehearsal scheduling, aims and conducting of rehearsals, and orchestration of all production phases is made through lectures, reading assignments, class projects and the preparation of a complete directors production script.

227 Advanced Direction (3) UC:CSU RPT1

Prerequisite: Theater 225.

Laboratory, 6 hours.

The direction and production of one-act plays for the laboratory theater or other productions under faculty supervision.

232 Play Production (2) UC:CSU RPT3

Prerequisite: None.

Laboratory, 6 hours.

Practical experience in auditioning, rehearsing, and producing plays for public presentation.

233 Play Production (3) UC:CSU RPT3

Prerequisite: Theater 301 and Theater 325.

Laboratory, 9 hours. (Students are expected to be available for rehearsals of all major productions.)

Practical experience in play selection, casting and organization, costume and scenery designing, set construction and lighting. Plays are mounted and performed for public presentation.

240 Voice and Articulation for the Theater ‡ (3) UC:CSU

Prerequisite: None.

Designed for performing arts students.

Lecture, 3 hours.

The students are introduced to the fundamentals of effective vocal production and the techniques of voice improvement as applied to the stage and other media of theatrical performance through basic vocal exercises and practice and production of interpretative reading. A study is made of the physiological and acoustical factors determining effective performance for the theater.

270 Beginning Acting (3) UC:CSU (CAN DRAM 8)

Prerequisite: None.

Required of all theater majors.

Lecture, 3 hours.

Theory and practice of basic acting and stage movement. Students are made aware of their body as an instrument in their total development as actors. How to prepare for rehearsal is emphasized.

272 Intermediate Applied Acting (3) UC:CSU

Prerequisite: Theater 270.

Required of all theater acting majors.

Laboratory, 6 hours.

The principles of creative acting as applied to structure and characterization through actual performance, with special attention to the development of the students individual capacity; emphasis on contemporary theater.

274 Advanced Applied Acting ‡ (3) UC:CSU RPT1

Prerequisite: Theater 272.

Laboratory, 6 hours.

This fundamental study deals with the problem the actor faces when working with roles outside the realm of the standard contemporary theater. The areas studied will include the Greek, Elizabethan, Restoration, Epic Theater, Theater of the Absurd, and special problems in the modern theater. Students will prepare and present scenes from each of the areas studied.

275 Theater - Scene Study ‡ (2) CSU RPT 3

Prerequisite: None.

Laboratory, 3 hours.

Examines the performers individual problems through rehearsal, improvisations and the presentation of acting scenes.

276 Actors Workshop ‡ (3) CSU RPT3

Prerequisite: None.

Laboratory, 6 hours.

Students are made more aware of their individual acting problems and their solutions.

279 Musical Theater ‡ (2) UC:CSU RPT3

Prerequisite: None.

Lecture, 1 hour; laboratory, 2 hours.

The primary emphasis in this course is placed upon the problems of stage movement, character movement, and simple dance movement as related to musical theater. Attention is also given to the musical demands placed upon the singer who wishes to perform in this area of the theater.

293 Rehearsals and Performances (3) UC:CSU RPT3

Prerequisite: Theater 301 and Theater 325.

Laboratory, 9 hours.

Experience is given in the acting, directing, and producing of full-length plays for public presentation.

301 Stage Craft (3) UC:CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

The study of and laboratory practice in the practical problems in the mounting of a stage production.

310 Introduction to Theatrical Lighting ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Theory and practice in the problems of lighting for stage and motion pictures. Related topics considered are personnel organization, scene design, and special techniques.

315 Introduction to Theatrical Scenic Design ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Theory and training are given in problems of designing for television, stage, and motion pictures. Related topics considered are personnel organization, lighting and construction.

323 Stage Management and Production ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A study of the duties and responsibilities of a production stage manager. Related topics and production manager, tech director and company manager.

325 Stage Management and Advanced Stagecraft ‡ (3) UC:CSU RPT3

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

A study of all phases of stagecraft.

450 Beginning Stage Make-Up ‡ (2) UC:CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 3 hours.

A study of the basic tools, materials, techniques, and methods of make-up which might be used in various roles on the stage, in television, and films. This is a skills course in which the student executes practical assignments from straight through character, old age, hair, stylized fantasy, and facial distortion.

451 Advanced Stage Make-Up ‡ (2) UC:CSU RPT1

Prerequisite: Theater 450.

Lecture, 1 hour; laboratory, 3 hours.

A further study of the art of make-up with emphasis on advanced techniques. Considerable time will be spent with the problems of Prosthesis, i.e., casting for, types, and application. Other areas of study will include hair, make-up for mediums other than the stage, and special problems.

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

Prerequisite: None.

Conference, 1 hour per unit.

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

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

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911-921-931-941 Cooperative Education - Theater (1-4) CSU

Theater is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

TOOL AND MANUFACTURING TECHNOLOGY**27 Basic Machine Shop Theory and Practice (4)**

Prerequisite: None.

Lecture, 2 hours; laboratory, 4 hours.

Provides an introduction to the fundamentals of machine shop theory and practice. Prescribed study and projects are designed to give experience with five basic machine tools. This course is the basis for entry into many trade areas from machinist to numerical control.

30 Machine Shop Practice I (3)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Advanced lathe operation including taper turning, internal thread cutting, precision boring and other chucking operations and tool grinding. Milling machine and shaper practice including contour and angular surfacing operations and rack and spur gear cutting. Basic oxyacetylene welding techniques. Deals with equipment used, applications, safety and limitations. Includes fusion welding and brazing of light gauge metal. Theory and application of resistance welding and further use of the oxyacetylene flame including silver brazing and flame cutting.

31 Machine Shop Practice II (3)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Continues training to increase knowledge and skills in the operation of machine tools and accessory equipment. Includes use of optical comparator, precision measuring instruments and other high precision layout and inspection equipment. Requires close tolerance work with different types of material used in industry.

32 Machine Shop Practice III (3)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Provides extended training to increase knowledge and skills in the operation of machine tools and accessory equipment. Abrasives and their application are discussed. Includes use of surface grinder and tool and cutter grinder. Close tolerance work and precision inspection emphasized.

33 Machine Shop Practice IV (3)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Provides extended training to increase knowledge and skills in the operation of machine tools and accessory equipment. Special processes will be the major emphasis of this course. Such topics as E.D.M., chemical milling, chip-less machining, laser cutting, etc.

40 Industrial Tool Design I (4)

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

A comprehensive study of the underlying principles of tool design through the preparation of drawings of machine fixtures, assembly jigs, and handling fixtures. Emphasis is placed on techniques of design, applied mathematics, metallurgy, mechanics, and machine shop practice

61 Manufacturing Processes ‡ (3)

Prerequisite: None.

Lecture, 3 hours.

Provides a study of general manufacturing processes and product planning, examined in terms of general machining and press work, foundry equipment and procedures, numerical control, and related finishing processes of the wide range of manufacturing materials in use today.

65 Introduction to Metal Stamping (2)

Prerequisite: None.

Lecture, 2 hours; laboratory, 1 hour.

A course introducing the student to a variety of metal stamping applications. Course will cover the use of appropriate presses, dies, feeders, material handling devices, pay-out systems, take-up systems, scrap collection devices, etc., for each application.

66 Manufacturing Problem Solving (3)

Prerequisite: None.

Lecture, 3 hours.

Problem solving in relation to manufacturing and continuous process improvement.

68 Material Variations (3)

Prerequisite: None.

Lecture, 3 hours.

How to identify and deal with variations and imperfections in flat rolled metals. Common types of imperfections. How to avoid process techniques which will induce problems.

81 Projects Laboratory ‡ (1) RPT3

Prerequisite: None.

Laboratory, 3 hours.

Provides basic and advanced laboratory experience in machine tool operations and tool making practices. Students work on assigned projects that include planning, designing and manufacture of production tools.

185 Directed Study Tool and Manufacturing Technology (1)**285 Directed Study Tool and Manufacturing Technology (2)**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Tool and Manufacturing Technology on a contract basis under the direction of supervising faculty.

911-921-931-941 Cooperative Education - Tool and Manufacturing Technology (1-4)

Tool and Manufacturing Technology is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 67, for prerequisite, course description and credit limits.

TYPING

(See Computer Applications & Office Technologies.)

WORD PROCESSING

(See Computer Applications & Office Technologies)

WILDLAND FIRE TECHNOLOGY

(Also See Fire Technology)

101 Wildland Fire Behavior (3) CSU

Prerequisite: None.

Lecture, 3 hour.

This course of study is to provide wildland fire fighting personnel the information necessary to understand wildland fire behavior.

102 Wildland Firefighter Safety and Survival (3) CSU

Prerequisite: None.

Lecture, 3 hour.

This course of study places emphasis on avoiding situations and conditions which have resulted in fire shelter deployments, injuries and fatalities for wildland firefighters.

103 Wildland Fire Operations (3) CSU

Prerequisite: None.

Lecture, 3 hour.

This course of study presents the command structure and operational processes for ground and air operations in the control of wildland fires.

104 Wildland Public Information Officer, Prevention, and Investigation (3) CSU

Prerequisite: None.

Lecture, 3 hour.

A course of study which presents the information necessary to understand the roles and functions of the Wildland Fire Information Officer, wildland fire prevention, and investigation of wildland fires.

105 Wildland Fire Logistics, Finance and Planning (3) CSU

Prerequisite: None.

Lecture, 3 hour.

This course explains the roles, responsibilities and functions of the planning, logistics, and finance sections that are utilized during the control of wildland fires.

302 Basic Incident Command System (I-200) (1) CSU

Prerequisite: None.

Lecture, 1 hour.

This course of study provides a basic introduction to the Incident Command System (ICS). This course provides the foundation for students to actively take part as a member of a wildland fire incident. This course consists of 5 individual modules (ICS Modules 2-6) which provide instruction in the Principles and Features of ICS, an Organizational Overview, Incident Facilities, Incident Resources, and Common Responsibilities.

WILDLAND FIRE TECHNOLOGY LOGISTICS

(Also See Fire Technology)

311 Documentation Unit Leader I-342 (0.5) CSU

Prerequisite: None.

Lecture, 1/2 hour.

This course is designed to train the student to function as Leader of the Documentation Unit.

312 Display Processor S-245 (0.5) CSU

Prerequisite: None.

Lecture, 1/2 hour.

This course is designed to provide the student with the skills necessary to perform as a Display Processor (map maker) on wildland fires.

313 Check in Recorder/Status Recorder S-248 (0.5) CSU

Prerequisite: None.

Lecture, 1/2 hour.

This course provides instruction on how to check-in and track the status of incident resources.

321 Situation Unit Leader I-346 (1.5) CSU

Prerequisite: None.

Lecture, 1.5 hours.

The purpose of this course is to provide the knowledge necessary to perform the Situation Unit Leader function within the Incident Command System.

322 Demobilization Unit Leader I-347 (1) CSU

Prerequisite: None.

Lecture, 1 hour.

This course is designed to meet the requirements of the Demobilization Unit Leader position in the planning section organization.

323 Resource Unit Leader I-348 (1.5) CSU

Prerequisite: None.

Lecture, 1.5 hours.

This course is designed to meet the training needs of the Resource Unit Leader position in the Planning Section.

324 Facilities Unit Leader I-354 (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course is designed to meet the training needs for qualification as a Facilities Unit Leader under the National Interagency Incident Management System.

325 Ground Support Unit Leader I-355 (0.5) CSU

Prerequisite: None.

Lecture, 1/2 hour.

This course is designed to teach the coordination responsibilities of the ground support unit leader.

326 Supply Unit Leader I-356 (1.5) CSU

Prerequisite: None.

Lecture, 1.5 hours.

This course is designed to meet the training needs of the Supply Unit Leader position in the Logistics organization in compliance with the National Wildfire Coordinating Group.

327 Food Unit Leader I-357 (1.5) CSU

Prerequisite: None.

Lecture, 1.5 hours.

This course is designed to meet the training needs of the Food Unit Leader in the Logistics Section.

328 Communications Unit Leader I-358 (4) CSU

Prerequisite: None.

Lecture, 4 hours.

This course is designed to meet the needs of the communications unit leader position under the National Interagency Incident Command System qualifications standards.

329 Medical Unit Leader I-359 (0.5) CSU

Prerequisite: None.

Lecture, 1/2 hour.

This course is intended to prepare the student to function as Medical Unit Leader in the Incident Command System.

330 Cost Unit Leader I-362 (0.5) CSU

Prerequisite: None.

Lecture, 1/2 hour.

This course is designed to provide the knowledge to function as Cost Unit Leader in the Incident Command System.

331 Compensation/Claims Unit Leader I-363 (0.5) CSU

Prerequisite: None.

Lecture, 1/2 hour.

This course is designed to provide knowledge to perform in the compensation/claims Unit Leader I-363.

332 Time Unit Leader I-365 (0.5) CSU

Prerequisite: None.

Lecture, 1/2 hour.

This course is intended to meet the needs of the Time Unit Leader under the Incident Command System.

333 Procurement Unit Leader I-368 (0.5) CSU

Prerequisite: None.

Lecture, 1/2 hour.

This course is intended to prepare the students to perform as the Procurement Unit Leader in the Incident Command System.

334 Planning Section Chief I-440 (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course is designed to provide the student with skills to function as Chief of the Planning Section under the Incident Command System.

335 Logistics Section Chief I-450 (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course is intended to prepare the student to perform as Logistics Section Chief in the Incident Command System.

336 Finance Section Chief I-460 (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course is designed to meet the needs of the Finance Section Chief position in the I.C.S. (Incident Command System) Finance Section.

WILDLAND FIRE TECHNOLOGY OPERATIONS

(Also See Fire Technology)

310 Basic Fire Suppression Orientation S-110 (0.5) CSU

Prerequisite: None.

Lecture, 1/2 hour.

This course provides information for the non-operations individual to have a successful first assignment on a wildland fire.

311 Firefighter Training S-130 (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course is required for qualification as a firefighter under the Wildland Fire Qualifications Subsystem Guide 310-1. It covers knowledge required for performance as a firefighter.

312 Advanced Firefighter Training S-131 (0.5) CSU

Prerequisite: None.

Lecture, 1/2 hour.

This course is intended for the student who has the ability or desire to become a first level supervisor, may be an initial attack first responder, and may be responsible for five or less personnel.

313 Introduction to Wildland Fire Behavior S-190 (0.5) CSU

Prerequisite: None.

Lecture, 1/2 hour.

This course is designed to provide the student with basic information on wildland fire behavior to aid in safe and effective control of wildland fires.

314 Initial Attack Incident Commander Type 4 (ICT4), S-200 (1) CSU

Prerequisite: None.

Lecture, 1 hour.

This course meets all the requirements of the National Wildland Coordinating Groups Wildland Fire Qualification Subsystem for the position of ICT4.

315 Supervisory Concepts and Techniques S-201 (1) CSU

Prerequisite: None.

Lecture, 1 hour.

This course is designed for the first level supervisor (single resource boss) position in the Incident Command System. Meets guidelines of the National Wildfire Coordinating Group.

316 Fire Operations in the Urban Interface S-205 (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course is designed to meet the training needs for initial attack incident commanders and company officers confronting wildland fire that threatens life, property, and improvements.

317 Portable Pumps and Water Use S-211 (0.5) CSU

Prerequisite: None.

Lecture, 1/2 hour.

The course is designed to give the student a practical knowledge of portable pumps and the related equipment to carry out field operations.

318 Wildfire Power Saws S-212 (1.5) CSU

Prerequisite: None.

Lecture, 1/2 hour.

This course is designed to provide basic knowledge for new power saw operators in The Incident Command System.

319 Driving for Fire Service S-216 (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course is designed to prepare the student for fire apparatus driving under varying road and off-road conditions.

320 Interagency Helicopter Training S-217 (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course is designed to provide the firefighter student with the basic knowledge required to work with helicopters.

321 Crew Boss (Single Resource) S-230 (1.5) CSU

Prerequisite: None.

Lecture, 1.5 hours.

This course is designed to provide the knowledge to perform as a Crew Boss on a wildfire incident.

322 Engine Boss (Single Resource) S-231 (0.5) CSU

Prerequisite: None.

Lecture, 1/2 hour.

This course is designed to meet the needs of an incident Engine Boss as outlined by the National Wildfire Coordinating Group.

323 Dozer Boss (Single Resource) S-232 (1) CSU

Prerequisite: None.

Lecture, 1 hour.

This course is designed to provide the knowledge to perform the tasks of a Dozer Boss as identified in the position tasks book PMS 311-13.

324 Tractor/Plow Boss (Single Resource) S-233 (0.5) CSU

Prerequisite: None.

Lecture, 1/2 hour.

This course is designed to provide students with the knowledge required to perform tasks listed by the National Wildfire Coordinating Group.

325 Firing Method and Procedures S-234 (1.5) CSU

Prerequisite: None.

Lecture, 1.5 hours.

This course is designed to train qualified squad bosses who will have a need to know about firing techniques and the related firing devices used in wildfire suppression.

326 Felling Boss S-235 (1.5) CSU

Prerequisite: None.

Lecture, 1.5 hours.

This course is designed to provide information for the student to perform as Felling Boss in the Incident Command System.

328 Field Observer I-244 (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course covers material to prepare the student to perform the duties of a Field Observer/Display Processor in the Incident Command System.

329 Interagency Incident Business Management S-260 (0.5) CSU

Prerequisite: None.

Lecture, 1/2 hour.

This course is designed to provide the knowledge to perform incident business management duties in the Incident Command System.

330 Basic Air Operations S-270 (1) CSU

Prerequisite: None.

Lecture, 1 hour.

A survey of uses of aircraft in fire suppressions. Instruction on how to conduct oneself in and around aircraft.

332 Intermediate Wildland Fire Behavior S-290 (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course is designed to prepare the student to work in the operations section of the Incident Command System.

333 Incident Commander, Multiple Resources S-300 (1) CSU

Prerequisite: None.

Lecture, 1 hour.

This course covers material to prepare the student to perform as Incident Commander employing multiple resources over an extended period of time.

334 Leadership and Organizational Development S-301 (1.5) CSU

Prerequisite: None.

Lecture, 1.5 hours.

This course provides the student with communication and supervision skills necessary to perform as a unit leader on a wildland fire incident.

335 Task Force/Strike Team Leader S-330 (1.5) CSU

Prerequisite: None.

Lecture, 1.5 hours.

This course is designed to instruct experienced single resource bosses and initial attack incident commanders in the skills necessary at the Strike Team Leader and Task Force Leader Level.

336 Fire Suppression Tactics S-336 (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course is designed to meet the training requirements in the Operations Section of the Incident Command System prerequisites of the National Wildfire Coordinating Group.

337 Division Supervisor S-339 (1) CSU

Prerequisite: None.

Lecture, 1 hour.

This course prepares an individual to function as Division Supervisor or Group Supervisor in the Incident Command System.

339 Helibase Manager S-371 (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course is designed to meet the training requirements outlined in the Wildland Fire Qualification Subsystem Guide for the position of Helibase Manager.

341 Air Support Group Supervisor J-375 (2) CSU*Prerequisite: None.***Lecture, 2 hours.**

This course provides information to assist the Air Support Group Supervisor in management of helibase and helispot operations and to maintain liaison with fixed-wing air-bases.

342 Air Tanker Coordinator S-376 (1.5) CSU*Prerequisite: None.***Lecture, 1.5 hours.**

This course is designed to meet the needs of the Air Tanker Coordinator position in the I.C.S. Operations Section.

346 Liaison Officer I-402 (1) CSU*Prerequisite: None.***Lecture, 1 hour.**

This course is designed to prepare prospective Liaison Officer for the management responsibilities of the position.

351 Look Up, Look Down, Look Around PMS-427 (0.5) CSU*Prerequisite: None.***Lecture, 1/2 hour.**

This course addresses the fire environment and indicators fire line personnel should recognize in order to predict problem fire behavior.

WILDLAND FIRE TECHNOLOGY PREVENTION

(Also See Fire Technology)

310 Introduction to Wildfire Prevention P-101 (2) CSU*Prerequisite: None.***Lecture, 2 hours.**

This is an overview course designed for volunteer firefighters, rangers, firefighting professionals, fire managers, and other persons having fire prevention responsibility.

311 Inspecting Fire Prone Property P-110 (2) CSU*Prerequisite: None.***Lecture, 2 hours.**

This course is designed for people with little or no experience in inspecting property, including houses and surrounding structures, in forested and rural areas.

313 Wildfire Origin & Cause Determination P-151 (2) CSU*Prerequisite: None.***Lecture, 2 hours.**

This course provides training for potential wildfire investigators. It is designed for first-time Line Managers, professionals from cooperating agencies, and investigators in need of updated training.

318 Burn Boss RX-90 (2) CSU*Prerequisite: None.***Lecture, 2 hours.**

This course is designed to prepare an individual to function as a Prescribed Fire Burn Boss.

319 Wildfire Prevention Analysis and Planning P-301 (2) CSU*Prerequisite: None.***Lecture, 2 hours.**

This is a wildfire prevention course for individuals having fire prevention planning responsibilities.

322 Introduction to Fire Effects RX-340 (2) CSU*Prerequisite: None.***Lecture, 2 hours.**

This course provides information on fire effects principles and processes, guidelines for the collection, analysis, and evaluation of wild and prescribed fire effects data.

325 Smoke Management Techniques RX-450 (2) CSU*Prerequisite: None.***Lecture, 2 hours.**

This course is designed for the Prescribed Fire Manager and Prescribed Fire Behavior Analyst. It covers the material relating to ecological, legal, and management aspects of prescribed fire.

YIDDISH

1 Elementary Yiddish I ‡ (3)**UC:CSU***(Same as Jewish Studies 7)**Prerequisite: None.***Lecture, 3 hours.**

Basic reading, writing and conversational Yiddish with an introduction to the history of Yiddish as a mirror of Ashkenazic Jewish life.

2 Elementary Yiddish II ‡ (3)**UC:CSU***(Same as Jewish Studies 8)**Prerequisite: Yiddish I.***Lecture, 3 hours.**

Attention to grammar, syntax, vocabulary, and conversational skills is given in addition to attainment of greater proficiency in reading and writing. Opportunities are provided for reading and studying Yiddish poetry and prose in the original, e.g., Sholem Aleichem, Peretz, Asch, Leyvik, Manger, and many others.





Music Department

FACULTY

The academic ranks indicated in this faculty roster are as of Spring 2002.

- Aguirre, Gina M. 1989**
Professor of Nursing
 B.S.N., M.S.N., California State University,
 Los Angeles
- Aksoy, Ercument 1995**
Associate Professor of Economics
 B.A., Middle East Technical University
 M.S., Eastern Michigan University
 Ph.D., Michigan State University
- Albert, Louis E. 1975**
Professor of Health Education
 A.A., Los Angeles Pierce College
 B.A., California State University, Northridge
- Allen, Sylvia E. W. 1992**
Professor of Business
 B.S., M.B.A., University of California,
 Los Angeles
- Ardavany, Juanita F. 1976**
Professor of Law
 B.S., Rider College
 M.Ed., University of California, Los Angeles
 J.D., Southwestern University School of Law
- Arias, Rafael 2000**
Assistant Professor of Foreign Language
 B.A., University of Santiago, Spain
 M.A., University of Kansas
 M.A., Teachers College, Columbia University
 M.Ed., Teachers College, Columbia University
 Ed.D., Teachers College, Columbia University
- Arnot, Jack 1988**
Professor of History
 B.A., University of California, Los Angeles
 M.A., Loyola University, Los Angeles
- Arshagouni, Michael H., 2002**
Instructor in Music
 B.A., University of California, Los Angeles
 M.F.A., University of California, Los Angeles
 Ph.D., University of California, Los Angeles
- Baca, Tracey J., 1999**
Assistant Professor of Child Development
 B.A., M.S., University of Tennessee
- Baghdaserians, Elmida 2001**
Assistant Professor of Child Development
 B.A., Pacific Oaks College
 M.A., Loyola Marymount University
- Ball, Alexander R. 1968**
Associate Professor of Geology
 B.A., University of California, Los Angeles
 M.A., University of Southern California
- Ballew, Betty A. 1989**
Professor of Speech
 A.A., Pasadena Play House
 B.A., M.A., California State University,
 Los Angeles
- Barlow, Bob S. 1967**
Assistant Professor of Geography
 A.A., Pasadena City College
 B.A., M.A., University of California,
 Los Angeles
- Bavaro, Joseph J. 1976**
Professor of Art
 A.A., Los Angeles Pierce College
 B.A., California State University, Northridge
 M.F.A., Cranbrook Academy of Art
- Berger, Sheri L., 1999**
Assistant Professor of Mathematics
 B.A., M.S., California State University,
 Northridge
- Brossman, Richard S. 2002**
Assistant Professor of Counseling
 B.A., University of California, Berkeley
 M.S.W., University of California, Los Angeles
- Brower, Lynne D 2001**
Assistant Professor of Learning Skills
 B.A., University of California, Los Angeles
 M.A., Loyola Marymount University
- Brown, David M. 1963**
Associate Professor of History
 B.A., Grinnell College
 M.A., University of California, Los Angeles
 C.Phil., University of California, Los Angeles
- Buchanan, David 1986**
Associate Professor of Physical Education
 A.A., Los Angeles Valley College
 B.A., University of the State of New York,
 Albany
 M.A., Azua-Pacific College
- Burke, John 1989**
Associate Professor of Business
 B.A., M.A., California State University,
 Northridge
 M.B.A., University of California, Los Angeles
- Byrd-Williams, Pamela B. 2001**
Instructor in Biology
 B.A., West Georgia College
 M.A., Mississippi State University
- Calder, Pat P. 1980**
Professor of Speech
 A.A., Los Angeles Valley College
 B.A., M.A., California State University,
 Northridge
 C.C.C., American Speech, Language and
 Hearing Assn.
- Carthew, Brett J. 2001**
Instructor in Mathematics
 B.A., University of California, Santa Cruz
 M.A., University of California, Santa Cruz
 M.A., California State University, Hayward
 M.A., California State University, Hayward
- Castillo, Steven J., 2000**
Instructor in Mathematics
 B.A., University of California, Riverside
 M.A., University of California, Berkeley
 M.A., State University of New York, Buffalo
- Chauls, Robert N. 1973**
Professor of Music
 B.A., Antioch College
 M.Mus., University of Michigan
 D.M.A., University of Southern California
- Chen, (Liang) Shui-Tain, 1999**
Instructor in Mathematics
 B.Ed., National Taiwan Normal University
 M.S., Lamar University
 Ph.D., University of Houston
- Christian, Bernie 1969**
Professor of Physical Education
 B.A., California State University, Los Angeles
 M.A.E., California Lutheran College
- Chung, Siu N. 1995**
Assistant Professor of Business
 B.S., California State University, Los Angeles
- Ciufo, Leonard A. 1978**
Associate Professor of Business
 B.A., University of Colorado
 M.A., California Lutheran College
- Cowen, Alan R. 2001**
Assistant Professor of Fire Technology
 B.A., California State University, Northridge
 M.A., California State University, Northridge
 D.C., Los Angeles College of Chiropractic
- Cox, Mary A. 2000**
Assistant Professor of Nursing
 A.D.N., Los Angeles Pierce College
 P.H.N., California State University,
 Northridge
 B.S.N., California State University,
 Northridge
 M.S.N., California State University,
 Dominguez Hills
- Comstock, Patricia M. 1986**
Professor of Sociology
 B.A., University of California, Berkeley
 M.A., Stanford University
- Daccurso, Joseph A. 1978**
Professor of Cinema Arts
 B.A., Northwestern University
 M.A.T., Fairleigh Dickinson University
 M.F.A., University of Southern California
- Dauber, William J. 2001**
Instructor in Journalism
 B.A., University of California, Irvine
 M.A., University of California, Berkeley

- Davis, Ellen G. 1969**
Professor of English
 B.A., Stanford University
 M.A., University of California, Los Angeles
- Dea, Fay S. 1988**
Professor of Counseling
 A.B., two M.A.s, University of California, Los Angeles
- De Vivo, Earleen H. 1968**
Professor of Psychology
 B.A., M.A., Ph.D., University of California, Los Angeles
 M.A., California State University, Los Angeles
- Drummond, Rose B. 1991**
Associate Professor of History
 B.A., M.A. University of California, Los Angeles
- Dufour, Weendy J. G., 2002**
Instructor in Health Science
 B.S.N., Loyola University, Chicago
 M.N., University of California, Los Angeles
- Elias, Woodrow M. 1992**
Associate Professor of Chemistry
 B.A., M.S., California State University, Northridge
- Engler, Suzanne K. 1997**
Associate Professor of Anthropology
 B.A., M.A. University of California, Los Angeles
- Esten, Dora 1995**
Associate Professor of Library Science
 B.A., Boston University
 MSLIS, Catholic University of America
 M.Phil., George Washington University
- Ettinger, Virginia M. 1976**
Professor of Health Science
 B.S., Southern Illinois University
 M.P.H., California State University, Northridge
 CTF in Respiratory Therapy, UCLA/SMC School of Respiratory Therapy
- Falk, David J. 1996**
Assistant Professor of Astronomy
 A.S., Los Angeles Valley College
 B.S., California State University, Northridge
- Ferrero, Charles F., Jr. 1980**
Professor of Physical Education
 B.A., University of California, Los Angeles
 M.A., Azusa-Pacific College
- Fickel, Theodore E. 1995**
Associate Professor of Chemistry
 B.A., Rice University
 M.A., Princeton University
 Ph.D., Princeton University
- Fielding, Robert A. 1995**
Instructor in Physics
 B.S., University of California, Berkeley
 M.s., California State University, Northridge
- Fink, Harry A. 1994**
Assistant Professor in Psychology
 B.A., M.A., California State University, Northridge
- Fornataro, Gayle L. 1999**
Instructor in English
 B.A., California State University, Long Beach
 M.A., Humboldt State University
 Ph.D., State University of New York, Buffalo
- Fountaine, Helen 1996**
Associate Professor of Speech
 A.A., Los Angeles Valley College
 B.A., California State University, Northridge
 M.A., California State University, Northridge
 C.C.C., American Speech, Language and Hearing Assn.
- Frances-Benitez, Maria Elena 1989**
Associate Professor of Spanish
 B.A., Mount St. Marys College
 M.A., University of California, Los Angeles
- Frantz, Joseph C. 1981**
Professor of Biology
 B.A., M.S., California State University, Northridge
 Ph.D., University of Southern California
- Freibergs, Gunar 1980**
Professor of History
 M.A., University of Cincinnati
 Ph.D., University of Southern California
- Friedman, Elizabeth S. 1984**
Professor of Chemistry
 A.S., Merced College
 B.S., California State University, Stanislaus
 Ph.D., University of California, Los Angeles
- Fulkerson, M. Dale, Jr. 1969**
Professor of Art
 B.A., California State University, Northridge
 M.F.A., University of Southern California
- Garber, Zev W. 1970**
Professor of Jewish Studies
 A.A., University of Judaism
 B.A., Hunter College
 M.A., University of Southern California
- Garcia, Frances R. 2002**
Assistant Professor of Physical Education
 A.A., Fullerton College
 B.A., California State University, Dominguez Hills
 M.A., California State University, Dominguez Hills
- Garcia, Louis R. 1993**
Instructor in Counseling
 A.A., East Los Angeles College
 B.A., California State University, Los Angeles
 M.A., Stanford University
- Gardner, Michael A. 1974**
Professor of Psychology
 B.A., M.A., California State University, Northridge
 Ph.D., U.S. International University
- Gauthier, Donald J. 2001**
Assistant Professor of Geography
 A.A., Santa Monica College
 B.A., University of California, Los Angeles
 M.A., University of California, Los Angeles
- Gayton, James F. 1980**
Professor of Physical Education
 B.A., M.A., California State University, Northridge
- Ghassemi, Ali R. 2000**
Assistant Professor of Counseling
 A.A., Los Angeles Valley College
 B.A., California State University, Northridge
 M.A., California School of Professional Psychology
 Psy.D., California School of Professional Psychology
- Goffredo, Samuel P. 1970**
Professor of Art
 A.A., Glendale College
 M.F.A., Otis Art Institute
- Gold, Michael C. 1988**
Professor of Counseling
 B.A., University of California, Los Angeles
 M.Ed., Harvard University
 Ph.D., University of Southern California
- Goldberg, Barbara A. 1996**
Assistant Professor of Counseling
 B.A., Indiana University Pennsylvania
 M.A., California State University, Northridge
- Green-Marroquin, Becky L., 1999**
Assistant Professor of Biology
 B.S., M.S., Western Kentucky University
 Ph.D., Mississippi State University
- Hams, Jacquelyn E. 2002**
Instructor in Oceanography
 B.A., California State University, Los Angeles
 M.S., California State University, Los Angeles
- Harless-Chang, Jacqueline, 1999**
Associate Professor of Computer Applications & Office Technologies
 B.A., M.A., California State University, Los Angeles
- Harper, Paul H. 1988**
Associate Professor of French
 B.A., M.A., University of California, Los Angeles
 M.A., California State University, Los Angeles
- Harrington, Deborah L. 1996**
Associate Professor of English
 A.A., College of the Canyons
 B.A., University of California, Los Angeles
 M.A., California State University, Northridge
- Havenhill, Roy M. 1971**
Professor of Biology
 A.A., Fresno City College
 B.A., M.A., Ph.D., University of California, Los Angeles
- Heister, Cynthia 1991**
Associate Professor of Nursing
 B.S.N., California State University, Los Angeles
 M.N., University of California, Los Angeles
- Hernandez, Librada, 1997**
Assistant Professor of Spanish
 A.A., Los Angeles City College
 B.A., M.A., Ph.D., University of California, Los Angeles
- Heyn, Marion G. 1994**
Associate Professor of English
Director Academic Computing
 A.A., Los Angeles Valley College
 B.A., University of California, Los Angeles
 M.A., California State University, Northridge
- Hito, Mary 1989**
Professor of Mathematics
 B.A., Boston University
 M.S., University of Southern California
- Hope, Leslie A. 1968**
Professor of English
 B.A., M.A., University of California, Los Angeles

- Holdredge, Richard E. 1980**
Professor of Instructional Media
B.A., University of Wisconsin
M.A., University of Southern California
- Honjio, Gary 1976**
Professor of Physical Education
B.A., M.A., California State University,
Northridge
M.S., California Lutheran University
- Hoyer, Pavla 1995**
Associate Professor of Biology
B.A., M.A. California State University,
Long Beach
- Huang, Songqiao Sara 1996**
Associate Professor of Biology
B.S., Capital Normal University, China
M.S., Appalachian State University,
North Carolina
- Hubbard, Reginald S. 1996**
*Associate Professor of English as a Second
Language*
B.A., Boston University
M.S., University of Southern California
M.S., Kennington University
- Hutchings, Alfred W. 1997**
Associate Professor of Administration of Justice
B.A., M.A., California State University,
Long Beach
Ph.D., Pepperdine University
- Ingram-Cotton, Brenda 1996**
*Associate Professor of Computer Applications &
Office Technologies*
B.S., Miami University
M.S., California State University, San Jose
- Iyer, Kalavathi K. 1988**
Professor of Mathematics
B.Sc. Gujarat University of India
M.Sc. University of Jabalpur, India
M.S., University of Southern California
- James, Woodrow C. 1974**
Instructor of Music
B.M., Louisiana State University
M.M., University of Mississippi
Ph.D., Michigan State University
- Jennings, Annette H. 1989**
*Professor of Computer Applications & Office
Technologies*
B.A., University of Utah
M.Ed., University of Utah
- Johnson, Charles S. 1985**
Professor of Mathematics
B.A., M.S., California State University,
Los Angeles
- Johnson, Christopher 1989**
Instructor in Physical Education
B.A., M.A., California State University,
Northridge
- Julian, Michael J. 1997**
Instructor in Music
Diploma, Grove School of Music
- Kahn, Richard N., 2000**
Instructor in Music
B.A., Washburn University
M.A., California State University,
Los Angeles
- Kelly, Jennifer W., 1999**
Assistant Professor of Music
A.A., Palomar Community College
B.A., M.M., University of California,
Los Angeles
- Kent, Jeffrey A. 1999**
Assistant Professor or Computer Science
B.S., University of California, Los Angeles
J.D., Loyola Law School
- Klein, Henry F. 1979**
Professor Of Art
B.A., Oberlin College
M.F.A., Ohio State University
- Krauss, William T. 1971**
Professor of Biology
A.A., Glendale College
B.A., University of California, Los Angeles
M.S., California State University, Long Beach
- Kovnat, Gary D. 2000**
Assistant Professor of Biology
B.A., University of California, Santa Cruz
M.S., Stanford University
- Kurz, Meredith J. 2001**
Assistant Professor of English
A.A., Los Angeles Valley College
B.A., California State University, Northridge
M.A., California State University, Northridge
- LaCarra, Robert D., 2000**
Instructor in Chicano Studies
B.A., Loyola Marymount University
M.S., Mount Saint Mary's College
M.S., California State University, Northridge
M.S., Claremont Graduate University
- Levine, Allan M. 1966**
Professor of Psychology
B.A., University of California, Los Angeles
M.A., California State University,
Los Angeles
Ph.D., University of Southern California
- Lewis, Ian D. 1996**
Professor of Special Education
ARCM, London, England
B.A. (Hons), University of York, England
P.G.C.E., University of Cambridge, England
M.A., California State University, Northridge
- Liu, Xiaoyang 2001**
Instructor in Library Science
B.A., Beijing University, Beijing China
M.A., Beijing University, Beijing China
M.A., Louisiana State University
- Lopez, Mary G. 1976**
Assistant Professor of Child Development
B.A., California State University, Northridge
M.A., Pacific Oaks College
- Lopez, Peter 1997**
Assistant Professor of Chicano Studies
B.A., Loyola Marymount University
M.S., California State University, Los Angeles
- Lubow, Dana N., 1999**
Assistant Professor of Library Science
M.L.S., University of Oregon
B.A., University of California, Berkeley
M.A., California State Polytechnic University,
Pomona
- Lyons, Roderick J. 2000**
Assistant Professor of Journalism
A.A., Cypress College
M.S., California State University, Long Beach
- MacDonald, Angus A. 1964**
Associate Professor of Geology
A.A., Los Angeles Valley College
B.A., M.A., California State University,
Northridge
- Maddox, John S. 1965**
Professor of History
B.A., Georgetown College
M.A., California State University, Northridge
- Magruder, Janet D. 1986**
Professor of Chemistry
B.A., California State College, Chico
Ph.D., University of Nevada, Reno
Medical Technologist (American Society of
Clinical Pathologists-Certified)
- Makhluaf, Rafiq A. 1986**
Instructor in Mathematics
B.S., University of Tripoli
Ph.D., University of Southern California
- Maltese, Adrienne M. 1992**
Associate Professor of Nursing
A.A., Kingsborough Community College,
New York
B.S.N., Hunter College
M.S.N., University of California, Los Angeles
- Marrin, James M. 1980**
Instructor in Art
B.A., University of California, Los Angeles
- Marroquin, Mauricio 1984**
Professor of Mathematics
B.S., University of Costa Rica
M.A., University of Kansas
- Martenev, James I. 1977**
Professor of Speech
B.A., M.A., University of California,
Santa Barbara
- Martinez, Anita 2002**
Assistant Professor of Counseling
A.A., Santa Monica College
B.A., California State University, Northridge
M.S., California State University, Northridge
- Marzillier, Leon F. 1971**
Professor of Mathematics
B.S., University of Nottingham, England
M.S., London School of Economics
- Masse, Socorro O. 1970**
Professor of Nursing
R.N., National School of Nursing, Nicaragua
B.S.N., Marian College of Fond du Lac,
Wisconsin
M.A., University of South Dakota, Vermillion
- May, David G. 1976**
Associate Professor of Library Science
B.A., University of California, Santa Cruz
M.L.S., University of California, Los Angeles
- Mayeur, Robert G. 1979**
Professor of Music
B.A., North Texas State
M.A., University of California, Los Angeles
- McCurry, Spencer L. 1989**
Associate Professor of Business
B.S., Hampton University
M.B.A., Pepperdine University
- McLean, Ross A. 1969**
Instructor in English
B.A., California State University, Los Angeles
M.A., University of Arizona

- Melody, Patty E. 2001**
Assistant Professor of Physical Education
B.A., California State University, Northridge
M.A., California State University, Northridge
- Merrill, Dominique L., 1999**
Professor of French
B.A., M.A., University of California,
Los Angeles
- Mertens, Michael D. 1995**
Associate Professor of Music
B.A., University of California, Los Angeles
M.M., University of Oregon
- Metzger, Robert A. 1989**
Professor of English
B.A., Yale University
M.A., Ph.D., University of California,
Los Angeles
- Miller, Joshua E. 2002**
Instructor in Speech-Forensics
A.A., Los Angeles Valley College
B.A., California State University, Los Angeles
M.A., California State University, Los Angeles
- Milligan, John A. 1996**
Associate Professor of Chemistry
B.S., University of Illinois
M.S., Ph.D., University of California,
Los Angeles
- Milner, Glenn R. 1973**
Professor of Economics
A.A., Glendale College
B.A., M.A., California State University,
Northridge
- Mintz, Jessica L. 2001**
Assistant Professor of English
B.A., University of California, Los Angeles
M.A., California State University, Northridge
- Milton, Kathryn N. 1989**
Instructor in Theater Arts
B.A., M.A., Wayne State University
- Moore, Rod 1988**
Associate Professor of English
B.A., University of California Berkeley
M.A., University of California, Davis
M.A., University of Southern California
- Mossler, Ronald A., 1999**
Assistant Professor of Psychology
B.A., University of California, Los Angeles
M.A., California State University, Northridge
Ph.D., University of California, Los Angeles
- Mossman, Thomas L. 1977**
Instructor in Art
B.F.A., Kent State University
M.A., California State University,
Los Angeles
- Mushegyan, Anaid 2001**
Assistant Professor of Counseling EOPS
A.A., Los Angeles Valley College
B.A., California State University, Northridge
M.S., California State University, Northridge
- Nakamura, Lawrence T. 1996**
Associate Professor of Microbiology
B.S., M.S., Colorado State University
Ph.D., University of California, Los Angeles
- Nastasia, Gail M. 1996**
Associate Professor of Broadcasting
A.A., Los Angeles Valley College
B.A., California State University, Los Angeles
- Natian, Albert 1987**
Professor of Mathematics
Two B.Ss, M.S., Northern Illinois University
M.S., University of Southern California
- Neal, Earl B., Jr. 1992**
Associate Professor of Business
A.A., Compton College
B.S., California State University, Los Angeles
M.B.A., California State University,
Dominguez Hills
- Nye, Annabelle 1978**
Professor of Counseling
B.A., Immaculate Heart College, Los Angeles
M.A., University of California, Los Angeles,
M.S., California State University, Los Angeles
- O'Connell, Marla C. 1977**
Professor of Physical Education
B.A., M.A., California State University,
Northridge
- O'Regan, Anthony 2000**
Instructor in Political Science
B.A., University of California, Los Angeles
M.A., University of California, Santa Barbara
Ph.D., University of California, Santa Barbara
- Ogawa, Ann H. 1988**
Associate Professor of Counseling
B.S., California State University, Northridge
M.S., Mount St. Marys College
- Okayama, Lauren 1998**
Assistant Professor of Child Development
B.A., University of California, Los Angeles
M.A., California State University,
Dominguez Hills
- Olivares-Luera, Alma 1997**
Associate Professor of Counseling
B.A., University of California, Los Angeles
M.S., California State University, Northridge
- Pablico-Holm, Maria 1988**
Professor of Nursing
B.S., Central Philippine University
M.S., Case Western Reserve University
- Paget, Glen J. 1985**
Professor of Mathematics
A.A., Los Angeles Valley College
B.A., M.A., University of California,
Los Angeles
- Pangonis, Mary Ellen 1970**
Professor of Law
B.S., Southern Illinois University
J.D., University of Southern California
- Parada, Raymond J. 1982**
Professor of Psychology
B.A., M.A., University of California,
Los Angeles
- Parker, Robert J. 2002**
Director of Program for Accelerated College
Education
Instructor Spanish
A.A., San Francisco City College
B.A., California State University,
San Francisco
MA., California State University, Sacramento
- Parkin, Harry D. III 1970**
Professor of Theater Arts
B.A., M.F.A., Pasadena Playhouse
- Passno, Paul E. 1974**
Professor of Mathematics
A.A., Glendale College
B.A., M.A., California State University,
Los Angeles
- Peniche, Sybille 1989**
Professor of German
B.A., M.A., Ph.D., University of California,
Los Angeles
- Pettersson, Hanna M. 1990**
Instructor in Cooperative Education
B.S., California State University, Northridge
- Pierce, Susan 1989**
Assistant Professor of English
A.A., Los Angeles Valley College
B.A., M.A., University of California,
Los Angeles
M.A., California State University, Northridge
- Polasek, Lynn 1989**
Professor of Microbiology
B.A., California State University, Northridge
M.T. (ASCP), St. Johns Hospital and Health
Center
M.A., University of California, Los Angeles
- Ponciano, Ronald L. 2000**
Instructor in Physical Education
B.A., Azusa Pacific University
M.A., Azusa Pacific University
- Potsic, George M. 1973**
Professor of Speech
B.F.A., Drake University
Graduate, School of Drama, Yale University
M.A., Northwestern University
- Pritchard, Robert L. 1967**
Professor of History
B.A., University of Oregon
M.A., California State University, Long Beach
Ph.D., University of California, Los Angeles
- Ramos, Dominick J. 1989**
Associate Professor of Computer Applications &
Office Technologies
B.B.A., Iowa University
M.S., National University
- Raskind, Lisa B. 1980**
Professor of Philosophy
B.A., M.A., Ph.D., University of California,
Los Angeles
- Raskoff, Sally A. 2002**
Assistant Professor of Sociology
B.A., California State University, Northridge
M.A., California State University, Northridge
Graduate Certificate, University of Southern
California
Ph.D., University of Southern California
- Ravitch, Harold 1968**
Professor of Philosophy
B.A., Hunter College
M.A., University of California, Los Angeles
Ph.D., University of Southern California
- Reed, Reginald K. 1996**
Assistant Professor of Counseling
B.A., University of California, Riverside
M.A., Point Loma College

Reis, Ronald A. 1996

Assistant Professor of Electronics
A.A., Los Angeles Valley College
B.A., California State University, Los Angeles
M.A., California State University,
Los Angeles

Rice, Joan K. 1993

Associate Professor of Nursing
R.N., St. Charles Hospital
B.S.N., California State University,
Los Angeles
M.N., University of California, Los Angeles

Richardson, Doris E. 1978

Director of Equal Opportunity Programs & Services
Associate Professor of Counseling
B.A., Pepperdine University
M.S., University of Southern California

Roberts, Neil C. 2002

Assistant Professor of Counseling
B.A., California State University, Northridge
M.S., California State University, Northridge

Rosales, Carole S. 1975

Professor of Nursing
B.S., M.S.N., California State University,
Los Angeles

Rosillo, Ramiro 1972

Professor of Counseling
B.A., M.A., California State University,
Northridge

Ross, Josephine, 1995

Associate Professor of Nursing
AA, El Camino College
BSN, California State University, Long Beach
MSN, University of California, Los Angeles

Ross, Kelley L. 1987

Instructor in Philosophy
B.A., University of California, Los Angeles
M.A., University of Hawaii
Ph.D., University of Texas at Austin

Rosow, LaVergne, D., 1999

Assistant Professor of English
A.A., Orange Coast College
B.A., Chapman University
M.A., California State University, Long Beach
M.S. TESL, University of Southern California
Ed.D., University of Southern California

Roy, Karen 1987

Professor of Biology
B.S., M.S., University of California,
Los Angeles

Russell, James A. 1983

Instructor in Developmental Communications
B.S., Northeastern University
E.D.M., Harvard University

Sacks, Alan B. 1997

Associate Professor of Broadcasting
B.A., M.A., Brooklyn College

Sachs, Steven Mark 1989

Professor of Counseling
B.A., University of California, Los Angeles
M.A., California State University,
Los Angeles
Ed.D., Nova University

Sakamoto, Arantzanu 1997

Associate Professor of Cinema Arts
B.A., Universidad Complutense, Madrid
M.F.A., University of California, Los Angeles

Sakata, Mark T. 2001

Assistant Professor of Disability Studies
B.A., University of North Carolina,
Chapel Hill
M.S., University of North Carolina,
Chapel Hill

Salazar, Carmen 1973

Professor of Spanish
B.A., Pan American College
M.A.T., Indiana University
Ph.D., University of Southern California

Saltoun, Synthia R. 1976

Professor of Counseling
B.A., University of California, Berkeley
M.S., Ed.D., University of Southern California

Saltzman, Stephen M. 1971

Professor of Psychology
B.A., University of California, Los Angeles
M.A., California State University,
Los Angeles
Ph.D., University of California, Los Angeles

Sampller, Georgianna 1985

Professor of Library Science
B.A., California State University, Los Angeles
M.L.S., University of California, Los Angeles

Schneider, Dewie 1989

Associate Professor of Computer Science
B.A., University of California, Los Angeles

Scott, Eugene S. 2001

Instructor in Anthropology
B.A. University of LaVerne
M.A., California State University, Fullerton

Sefiani, Sako 1998

Instructor in Computer Science Information Technology
B.S., University of Wisconsin
M.S., Azusa Pacific University

Shin, Luzviminda V. 1989

Professor of Mathematics
B.S., Philippine Normal College
Ph.D., Ateneo de Manila University

Shipman, Amanda M. 1994

Assistant Professor of Child Development
B.S., Tuskegee University
M.A., California State University,
Dominguez Hills

Siever, Norman L. 1968

Professor of Mathematics
B.A., M.A., University of California, Berkeley

Sims, James A. 2002

Instructor in Physical Education
A.A., American River College
B.A., Azusa-Pacific University
M.S., California State University,
Dominguez Hills

Sinsheimer, Frank A. 1974

Professor of Health Science
A.A., Middlesex County College
Certificate, UCLA/SMC School of
Respiratory Therapy
B.S., M.P.H., California State University,
Northridge
Ed.D., Pepperdine University

Smith, Duane W. 2001

Instructor in Speech
A.A., Los Angeles Valley College
B.S., Northern Arizona University
M.A., California State University,
Los Angeles

Snider, Kathleen E. 1994

Professor of Nursing
Diploma in Nursing, St. Vincent College
of Nursing
B.S.N., Mount St. Marys College
M.S.N., California State University,
Los Angeles

Stack, Shannon C. 1971

Professor of History
A.A., Los Angeles Valley College
B.A., M.A., Ph.D., University of California,
Los Angeles

Stark, Diedra K. 1974

Professor of Physical Education
A.A., Los Angeles Valley College
B.A., M.A., California State University,
Long Beach

Stark, Jacqueline M. 1968

Professor of English
B.A., University of California, Los Angeles
M.A., University of Pennsylvania

Stearns, Jean E. 1989

Professor of English
B.A., University of California, Berkeley
M.A., California State University,
San Francisco
C.Phil., University of California, Irvine

Stein, Rebecca L. 2001

Assistant Professor of Anthropology
B.A., University of California, Los Angeles
M.A., University of California, Los Angeles

Stephens, James C. 1975

Instructor in Physical Education
B.A., California State University, Los Angeles

Sterk, Jack L. 1971

Professor of Speech
B.A., M.A., California State University,
Northridge

Stoneham, Cheryl A. 2001

Instructor in English as a Second Language
B.A., Scripps College
M.A., California State University, Northridge

Sugarman, Elien M. 1979

Professor of Computer Science
A.S., Los Angeles Valley College

Sullivan, Kathleen M. 1987

Director, Disabled Student Programs & Services
Associate Professor of Counseling
B.A., University of California, Irvine
M.A., University of California, Irvine
Ph.D., University of California, Irvine

Sumnik-Levins, Eugenia 1989

Professor of Art
B.A., Oakland University, Rochester,
Michigan
M.A., University of California, Los Angeles

Sutcliffe, Teresa V., 1999

Assistant Professor of Mathematics
B.A., M.A., Ph.D., University of the
Philippines

Swelstad, Eric J. 2001

Assistant Professor of Media Arts
B.A., Ohio State University
M.A., Ohio State University

Tan, Karlyne 1970

Professor of Physical Education
B.A., M.A., California State University,
Los Angeles

Thomas, Bruce J. 1976

Professor of Counseling
B.A., California State University, Northridge
M.S., California State University, Los Angeles
Ph.D., California Graduate Institute

Thomas, Glenn H. 1958

Professor of Engineering
B.S., University of Utah
M.S., Brigham Young University
Ed.D., University of Southern California

Torquato, Richard D., 1999

Assistant Professor of Psychology
B.A., Willamette University
M.A., University of North Carolina at
Greensboro

Traver, George J. 1977

Professor of Business Administration
B.S., California State University, Northridge
M.B.A., University of Southern California

Trombetta, Giovanni N. 1989

Associate Professor of Italian
B.A., Assumption College, Worcester, MA
M.A., University of California, Los Angeles

Vivian, Michael D. 1976

Professor of Sociology
A.A., Los Angeles Valley College
B.A., California State University,
San Francisco
M.A., University of California, Los Angeles
C.Phil., University of California, Los Angeles
Ph.D., University of California, Los Angeles

Waddell, Joanne S. 1979

Professor of Physical Education
B.A., University of California, Santa Barbara
M.A., California State University, Long Beach

Wallis, William G. 1988

Associate Professor of English
B.A., Southern Illinois University
M.A., Ph.D., University of Nebraska

Westray, Peter 1986

Assistant Professor of Electronics
A.S., Los Angeles Pierce College
B.V.E., California State University,
Los Angeles

Wintrob, Dianne 1970

Professor of Music
B.M., University of Kentucky
M.M., University of Maryland

Wright, George Anne 2001

Assistant Professor of Physical Education
B.F.A., California Institute of the Arts

Yacovone, Thomas J. 1964

Professor of Sociology
B.A., M.A., University of California,
Los Angeles

Yasuda, Phyllis, J., 2000

Assistant Professor of Learning Skills
A.A., Los Angeles Mission College
B.A., University of California, Los Angeles
M.A., University of California, Northridge

Ygebru, Mikre S. 1989

Associate Professor of Mathematics
B.S., Haile Selassie I University
M.S., Texas Southern University

Yigezu, Samson Z. 2002

Instructor in Health Science
A.A., Los Angeles Valley College
B.A., California State University,
Dominguez Hills
M.S., California State University,
Dominguez Hills

Zahler, Adrienne C. 1970

Professor of Speech
A.B., University of Illinois
M.A., Syracuse University
Ph.D., University of Southern California

Zounes, John P. 1966

Professor of English
B.A., Siena College
M.A., University of California, Los Angeles

Zucker, Alfred J. 1988

Professor of English
A.A., Los Angeles Valley College
Two A.B.s, University of California,
Los Angeles
M.A., University of California, Los Angeles
M.A., California State University, Long Beach
M.A., California State University,
Los Angeles
Ph.D., University of California, Los Angeles

CHILD DEVELOPMENT CENTER

Jones, Linda 1979

Instructor, Child Development Center
A.A., Los Angeles Valley College
B.A., California State University, Northridge

Merkle, Lawrence R. 1976

Acting Director, Child Development Center
B.S., University of Wisconsin
M.A., Pacific Oaks College

Sklar-Danon, Barbara C. 1975

Instructor, Child Development Center
B.A., California State University, Northridge
M.A., Pacific Oaks College

ADMINISTRATORS

Delahoussaye, Yasmin E. 1996

Vice President of Student Services
B.A., California State University, Los Angeles
M.A., California State University, Northridge
Ed.D., University of California, Los Angeles

di Cesare, Deborah, Ed.D. 2001

Dean, Economic Development
B.B.A., Pace University
M.A., Antioch University
Ed.D., University of LaVerne

Durley, Earle P. III 1975

Dean, Administration
Professor of Counseling
B.S., M.T.A., University of Tulsa
M.S., California Lutheran College

Jacobsmeier, Thomas 2001

Vice President, Administration
B.A., California State University, Long Beach
M.B.A., Pepperdine University

Manzano, Florentino 1999

Associate Dean, Admissions & Records
B.A., California State University, Northridge
M.A., California State University, Northridge

Pfefferman, Richard 2002

Dean, Academic Affairs
B.S., California State University,
Dominguez Hills
Graduate Certificate in Rhetoric and
Composition, California State
University, Dominguez Hills
M.A., California State University,
Dominguez Hills
M.A., University of Southern California
Ph.D., University of Southern California

Reed, Dennis J. 1980

Dean, Academic Affairs
Professor of Art
B.A., M.A., California State University,
Fullerton

Rodriguez, Sherri A. 2001

Associate Dean, Student Services
B.A., California State University, Fullerton
Ed.D., University of California, Los Angeles

Trombly, Cherine M. 2000

Associate Dean, Research & Planning
B.A., California State University, Long Beach
Ph.D., California Graduate Institution

Tronto, Carlotta R. 1996

Vice President of Academic Affairs
Professor of Physical Education
B.S., University of Bridgeport, Connecticut
M.A., Adelphi University, New York

Wieder, Tyree O. 1990

President
B.A., M.A., California State University,
Northridge
Ed.D., University of California, Los Angeles

EMERITI

- Akers, Kathryn R., 1965-1980
Professor of English
- Alaniz, Victoria C., 1971-1985
Professor of Office Administration
- Anderson, Homer, 1956-1979
Professor of Geography
- Attarian, George J. 1980-1999
Professor of Music
- Auerbach, Milton, 1975-1985
Professor of Mathematics
- Baker, Harriet E., 1954-1976
Professor of Art
- Bergquist, Lois, 1960-1994
Professor of Microbiology
- Bertholdo, Robert, 1954-1985
Professor of Law
- Biermann, June A., 1949-1981
Professor of Library Science
- Birenbaum, Betti H., 1969-1983
Professor of Nursing
- Blakeslee, Pat T., 1965-1991
Professor of Psychology
- Blyth, Marion D., 1963-1972
Associate Professor of English
- Brotherton, Winifred G., 1970-1987
Professor of Nursing
- Brown, Helen L., 1967-1975
Associate Professor of Nursing
- Brown, I. Jack, 1950-1995
Professor of Accounting
- Brown, Marion C., 1969-1989
Professor of Office Administration
- Buchanan, John A., 1975-1982
Associate Professor of Speech
- Campbell, James L., 1955-1995
Professor of Biology
- Carlson, Richard D., 1958-1995
Professor of Music
- Catalyne, Alice, 1960-1973
Associate Professor of Music
- Chookolingo, Evamarie R., 1957-1983
Professor of Chemistry
- Clarke, Philip S., 1949-1995
Professor of Mathematics
- Colichman, Eugene L., 1964-1983
Professor of Chemistry
- Cooney, Robert L., 1965-1981
Professor of Geology
- Curtis, Steven J., 1960-1987
Professor of German
- Cutler, Sylvia S., 1967-1980
Professor of Nursing
- Davis, Doris M., 1987-1995
Associate Professor of Family and Consumer Studies
- De La Vega, Sara, 1970-1989
Professor of Spanish
- Deutsch, Maurice N., 1955-1984
Associate Professor of Engineering
- DeWitt, Eugenia B., 1966-1982
Professor of Biology
- Dodson, James L., 1949-1975
Professor of History
- Dowlin, John L. Jr., 1965-1987
Professor of Mathematics
- Duncan, Lydia M., 1968-1975
Instructor of Nursing
- Dunn, William C., 1956-1978
Professor of Mathematics/Counselor
- Economides, Frances C., 1950-1980
Professor of Speech
- Erhardt, Rosanne H., 1969-1989
Professor of Office Administration
- Fay, Gordon S., 1952-1977
Associate Professor of Earth Science
- Feldman, Beverly N., 1975-1987
Professor of Child Development
- Follosco, Raymond C., 1958-1993
Professor of Physical Education
- Foster, Ellis S., 1959-1978
Professor of Engineering
- Fraser, Owen H., 1962-1989
Professor of Mathematics
- Freeman, Margaret H., 1989-2002
Professor of English
- Friedman, Bernard, 1956-1985
Professor of Mathematics
- Fujii, Gertrude S., 1966-1985
Professor of English
- Gilbert, Samuel D., 1965-1987
Professor of Psychology
- Gillespie, C. Louis, 1959-1983
Professor of Mathematics
- Giovinazzo, Nick V., 1962-1985
Professor of Physical Education
- Glater, Julius, 1954-1991
Professor of Chemistry
- Golz, Gladys, 1954-1970
Associate Professor of Nursing
- Gordon, Louis, 1954-1985
Professor of Chemistry
- Graham, Roger J., 1968-1993
Professor of Journalism
Professor of Photography
- Griner, Verda M., 1959-1989
Professor of Counseling
- Hastings, Elizabeth S., 1963-1980
Professor of Nursing
- Holloway, George L., 1967-1989
Professor of Mathematics
- Holtzman, Natalie F., 1989-1995
Assistant Professor of Journalism
- Hunt, Alfred, 1951-1975
Associate Professor of Physical Education
- Hyek, James L., 1965-1989
Professor of Business Administration
- Immel, Earle, 1956-1978
Professor of Music
- Irwin, Edward A., 1961-1984
Professor of Journalism
- Jaqua, Ida C., 1963-1984
Professor of Family and Consumer Studies
- Jenks, W. Everett, 1950-1979
Professor of Philosophy
- Johnson, Ernest Y., 1949-1964
Associate Professor of Physical Education
- Johnson, Mae M., 1963-1979
Professor of Nursing
- Jorgenson, Ethel K., 1966-1982
Professor of Business Administration
- Jur, Chester, 1963-1982
Associate Professor of Electronics
- Kaspin, Solomon, 1977-1984
Professor of Physics
- King, Ruth L., 1964-1975
Associate Professor of English
- Kinstad, Conrad G., 1960-1985
Professor of History
- Kinzek, Charles B., 1956-1985
Professor of Mathematics
- Knox, Richard A., 1950-1975
Professor of Music
- Kopoulos, George T., 1970-1991
Professor of Counseling,
Assistant Dean of Administration
- Kraus, Joseph, 1965-1989
Professor of German
- Kuhner, Merle L., 1962-1989
Professor of Anthropology
- Kuljian, Martha W., 1973-1985
Professor of Library Science
- Labok, Joseph A. Jr., 1959-1989
Professor of Electronics
- Lalane, Henry A., 1967-1983
Professor of Journalism
- Lane, Fredric V., 1956-1999
Professor of Mathematics
- Lash, Dorothy M., 1965-1977
Professor of Art
- Leland, Rena M., 1964-1985
Professor of Office Administration
- Lubow, Sylvia B., 1969-1990
Professor of History
- Lundgren, Tirzah G., 1958-1978
Professor of Physical Education
- Lynn, Theodore A., 1966-1992
Professor of Music
- Maguire, Patrick D., 1965-1984
Professor of Philosophy
- Mann, Charles W., 1950-1982
Professor of Physical Education

Mann, Myron A., 1964-1995 Professor of Physics	Payden, William R., 1970-1990 Professor of Journalism	Stern, Broncha S., 1967-1993 Professor of Family and Consumer Studies
Marggraf, Zella, 1957-1975 Professor of Art	Pittenger, Aura-Lee A., 1956-1983 Professor of Economics	Thomas, George L., 1976-1981 Instructor of Administration of Justice
Martin, Ann D., 1959-1977 Professor of Mathematics	Polak-Recht, Jeanne, 1975-1998 Professor of Family & Consumer Studies	Tinei, Joan B., 1977-1980 Professor of Nursing
Mauk, E. Peter Jr., 1960-1987 Professor of Theater Arts	Pollyea, Sharlene, 1972-1995 Professor of Office Administration	Toohy, Barbara M., 1959-1983 Professor of Library Science
Mayers, Jackson, 1954-1982 Professor of Sociology	Pope, Irvin A., 1971-1995, Professor of Music	Toon, Ernest R., 1955-1983 Professor of Chemistry
Mayo, Samuel H., 1965-1995 Dean of Student Services, Professor of History	Porges, Irwin, 1961-1973 Associate Professor of English	Valdez, Michael, 1969-1985 Professor of English
McCarthy, James E., 1956-1987 Professor of Philosophy	Pottharst, Barbara, Ph.D., 1965-1993 Professor of Psychology	Villa, Angelo S., 1950-1991 Dean of Academic Affairs, Professor of Spanish
McGovern, Edythe M., 1964-1989 Professor of English	Puig, Joseph M., 1950-1989 Professor of Spanish	Villa, Maryamber S., 1966-1989 Professor of History
McGuire, Thomas G., 1954-1981 Professor of English	Rathbone, Rowena T., 1959-1973 Professor of Psychology	Warren, Lepska M., 1970-1983 Professor of Philosophy
Merson, Jay R., 1962-1989 Professor of French	Ravise, Juliette S., 1965-1977 Professor of French	Weinman, Ernest O., 1956-1992 Professor of Chemistry
Metzger, Dianna P., 1966-1979 Professor of English	Raxten, Eugene D., 1958-1982 Professor of Psychology	West, Harrison N., 1959-1987 Professor of English
Mohan, Richard D., 1956-1982 Professor of Library Science	Riffenburgh, Angelyn K., 1974-1989 Professor of Microbiology	Weyman, Charles F., 1966-1991 Professor of Political Science
Mulkey, Roberta, 1967-1982 Associate Professor of Physical Education	Rogers, Eileen P., 1965-1984 Associate Professor of Nursing	Whitten, Elizabeth B., 1953-1974 Counselor
Munns, Virginia, 1959-1979 Assistant Professor of Business Admin.	Ross, Martin N., 1982-1987 Professor of Electronics	Willet, James G., 1966-1991 Professor of History
Nelligan, Don, 1968-1990 Professor of Music	Saluzzi, Michael, 1974-1995 Professor of Counseling	Williams, Beverly N., 1972-1987 Professor of Nursing
Nelson, William A., 1969-1989 Professor of Speech	Saul, Martha S., 1969-1984 Professor of English	Withers, Charles D., 1955-1972 Professor of Mathematics
Nery, Josefina, 1961-1985 Professor of Nursing	Shields, Nancy L., 1960-1975 Assistant Professor of English	Wojcik, Gerald F., 1966-1989 Professor of English
Nordman, Joseph B., 1950-1978 Professor of Chemistry	Slosson, James E., 1950-1984 Professor of Geology	Wood, Jan M., 1969-1986 Professor of Physical Education
Nystrom, Richard K., 1950-1985 Professor of Art	Soper, Vera R., 1955-1976 Professor of German	Wood, Mary T., 1949-1972 Associate Professor of Secretarial Science
Olson, Velma Jewett, 1949-1961 Counselor	Spingarn, Lawrence P., 1959-1985 Professor of English	Zentz, George H., 1955-1977 Professor of Spanish
Pagliari, Frank J., 1958-1983 Professor of Psychology	Statham, Stephen H., 1962-1987 Professor of English	Zuckerman, Marvin S., 1975-2002 Dean of Academic Affairs, Professor of English

RETIRED FACULTY AND ADMINISTRATORS

Adams, Kathleen M., 1976-2000 Professor of Music	Breckell, Jay W., 1966-2002 Professor of Physical Education	Hale, George O., 1954-1975 Counselor
Allen, Patricia K., 1965-2002 Professor of Sociology	Broslawsky, Farrel, 1964-2002 Professor of History	Holton, Judith Ann Gavin, 1978-2003 Professor of Nursing
Ball, Mary Ellen, 1954-1968 Coordinator Library Service	Bruick, Mary M., 1950-1970 Counselor	Hittleman, Martin L., 1988-2003 Professor of Mathematics
Blade-Jacobs, Barbara, 1986-1999 Assistant Professor of Psychology	Edler, William C., 1981-2003 Professor of Speech	Keller, Allan C., 1950-1979 Assistant Dean, Instruction
Bigelow, Ronald H., 1965-2002 Professor of Biology	Edwards, Gareth W., 1979-2000 Professor of Physics	Klotz, Daniel A., 1981-1999 Associate Professor of Administration of Justice
Bjornsen, Betty K., 1972-1995 Professor of Nursing	Fish, Merle, 1972-1983 Coordinator, Admissions and Records	Lavoie, Bill, 1980-2001 Professor of Engineering

Lefitz, Leonard, 1966-1999 Professor of English	Morrison, Ray D., 1955-1999 Professor of Office Administration	Reed, Marjorie, 1965-1989 Counselor
Lewis, Lois A., 1964-1987 Dean, Academic Affairs	Mulford, Edmund D., Jr. 1962-1999 Professor of Zoology	Rodriguez, Manuel H., 1965-1999 Professor of Spanish
Livingston-Little, Dallas E., 1955-1976 Placement Coordinator	Myers, Ruth T., 1975-1986 Instructor, Child Development Center	Samules, Edward 1963-2002 Professor of Biology
Lomen, Lynn D., 1965-1989 Consulting Instructor, Placement/Cooperative Education	Neblett, Jack, 1970-1975 Dean, Instruction	Snell, John A., 1956-1978 Coordinator, Admissions
Lowry, Shirley P., 1964-2001 Professor of English	Olson, Velma Jewett, 1949-1961 Counselor	Starret, David M., 1985-2001 Professor of Art
MacDonald, Edwin B., 1954-1969 Counselor	Palmer, William K., 1971-1983 Dean, Instruction	Stoffer, Barbara T., 1969-2003 Instructor in African-American Studies
Machetanz, Frederick A., 1965-1987 Assistant Dean, Admissions	Pannor, Sydell A., 1968-1995 Professor of Sociology	Timberlake, Karen C., 1965-2001 Professor of Chemistry
Michelson, Douglas M., 1996-2003 Assistant in Physical Education	Payne, Yvonne H., 1979-2001 Professor of Nursing	Von Euer, Judith A., 1963-1999 Professor of Art
Micko, James J., 1970-1983 Coordinator	Pollard, Penelope, 1970-1999 Associate Professor of History	Werner, Rita R., 1968-2001 Professor of English
Moore, Hugh L., 1968-1982 Assistant Dean, Instruction	Raskoff, Richard M., 1963-2002 Professor of Geography	Zuver, Ruby E., 1956-1977 Dean of Students and Community Services

IN MEMORIAM

Flynn, Fletcher, 1965-1975 Associate Professor of English	Heyman, Jr., Max L., 1956-1988 Professor Emeritus of History (Posthumous)	Rhoades, F. Lauren, 1954-1976 Professor of Music, Counselor
Garapedian, Leo, 1962-1990 Professor of Journalism	Kessler, Sydney, 1950-1977 Professor of Speech	Stehman, S. Dan, 1972-2001 Professor of Music
Gipson, John, 1965-1989 Professor of Mathematics, Assistant Dean, EOP&S	Kifer, Jack P., 1953-1987, Professor of Mathematics	Vactor, Eleanor C., 1950-1975 Professor of Speech
Glassman, Jay H., 1960-1987 Associate Professor of Engineering	Martin, Sally S., 1985-1997 Professor of Psychology	Willett, James Dr., 1966-1991 Professor of History
Gunn, Blaine F., 1957-1994 Professor of Economics	Mazukelli, Donald, 1975-1999 Professor of Mathematics	Osborne, LeRoy R., 1958-1977 Professor of Physics
Gunning, Emily, 1969-1984 Professor of Sociology	Modell, Solomon, 1965-1980 Professor of History	Zucker, Richard M., 1966-1985 Professor of Mathematics
Hawkinson, William A., 1950-1981 Associate Professor of Mathematics	Morris, Ann, 1972-1994 Professor of Counseling	
Herrick, George H., 1955-1985 Associate Professor of English	Nimitz, Jack, 1969-1985 Professor of English	

LECTURERS

Faculty members who are part-time (hourly rate) are awarded the title of Lecturer in their respective fields indicated in this list.

Accomando, John A., Fire Technology	El Khoury, Naja R., CSIT	King, Steve J., Photography
Albaum, Joseph H., Real Estate	Errett, Russell H., Philosophy	Kleckner, Mark A., Fire Technology
Altounji, John, Physics	Eulencamp, Howard L., CSIT	Klein, Brock M., English
Altshiller, Arthur, Mathematics	Fine, Richard, Mathematics	Knapp, Michael W., Anatomy
Bahreman, Arash, Mathematics	Frank, Lee L., English	Koplow, Joan, English
Ballew, Robert, Broadcasting	Franklin, Gail, F&CS	Koske, Mary, English
Banduh, George, Computer Application & Office Technologies	Franklin, Walter, Engineering	Kotin, Abraham, English
Bautista, Gilbert, Chicano Studies	Fraider, Steve M., Music	Kranz, Jack, Librarian
Beach, Randall J., Fire Technology	Fukuda, Issac A., Computer Application & Office Technologies	Kurz, Ken, History
Bensko, Allen D., CSIT	Garcia, Edward, Tool & Manufacturing Technology	Labok, Joseph, Electronics
Benson, Louis, Psychology	Gasper, William J., Media Arts	Lee, Mee, Mathematics
Berry, MaryAnne S., Nursing	Geer, Jack, Electronics	Lee, Reginald C., Fire Technology
Binsley, Marti, Child Development	Gill, Abraham, Mathematics	Lencki, Walter, Administration of Justice
Bishop, Carol, Art	Goings, Dean, Accounting	Levine, Howard J., Accounting
Bleckmann, Wilhelm A., Photography	Goldman, Harry, Management	Levy, Phyllis M., English
Bloomfield, Joanne T., F&CS	Goodman, Lynn F., Mathematics	Lewis, Roselle, English
Boston, Leslie P., English	Graham, Roger, Journalism	Litsios, Theodora, Photography
Brown, Gail R., Photography	Greene, Mary J., Accounting	Livson, Daniel, Computer Application & Office Technologies
Brown, John E., Jr., Administration of Justice	Greer, Jordon, Business	Lomen, Lynn D., Cooperative Education
Caruso, Bonnie, Psychology	Gutarts, Borislave, Mathematics	Loski, Robert, Engineering
Castaneda, David R., Fire Technology	Haddock, Robert, Engineering	Maddren, Chauncey M., Music
Castro, James, Mathematics	Haley, Patricia E., Fire Technology	Madenlian, Vazken, Mathematics
Christ, John H., Mathematics	Halperin, Ida, Spanish	Madrid, Ernest, Computer Application & Office Technologies
Chung, Eui Y., Mathematics	Harootyan, Ann, Developmental Communications	Magwood, Jane, English
Clark, Gina S., Computer Application & Office Technologies	Harper, Katherine, English	Mann, John F., Drafting
Clayton, Thomas, English	Heersche, Matthew, Linguistics	Marin, Oscar, Administration of Justice
Colton, Charles L., CSIT	Hill, Brian J., Physiology	Martenev, Suzanne H., Speech
Coman, Barbara L., Business	Holdredge, Richard E., Media Arts	Martin, Wayne M., Fire Technology
Connelly, Jill P., Photography	Hoffman, Abe, History	Martinez, Mario, Mathematics
Cook, George, English	Hoffman, Herbert, Accounting	Mason, Scott, Broadcasting
Cooney, Patrick T., Fire Technology	Hunter, Patrick, English	Matskin, Sam, Engineering
Cousin, Gregory A., Respiratory Therapy	Iranmanesh, Atefeh, Mathematics	Mayer, Lila W., English
Craig, Martha M., Psychology	Irvin, Robert H., Psychology	Merkle, Lawrence, Child Development
Crosby, Robert J., Photography	Jones, David E., English	Merrifield, R. Scott, Broadcasting
Custer, Christopher, Mathematics	Kaller, Steven, Accounting	Millet, June, Psychology
Dallas, Frank D., Administration of Justice	Kartilala, Tauno T., Engineering	Montwill, Gail, Oceanography
D'Amato, Robert M., English	Katurich, Gordana, Spanish	Moody, Milan, Electronics
Davis, Steven, Mathematics	Kaye, Deborah, English	Mori, Michael W., Mathematics
Dawson, Robert B., Music	Kazie, Richard, Political Science	Moshiri, Shawn, Economics
De Waal, Elaine S., English	Keller, Elizabeth, Chemistry	Muff, Paul, Tool & Manufacturing Technology
Duncan, Yancy A., Speech	Khawaja, Nazim, Mathematics	Muller, Arthur, Computer Application & Office Technologies
Egbert, Glenn R., Philosophy	Khodaghlian, Scarlet, Mathematics	Munson, Craig D., English
Elakodical, Joseph, Mathematics	Kim, Jay C., CSIT	Nasr, Jessica, Mathematics

Nassimi, Masoud, Mathematics	Roth, Robert C., English	Tommasino, Edgar W., CSIT
Neris, John, Spanish	Rothfeld, Alan M., Respiratory Therapy	Torres, Andres R., Speech
Newman, Philip J., Spanish	Rousta, Nasrin, English	Troxel, William, Psychology
Olsberg, Robert, English	Roy, Milantia, Spanish	Valentine, Mary E., Sociology
Ozur, Ronald, Accounting	Salas, Ellen S., English	Vidales, Josefa, Spanish
Paul, Curtis G., Mathematics	Sani, Rashid H., Mathematics	Villaverde, Consuelo, Spanish
Perez, Marco, Management	Scapa, Jack Jr., Business	Vo, Susan, Mathematics
Peters, John U., English	Schofield, Steven, Business	Walker, Selma, Computer Application & Office Technologies
Pietropaolo, Rosario, Electronics	Schwarzbein, Martha, Spanish	Watts, Robert, Electronics
Polachek, David, Marketing	Sepikas, John P., Mathematics	Webb, Nancy, English/Child Development
Pollyea, Sharlene B., Computer Application & Office Technologies	Shapiro, Philip, Business	Wedeen, Nancy, Psychology
Porton, Lawrence, Accounting	Shea, Martin J., English	Weisberg, Valerie H., English
Poulos, Phil, English	Shelor, Carroll F., Economics	Welch, Melvin A., Jr., Respiratory Therapy
Powder, James A., Accounting	Singer-Acacio, Susan S., Accounting	Wilson, Stuart, English
Puig, Joseph M., Spanish	Slade, Giles, English	Wiren, Corie, English
Rabbin, Herbert, Art	Smith, Donald G., Philosophy	
Rahni, Masoud K., Computer Application & Office Technologies	Sonenberg, Joan, Sociology	
Ramsey, Robert E., Fire Technology	Stahl, Jean, English	
Reed, Francis, English	Stern, Leon, Business	
Reyburn, Stanley S., Real Estate	Stephens, James, Mathematics	
Riggs, Paul N., Fire Technology	Tamiz, Farouq M., Economics	
Rivera, Robert, Speech	Teachout, Matthew H., Mathematics	
Ross, Bonnie, English	Thornock, Roana M., Speech	
	Tippens, Martin C., Mathematics	



DEPARTMENTAL ORGANIZATION

ART

CHAIRPERSON:

Mr. Joseph Bavaro, Office Art 108b,
Ext. 2400
Mr. Dale Fulkerson
Mr. Samuel Goffredo
Mr. Henry Klein
Mr. James Marrin
Mr. Thomas Mossman
Ms. Eugenia Sumnik-Levins

BIOLOGICAL SCIENCES

SUBJECT FIELDS:

Anatomy, Biology, Botany,
Microbiology, Oceanography 2,
Physiology

CHAIRPERSON:

Ms. Karen Roy, Office in Life Science
112a Ext. 2514
Ms. Pamela B. Byrd-Williams
Dr. Joseph Frantz
Dr. Becky Green-Marroquin
Dr. Roy Havenhill
Ms. Pavla Hoyer
Ms. Songqiao (Sara) Huang
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Keyboarding and Shorthand, Office
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LEARNING SPECIALIST/DSP&S COUNSELOR:

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Fire Technology, Private Security
Management, Wildland Technology
Logistics, Wildland Technology
Operations, and Wildland
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IMS (Instructional Media Services)

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Technology, Electronics, Drafting
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GLOSSARY OF TERMS

- Academic Probation**-After attempting 12 units, a student whose cumulative grade-point-average (beginning Fall 1981) falls below 2.0 is placed on academic probation. A student whose cumulative grade-point-average falls below 2.0 for three consecutive semesters is subject to dismissal from the college.
- Academic Renewal**-Removal from a student's academic record, for the purpose of computing the grade-point-average, previously recorded substandard academic performance which is not reflective of the student's demonstrated ability.
- Add Permit**-A card issued by an instructor upon presentation of a valid ID Card (Registration Fee Receipt) which permits the student to add the class if the instructor determines that there is room. Enrollment in the class is official only if the Add Permit is processed by Admissions & Records before the published deadline.
- Admissions and Records**-The office and staff that admits a student and certifies his legal record of college work; maintains all student records; provides legal statistical data for the college.
- Administration**-Officials of the college who direct and supervise the activities of the institution.
- Application for Admission**-A form provided by the college on which the student requests admittance to a specific semester or session. A student may not register and enroll in classes until the application has been accepted and a Permit to Register issued.
- A.S.U.**-Organization to which all enrolled students are eligible to join called the Associated Student Union.
- Associate Degree (A.A. or A.S.)**-A degree (Associate in Arts or Associate in Science) granted by a community college which recognizes a student's satisfactory completion of an organized program of study consisting of a minimum of 60 to 64 semester units.
- Bachelors Degree (B.A., A.B., B.S.)**-A degree granted by a four-year college or university which recognizes a student's satisfactory completion of an organized program of study consisting of a minimum of 120 to 130 semester units.
- Career Program**-A group of courses planned to lead to competency in a particular field of study and to either a Occupational Certificate or an A.A. Degree.
- Class Section**-A group of registered students meeting to study particular courses at a definite time. Each class has a section number listed in the Schedule of Classes before the scheduled time of class meeting.
- College Catalog**-A comprehensive publication containing general information about the college; procedures for admission and registration; information about student services, academic resources, student activities, and academic policy; descriptions of the different educational programs and courses offered at the college; and a listing of the college faculty and departmental organization.
- Community College**-A two-year college offering a wide range of programs of study, many determined by local community need.
- Concurrent Enrollment**-Enrollment during the same semester in two or more classes which are specified by departmental requirements.
- Continuing Student**-A student registering for classes who was active in the college during one of the two immediately preceding regular semesters. A student registering for the fall semester is a continuing student if he or she was active in the college during the previous spring or fall semester.
- Corequisite**-A requirement that must be satisfied at the same time a particular course is taken.
- Counseling**-Guidance provided by professional counselors in collegiate, vocational, social, and personal matters.
- Course**-A particular portion of a subject selected for study. A course is identified by a subject title and course number; for example: Accounting 1.
- Course Title**-A phrase descriptive of the course content, for example the title of Accounting 1 is Introductory Accounting 1.
- Credit by Examination**-Course or unit credit granted for demonstrated proficiency through testing.
- Credit/No Credit**-A form of grading whereby a student receives a grade of CR or NC instead of an A, B, C, D, or F. A CR is assigned for class work equivalent to a grade of C or above.
- Dismissal**-A student on academic or progress probation may be dismissed from the college. Any student who is dismissed may petition for reinstatement, but if denied, the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for re-admittance at the end of that period of time.
- Educational Program**-A planned sequence of credit courses leading to a defined educational objective such as a Occupational Certificate or Associate Degree.
- Electives**-Courses which a student may choose without the restriction of a particular major program-curriculum.
- Enrollment**-That part of the registration process during which students select classes by section number to reserve a seat in a selected class and be placed on the class roster. A student may also enroll in a class by processing an Add Permit obtained from the instructor of the class.
- Full-time student**-A student may be verified as a full-time student if he/she is enrolled and active in 12 or more units during the fall or spring semester, and 6 units during the summer session.
- General Education Requirements**-(also called Breadth Requirements). A group of courses selected from several disciplines which are required for graduation.

Grade Points-The numerical value of a college letter grade: A-4, B-3, C-2, D-1, F-0.

Grade-point-average-A measure of academic achievement, and transfer; the GPA is determined by dividing the total grade points earned by the number of attempted units.

Grade Points Earned-Grade points times the number of units for a class.

Incomplete-The administrative symbol I is recorded on the students permanent record in situations in which the student has not been able to complete a course due to circumstances beyond the students control. The student must complete the course within one year after the end of the semester or the I reverts to a letter grade determined by the instructor. Courses in which the student has received an Incomplete (I) may not be repeated unless the I is removed and has been replaced by a grade of D or F. This does not apply to courses which are repeatable for additional credit.

IP-In Progress. An IP is recorded on the students permanent record at the end of the first semester of a course which continues over parts or all of two semesters. The grade is recorded at the end of the semester in which the course ends.

Lower Division-Courses at the freshman and sophomore level of college.

Major-A planned series of courses and activities selected by a student for special emphasis which are designed to teach certain skills and knowledge.

Minor-The subject field of study which a student chooses for secondary emphasis.

Module-A portion of a parent course offered for the benefit of students who may not prove successful in attempting the work of the entire course in one semester. Students should, when possible, attempt to complete all modules of a parent course in one year. A module is identified by a letter in the course number field.

Non-penalty Drop Period-The first four weeks of a regular semester during which a students enrollment in a class is not recorded on the students permanent record if the student drops by the deadline. This deadline will be different for short-term and summer session courses.

Occupational Certificate-A certificate granted by a community college which recognizes a students satisfactory completion of an organized program of vocational study of generally 16 to 45 units.

Parent Course-A course which may be offered in modules. Credit for all modules of a parent course is equivalent to credit for the parent course. Parent courses are all courses without letters in the course number field.

Permit to register-A form listing an appointment day and time at which the student may register. The permit is issued to all new students upon acceptance to the college, and to all continuing students.

Placement Tests-Tests given prior to admission which are used to recommend students to the appropriate class level.

Prerequisite-A requirement that must be satisfied before enrolling in a particular course-usually a previous course or equivalent skill level.

Progress Probation-After enrolling in 12 units a student whose total units for which a W, NC, or I has been assigned equals 50 percent or more of the units enrolled is placed on progress probation. A student whose cumulative number of units (beginning Fall 1981) for which a W, NC, or I has been assigned equals 50 percent or more for three consecutive semesters is subject to dismissal from the college.

RD-Report Delayed. This temporary administrative symbol is recorded on the students permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.

Registration-The process whereby a continuing student or a new or reentering student whose application has been accepted formally enters the college for a specific semester and receives an ID card (Registration Fee Receipt). The student may enroll in open classes as part of the registration process.

Returning Student-A student who at one time attended the college and is registering for classes, but was not active in the college during the previous two semesters.

Schedule of Classes-A booklet used during registration giving the subject title, course number, course title, units, time, instructor, and location of all classes offered in a semester.

Section Number-A term used interchangeably with Class Section Number; See Class Section, above.

Semester-One-half of the academic year, usually 18-20 weeks.

Subject-A division into which knowledge customarily is assembled for study, such as Art, Mathematics, or Zoology.

Subject Deficiency-Lack of credit for a course or courses required for some particular objective, such as graduation or acceptance by another institution.

Transfer-Changing from one collegiate institution to another after having met the requirements for admission to the second institution.

Transferable Units-College units earned through satisfactory completion of courses which have been articulated with four-year institutions.

Transcript-An official list of all courses taken at a college or university showing the final grade received for each course.

Transfer course-Courses designed to match lower division courses of a four-year institution and for which credit may be transferred to that institution.

Units-The amount of college credit earned by satisfactory completion of a specific course taken for one semester. Each unit represents one hour per week of lecture or recitation, or a longer time in laboratory or other exercises not requiring outside preparation.

Units Attempted-Total number of units in the courses for which a student received a grade of A, B, C, D, or F.

Units Completed-Total number of units in the courses for which a student earned credit.

Units Enrolled-Total number of units in which the student is enrolled at any point during the semester, determined by the total number of units for all courses appearing on the students transcript.

W-An administrative symbol assigned to a students permanent record for all classes which a student has dropped or has been excluded from by the instructor after the end of the non-penalty drop date but before the last day to drop.

Withdrawal-The action a student takes in dropping all classes during any one semester and discontinuing coursework at the college.

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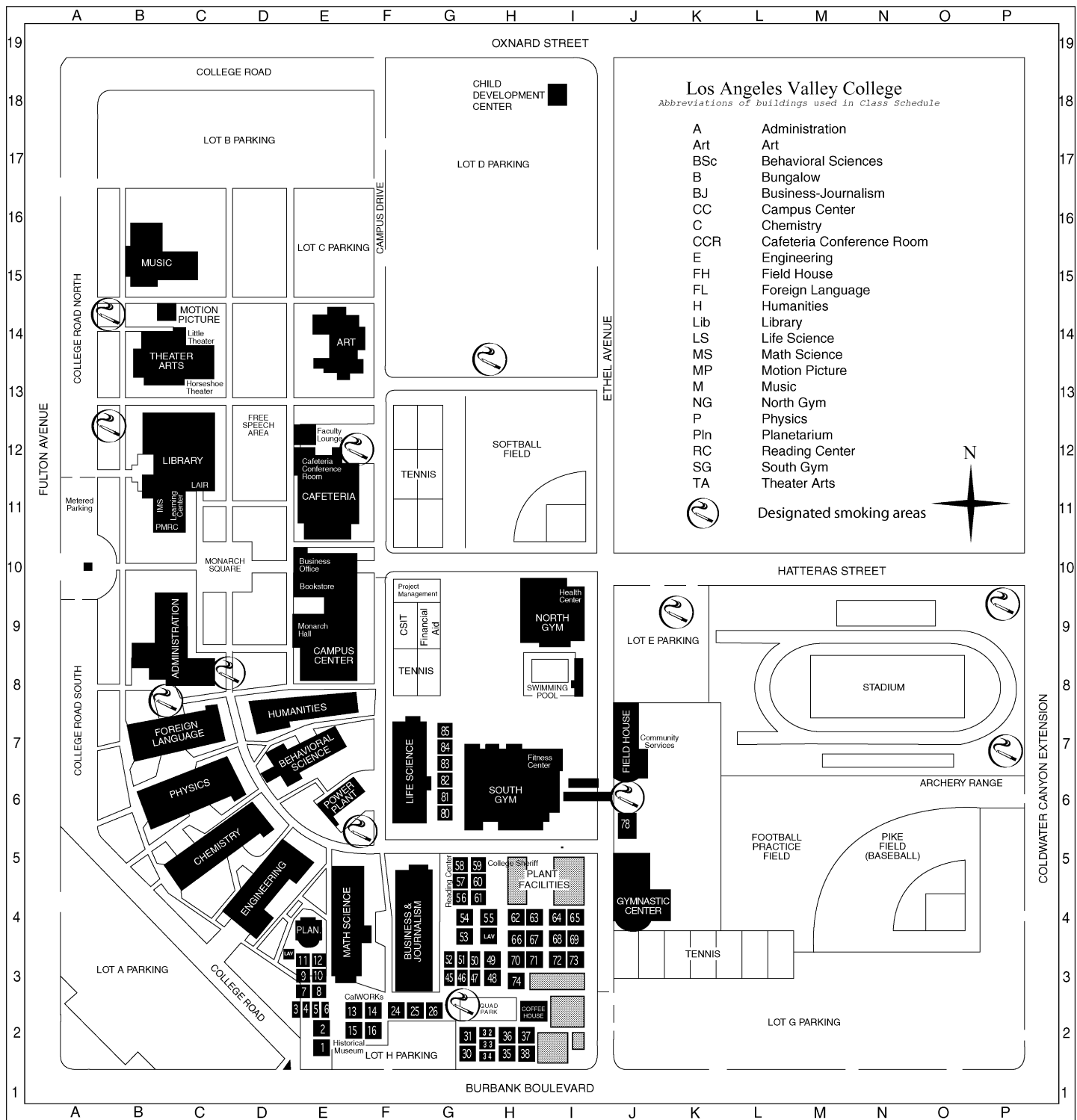
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Bungalows	E & I 2-5	Engineering	D-5	LAIR	D-5	Sheriff, College	G-5
Business & Journalism	F-4	EOP&S	E-9	Learning Center	E-9	Pool	I-8
Business Office	E-9	Faculty Mail Boxes	B-9	Library	B-9	PMRC-Professional Media Resource Center	B-11
Cafeteria Conference Room	E-12	Faculty Lounge	E-12	Life Science	E-12	Reading Center	G-5
Cafeteria	E-11	Field House	J-7	Lost & Found	F-9	Receiving	H-6
CalWORKs	E-3	Financial Aid	F-9	Main Stage	F-9	Registration	E-9
Campus Center	E-9	Fitness Center	H-6	Math Science	H-6	Registration	E-9
Chemistry	C-5	Foreign Language	B-7	Monarch Hall	B-7	South Gym	H-6
Child Development Center	I-16	Free Speech Area	D-12	Monarch Square	D-12	Student Services	E-9
Community Services	J-7	Gymnastics Center	B-14	Motion Picture	B-4	Theater Arts	B-12



Los Angeles Valley College

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