

Los Angeles Valley College

L A V C

# 2007-2008 Catalog



YOUR FUTURE BEGINS HERE!

Los Angeles Valley College  
 5800 Fulton Avenue  
 Valley Glen, CA 91401-4096  
 (818) 947-2600  
 www.lavc.edu



# 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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# Los Angeles Valley College

Serving the community for 58 years



## 2007-2008 Catalog Volume 58

### 2007-2008 Calendar

#### Fall Semester 2007

**Classes:** September 4 - December 20, 2007

**Finals:** December 14 - 20, 2007

#### Winter Intersession 2008 (tentative)

**Classes:** January 2 - February 2, 2008

#### Spring Semester 2008

**Classes:** February 4 – June 2, 2008

**Finals:** May 27 - June 2, 2008

#### 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 (10 Commercial Boulevard, Suite 204, Novato, CA 94949, Tel: (415) 506-0234, Fax: (415) 506-0238, 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.

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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 Education 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.

**Tyree Wieder, Ed.D.**  
**President**

Los Angeles Valley College is a proud member of the:  
**American Assoc. of Community Colleges**



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*Graduation Day*

### **MISSION STATEMENT**

Los Angeles Valley College serves the community by providing transfer, degree, vocational, transitional, and continuing education programs in an attractive and accessible learning environment that fosters student success. Embedded in these programs are the greater goals of critical thinking and life-long learning which are necessary for success in the work place and for furthering one's education and personal development.

### **VISION STATEMENT**

Los Angeles Valley College is a beacon for teaching and learning, research, creativity, collaboration, and the free exchange of ideas in a climate of openness and respect.

### **LEARNING GOALS**

The Los Angeles Valley College vision and mission are embodied in the learning goals of our College-wide Student Learning Outcomes which include

- (1) Communication Skills,
- (2) Information Competency,
- (3) Historical Perspectives, Diversity, and Cultural Awareness,
- (4) Reasoning Skills,
- (5) Aesthetic Responsiveness,
- (6) Civic Responsibility, and
- (7) Health and Wellness.

# College-Wide Student Learning Outcomes

**College-wide Student Learning Outcomes (SLOs) are broad based and cut across the curriculum bringing coherence and connection to the learning experience. Program and Course SLOs explicitly state how discipline specific content is used to achieve the College-wide SLOs. Imbedded in all SLOs are the greater goals of critical thinking and life-long learning, both of which are necessary for success in the work place and for furthering one's education and personal development.**

## Communication Skills

Communication is interactive and involves the ability to clearly express, transmit, and interpret knowledge and ideas through writing, speaking, listening, and reading. Students will be able to:

### Verbal:

- Construct and deliver a clear, well-organized verbal presentation employing appropriate evidence to support specific arguments or conclusions.
- Demonstrate comprehension through reading and listening.

### Written:

- Demonstrate mastery of basic written communication including the ability to read with understanding.
- Organize thoughts and ideas effectively and express them clearly and correctly in writing.

### Interpersonal:

- Become effective members of a team by collaborating with others toward the accomplishment of common goals.
- Develop rapport, demonstrate sensitivity, show respect for others, actively listen to others, convey feelings, provide support, and perceive feelings.

## Information Competency

The amount of information available to the public has increased at an unprecedented rate since the emergence of the internet. Because of this, students need to know how to access accurate information, evaluate the quality of the information obtained, and analyze, synthesize, and organize the information. Students will be able to:

- Formulate and focus a research question or information need.
- Select appropriate information search tools for the information need.
- Access the needed information effectively and efficiently.
- Evaluate the quality and appropriateness of the search results.
- Differentiate between information and knowledge and incorporate information into one's knowledge base.
- Obtain the full text or images of the desired information sources.
- Synthesize, organize and use the information for a specific purpose and audience.
- Cite and/or properly acknowledge the information sources used to avoid plagiarism and infringement of copyright.

## Historical Perspectives, Diversity, and Cultural Awareness

Living in one of the most culturally diverse cities in the world during the 21st century, it is crucial for students to have an understanding of both the history and current state of their society. This includes knowledge about different cultural and diverse groups, the ability to think critically about the contributions and challenges of those groups to our society, and assessment and appreciation of the effects of those different histories and cultural practices upon other groups. Students will be able to:

- Differentiate and examine diverse groups in society.
- Compare and contrast the contributions of diverse groups to society.
- Compare and contrast the current and past challenges for diverse groups in society.
- Recognize how cultural practices influence behavior historically and currently.
- Demonstrate sensitivity to cultural practices different from their own.

## Reasoning Skills

Increasingly complex personal, societal, and natural world issues require today's students to go beyond the mere acquisition and retention of information and skills. The ability to apply different types of reasoning skills is the basis for one becoming a proficient problem solver. Problem solving refers to the skillful conceptualization, application, analysis, and evaluation of information in order to inform action, enhance decision making, and apply the acquired knowledge. Problem solving strategies include quantitative, qualitative, inductive, deductive, mathematical, and scientific reasoning. Students will be able to:

- Express and manipulate mathematical information, concepts, and thoughts in verbal, numeric, graphic and symbolic form.
- Solve multiple-step problems through inductive, deductive, or symbolic means.
- Measure observable facts and relationships among variables and present such information by means of statistical analysis, tables, charts, graphs, maps, and mathematical formulas.
- Apply scientific principles to understand observations and employ mathematics to analyze data and communicate relationships and findings.
- Extract quantitative data from a given situation, translate the data, evaluate the data, make logical deductions, and arrive at reasonable conclusions.
- Discern the impact of science, mathematics, and technology on society and the natural world.
- Assess how the natural world has been shaped by chemical processes and physical and biological evolutionary processes, recognizing the significance of time and scale.
- Examine situations to understand how people view things and gain insight into their motives, reasons, and actions.
- Differentiate among facts, opinion, assumptions, and conclusions.
- Critically assess statements and arguments to discover facts, assumptions, and biases.
- Ask provocative questions in order to combine information in new and pertinent ways.

## Aesthetic Responsiveness

Humans have always sought to depict our common experiences through the fine, literary, and performing arts. In fact, through aesthetic means we can more meaningfully understand various cultures. Students will be able to:

- Recognize, appreciate, and evaluate fine, literary and performing arts as tangible expressions of human nature and experience.

- Identify and assess art forms from various cultures.
- Discuss the impact and role of the fine, literary, and performing arts in social, cultural and political contexts.
- Acquire tools of creative expression.

## Civic Responsibility

Some studies show that many Americans are disengaged from the communal life of our society and from the responsibilities of democracy. Students need to be connected to the larger purposes and aspirations of American democracy. The ability to understand one's role in society, take responsibility for one's actions, make ethical decisions in complex situations, and participate actively in a diverse democracy are the core ingredients of student civic responsibility. Students will be able to:

- Identify specific issues that call for social responsibility.
- Evaluate the complexity of social justice issues.
- Evaluate differing points of view on social responsibility and injustice and work for social change.
- Understand the rights and responsibilities of citizenship.
- Demonstrate the beginning of commitment to active citizenship.

## Health and Wellness

The list of health issues confronting our country is serious and imposing. Students must acquire a better understanding of how to increase quantity and quality of life, and reduce the health disparities among segments of our population (age, gender, socioeconomic status and geographic location). Students will be able to:

- Evaluate, develop and maintain physical fitness as a key component of a healthy lifestyle.
- Assume personal responsibility to reduce health risks associated with the leading causes of death and disability.
- Develop, maintain, and make healthy nutritional decisions to minimize health risks and promote wellness.
- Develop effective coping skills to manage stress.
- Develop and maintain a network of healthy social relationships.
- Advocate for themselves and others with regards to health and medical care.
- Demonstrate responsible behavior toward the environment.



# 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).

## 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.

## 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.

## 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 the College Sheriff's Office at (818) 947-2911. (The term "sexual assault" includes threats of sexual violence. (Section 67385(d), Calif. Ed. Code.)

Los Angeles Valley College has a zero tolerance policy for acts of sexual assault. The Los Angeles County Sheriff's Department, the provider of law enforcement services to the Los Angeles Valley College campus, will investigate all allegations of sexual assault on campus and appropriate disciplinary, criminal, or legal action will be taken.

If you become the victim of a sexual assault on or off campus:

- GET to a safe place
- DO NOT shower, bathe, douche, change or destroy clothing
- CONTACT the College Sheriff, M&O Building, (818) 947-2911
  - Immediate medical attention will be provided, as may be required.
  - Confidentiality will be maintained as required by law.
- SEEK medical attention
- SEEK emotional support, referrals, and crisis counseling from:
  - LAVC Student Health Clinic, North Gym, (818) 947-2917/2918
  - Valley Trauma Center 24-hour HOTLINE (818) 886-0453 [www.valleytraumacenter.org/](http://www.valleytraumacenter.org/) (VTC is a non-profit, multicultural Rape Crisis Center that provides information, referrals, and crisis counseling over the phone. If someone has been assaulted, a VTC volunteer California State Certified Rape Crisis Advocate can be requested to meet the victim at the hospital, police station, or court to provide on-site emotional support, information, and advocacy.)

As soon as possible, the victim of a sexual assault, including date or acquaintance rape, should report the incident to the College Sheriff, or if the incident occurred off-campus, to the jurisdiction where the crime occurred. The victim should make every attempt to preserve any physical evidence of the assault. This may include a voluntary medical exam, not showering, and/or not disposing of any damaged clothing or other items that are present after/during the assault. Victims are encouraged to call the College Sheriff after a sexual assault for referral or transport to medical treatment, referral to crisis counseling and legal advocacy, and crime investigation. Sexual assault victims may choose to be assisted by college officials in notifying the proper authorities.

The College Sheriff, with the victim's consent, will immediately conduct a criminal investigation of a reported sexual assault. If the victim wishes, they will also immediately contact the Valley Trauma Center to request that a volunteer California State Certified Rape Crisis Advocate meet the victim at the LAVC Sheriff's Office, hospital, or court to provide on-site emotional support, information and advocacy.

Disciplinary actions will be imposed on individuals found responsible for a sexual assault. College sanctions following campus disciplinary procedures depend on the outcome of the disciplinary proceedings and may range from suspension to expulsion. Every effort will be made to criminally prosecute perpetrators of sexual assaults. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both shall be informed of the outcome of the proceeding.

Colleges and universities that receive federal funding are required by the Jeanne Clery Act to disclose information about crime occurring on and in the immediate vicinity of campus. Find Clery Act information at [www.securityoncampusorg/schools/cleryact/](http://www.securityoncampusorg/schools/cleryact/).

LAVC crime stats can be found online at [www.lavc.edu/sheriff/disclosures.htm](http://www.lavc.edu/sheriff/disclosures.htm) or at [www.ope.ed.gov/securitysearch.asp](http://www.ope.ed.gov/securitysearch.asp).

A copy of the yearly report can be requested from the Los Angeles Valley College Sheriff's Office.

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 Sheriff's Dept. 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, on which the designated smoking areas are identified.

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 the age-old tradition of academic integrity. This requires that the highest standards be maintained on campus and in the classroom.

Los Angeles Valley College has established the following policy to carry out this tradition. The policy was established in accordance with the standards of student conduct (LACCD Board of Trustees Rule 9803- Adopted June 14, 1995) and is intended to preserve the constitutional rights of every administrator, student, employee, faculty member and authorized visitor on campus. Violations 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 re-graded; 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
- Text messaging another student during an exam

## 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. (Campus Center, Room 100A)
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 16,100 students. These students are served by a faculty of 257 full-time and 280 adjunct faculty members.

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. In 2003 Proposition AA, an additional bond, was passed.

### 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

For donations to Valley College, please make checks payable to *The LAVC Foundation*, a non-profit organization. For more information, please call (818) 947-2619. You may also visit them online at [www.lavcfoundation.org](http://www.lavcfoundation.org).

### 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 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.

## The Los Angeles Valley College Foundation

- The Foundation is a non-profit organization whose purpose is to benefit Los Angeles Valley College students and college programs and activities. The Foundation raises funds to support student scholarships, faculty projects, and various campus and alums events.
- To inquire about the Foundation or to make a contribution, please call (818) 947-2619, or visit them online at [www.lavcfoundation.org](http://www.lavcfoundation.org).



# MATRICULATION/ADMISSION AND REGISTRATION PROCEDURES

## Admission Eligibility

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

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

1. People who are eighteen (18) years old.
2. People who are apprentices, as defined by Section 3077 of the California Labor Code.
3. People 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.

The Los Angeles Community College District is committed to protecting student privacy and is working to change existing data collection and storage systems to eliminate the use of social security numbers as the primary method of student identification. If, in the interim, a student would like the College to stop using his/her social security number as his/her student identification number, he/she should send a written request to the Admissions Office. The College will issue an alternative student identification number within thirty days of the student's request.

## 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 the day before school starts. 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 may petition to be reclassified at any time they feel their status has changed. The Residence Reclassification forms 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 foreign students who wish to study on an F-1 visa. The college works closely with the United States Citizenship and Immigration Services (USCIS). Therefore, foreign students are urged to acquaint themselves with the USCIS prior to applying for admission.

Foreign student applications are accepted fall and spring semesters. Foreign students are required to pay the non-resident tuition fee. 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 due at the time of application and a \$25.00 service fee per semester.

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

#### Applicants within the U.S.

1. F-1 visa students transferring from another institution.
2. F-2 visa students nearing their 21st birthday.
3. Other visa students who wish to go through a change of status to become F-1 students.

#### Applicants outside the U.S.

- May apply to the college provided they have completed their secondary education in their home country and are English proficient.

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

Effective April 12, 2002, the USCIS has issued a rule which requires students with B visas to change their visa status to either an F-1 or M-1 nonimmigrant visas prior to pursuing a course of study at the college.

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

#### Applying from outside the U.S.

Fall      Feb 1 – June 1\*  
Spring    August 1 – Nov 1\*

#### Applying from inside the U.S.

Fall      Feb 1 – June 30\*  
Spring    August 1 – Nov 30\*

\* Application materials must be post-marked on or before application deadlines.

## 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, assessment, orientation, counseling/advisement, follow-up and introduction to college courses (Personal Development 1, 4 and 20).

#### Exemption Criteria

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 readiness to enroll in a particular course or program.

A corequisite is a requirement that a student 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/COREQUISITE 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).
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/Corequisite 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/Corequisite 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 related to matriculation may file a formal complaint of unlawful discrimination in Administration 102. They may also consult with the Compliance Officer (See District and College Policies: Non-Discrimination Policy and Compliance Procedures).

## 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 identify which Math and English classes students may enroll in.

### Assessment Center

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

The ENL and ESL assessments are offered on the computer.

### 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. Students begin at the arithmetic or elementary algebra level. The assessment adapts to students skill level. Students may place in courses ranging from arithmetic to calculus.

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

Electronic samples are available on our website at [www.lavc.cc.ca.us/math/samples/index.html](http://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.

## On-line Orientation

New students are expected to complete the online orientation. College life, planning, policies, procedures, programs, goals and objectives are presented. Placement results and recommendations are discussed. Students will complete a one-semester educational plan and receive instructions on enrollment procedures. Counselors are available for follow up advisement and assistance.

## Personal Development Courses

New students are encouraged 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 college resources.

## Counseling and Advisement

The Counseling Department, located in the Administration Building lobby, is open Monday-Thursday, 8 a.m.-7 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.-7 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), VCAP Office (CC215), and CalWorks Office (Bungalow 14).

## 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. Career testing is offered in conjunction with counseling to assist the student in self-understanding and decision making. The career testing service offers tests of ability, achievement, interests, values, personality, 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 4 year colleges and universities are available to talk with students on a regular basis. For further information contact the Career/Transfer Center in Administration 126 or call (818) 947-2646, hours during the semester are Monday-Thursday, 9 am-7 pm and Friday, 9 am-1 pm.

## 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 twenty-six dollars (\$20) 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, located near the North Gym.

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 \$173 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 \$10 per semester unit fee (for a total of \$183) pursuant to Education Code Section 76141 AND a \$35 cash only 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.

**International Student Medical Insurance Fee**

Effective for the Fall 2007 semester, International students attending a college in the Los Angeles Community College District under an F or M visa shall be charged a medical insurance fee equal to the cost of medical insurance purchased by the District on the student’s behalf.

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

1. Medical benefits of at least \$50,000 per accident or illness,
2. Repatriation of remains in the amount of \$7,500,
3. Expenses associated with the medical evacuation of the student to his or her home country in the amount of \$10,000, and
4. A deductible not to exceed \$500 per accident or illness.

**Periods of Coverage**

The International Student Medical Insurance fee will be charged at the time of registration. International students registering for the Fall semester will be charged for and receive medical insurance from August 15 through January 31.

International students registering for the Spring semester will be charged for and receive medical insurance coverage from February 1 through July 31.

International students who register for the first time during a Summer term will be charged for and receive medical insurance from June 1 through August 1. International students enrolling for the first time during the Winter term will be charged for and receive medical insurance coverage from January 1 through January 31.

Coverage is for the periods listed above and is not prorated.

**Refunds**

Once International Student registration information is transmitted to the District’s International Student medical insurance provider, the District will not provide any refunds. If an international student terminates his or her enrollment, any refunds must be arranged with the provider.

**Fees**

For the Fall 2007 semester, the International Student Medical Insurance fee is \$420.00. This fee will provide the student with medical insurance coverage from August 15, 2007 through January 31, 2008.

**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:

<b>CLASS TYPE</b>	<b>DATE WHEN TIME STAMPED</b>	<b>REFUND</b>
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 an \$11 mandatory health fee, payable to one campus only, to cover the costs of health centers at each college. This fee is subject to change. 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 also available.

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

The clinic offers women's reproductive health, 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.

## Board of Governors Fee Waiver

Beginning fall 2006, all students will be charged the health fee. This fee will no longer be waived for students who are eligible for a fee waiver. Please feel free to contact the Financial Aid Office on extension 2412 if you have any questions.

## Health Fee Exemptions

Los Angeles Community College District policy exempts the following students from paying the student health fee:

- (a) students who depend exclusively on prayer for healing in accordance with the teaching of a bonafide religious sect,
- (b) students who are attending classes under an approved apprenticeship training program,
- (c) non-credit education students,
- (d) students enrolled in District colleges exclusively at sites where student health services are not provided,
- (e) students who are enrolled in District colleges exclusively through Instructional Television or distance education classes,
- (f) students who are enrolled in District colleges exclusively through contract education.

Students exempted under the provisions of (b) 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 86 for additional information about parking areas and transportation.



# Student life at LAVC



# 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 22-29 and 35-66)**
2. **An Associate of Arts (AA) or Sciences (AS) Degree (Plan A or B: see pages 30-31)**
3. **An occupational certificate (see page 34 and 35-66).**

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

\*\* Non-Occupational

+ 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	IND TEK	.INDUSTRIAL TECHNOLOGY
ADM JUS	.ADMINISTRATION OF JUSTICE	INTBUS	.INTERNATIONAL BUSINESS
AFRO AM	.AFRICAN AMERICAN STUDIES	ITALIAN	.ITALIAN
ANATOMY	.ANATOMY	JEWISH	.JEWISH STUDIES
ANTHRO	.ANTHROPOLOGY	JOURNAL	.JOURNALISM
ARC	.ARCHITECTURE	LAW	.LAW
ARMEN	.ARMENIAN	LRNSKIL	.LEARNING SKILLS
ART	.ART	LIB SCI	.LIBRARY SCIENCE
ASTRON	.ASTRONOMY	LING	.LINGUISTICS
ATH TRN	.ATHLETIC TRAINING	MGMT	.MANAGEMENT
BIOLOGY	.BIOLOGY	MARKET	.MARKETING
BOTANY	.BOTANY	MATH	.MATHEMATICS
BRDCSTG	.BROADCASTING	MEDIART	.MEDIA ARTS
BUS	.BUSINESS	METEOR	.METEOROLOGY
CHEM.	.CHEMISTRY	MICRO	.MICROBIOLOGY
CHICANO	.CHICANO STUDIES	MUSIC	.MUSIC
CH DEV	.CHILD DEVELOPMENT	NUM CON	.NUMERICAL CONTROL
CINEMA	.CINEMA	NURSING	.NURSING
CAOT	.COMPUTER APPLICATIONS	NRSCE	.NURSING SCIENCE
	.OFFICE TECHNOLOGY	OCEANO	.OCEANOGRAPHY
CO SCI	.COMPUTER SCIENCE-	PERSDEV	.PERSONAL DEVELOPMENT
	.INFORMATION TECHNOLOGY	PHILOS	.PHILOSOPHY
COOP ED	.COOPERATIVE EDUCATION	PHOTO	.PHOTOGRAPHY
DANCE ST	.DANCE STUDIES	PHYS ED	.PHYSICAL EDUCATION
DANCE TQ	.DANCE TECHNIQUES	P.E.	.PHYSICAL EDUCATION (NON-ACTIVITY)
DEV COM	.DEVELOPMENTAL COMMUNICATIONS	PHYS SC	.PHYSICAL SCIENCE
DRAFT	.DRAFTING	PHYSICS	.PHYSICS
EARTH	.EARTH SCIENCE	PHYSIOL	.PHYSIOLOGY
ECON	.ECONOMICS	POL SCI	.POLITICAL SCIENCE
EDUC	.EDUCATION	PSYCH	.PSYCHOLOGY
ELECTRN	.ELECTRONICS	REAL ES	.REAL ESTATE
ENG GEN	.ENGINEERING, GENERAL	RECR	.RECREATION
EGT	.ENGINEERING, GENERAL TECHNOLOGY	RESP TH.	.RESPIRATORY THERAPY
ENGLISH	.ENGLISH	SOC	.SOCIOLOGY
ENV SCI	.ENVIRONMENTAL SCIENCE	SPANISH	.SPANISH
FAM &CS	.FAMILY AND CONSUMER STUDIES	SPEECH	.SPEECH
FINANCE	.FINANCE	STAT	.STATISTICS
FIRETEK	.FIRE TECHNOLOGY	THEATER	.THEATER
FRENCH	.FRENCH	T & M	.TOOL AND MANUFACTURING TECHNOLOGY
GEOG.	.GEOGRAPHY	WFT	.WILDLAND FIRE TECHNOLOGY
GEOLOGY	.GEOLOGY	YIDDISH	.YIDDISH
GERMAN	.GERMAN	*ESL	.ENGLISH AS A SECOND LANGUAGE
HEALTH	.HEALTH	*ESLCVCS	.ESL CIVICS
HEBREW	.HEBREW	*HLTHED	.HEALTH AND SAFETY EDUCATION
HISTORY	.HISTORY	*TUTOR	.SUPERVISED LEARNING ASSISTANCE
HUMAN	.HUMANITIES	*VOC ED	.VOCATIONAL EDUCATION

\* Noncredit course abbreviation

# 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](http://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 24 and 27.
- **Elective Unit Requirements.** These are additional transferable units necessary to meet the minimum required for transfer.

## **Transfer Associate Degree Liberal Arts and Sciences – Graduation Plan B**

Students intending to transfer to a UC or CSU school who also wish to earn an Associate in Arts degree may do so by completing requirements for Liberal Arts and Science Major (Plan B). Refer to page 55 for requirements.



# 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 90% of our TAP applicants have been accepted by UCLA in the past eight consecutive years, compared to only 40% 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 five years 90-100% of TAP applicants have been accepted at UC Irvine, UC Santa Barbara, UC Riverside, and UC Santa Cruz.

### Eligibility

Students must be eligible for English 101 and Math 125 or higher. Students entering TAP from high school must have earned an unweighted GPA of 3.25 (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 (UC) transferable college work with a grade point average of 3.25 or higher shown on official transcripts. Students must participate in TAP for at least 2 semesters (Fall and Spring) and complete four-six (4-6) TAP-Honors classes prior to transfer depending on student's individual TAP Program completion plan.

### 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, Loyola Marymount University, Occidental College, Pomona College and Woodbury University.
- Consideration for special TAP Scholarships at LAVC and 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
- Anatomy 1
- Anthropology 101, 102, 103, 109, 121 and 132
- 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, 205, 206, 208 and 234
- Environmental Science 1
- French 3, 4 and 5
- 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 260, 265
- 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



# 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 25 for complete 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.

### 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.

### 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) 2007-08

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 page 2 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.

<b>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 College District. Every community college may apply its courses differently on general education, even if the course has the same course number and title.</b>	<b>Taken at LAVC</b>	<b>Taken Elsewhere</b>	<b>Still Needed</b>
<b>AREA 1: ENGLISH COMMUNICATION</b> UC: 2 courses, one from Group A and one from Group B. CSU: 3 courses, one from each group below.			
<b>A. English Reading and Written Composition</b> (1 course, 3 semester/4-5 quarter units) English 101			
<b>B. Critical Thinking - English Composition</b> (1 course, 3 semester/4-5 quarter units) English 103 or Speech 105			
<b>C. Oral Communication - CSU required only, not needed for UC</b> (1 course, 3 semester/4-5 quarter units) Speech Communication 101, 102, 151			
<b>AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING</b> (1 course, minimum of 3 semester/4-5 quarter units) Mathematics 225 <sup>1</sup> , 235, 236, 238 <sup>2</sup> , 239 <sup>2</sup> , 245 <sup>3</sup> , 260 <sup>3</sup> , 265 <sup>2</sup> , 266 <sup>2</sup> , 267, 270, 275; Statistics 1 <sup>1</sup>			
<b>AREA 3: ARTS AND HUMANITIES</b> (3 courses with at least 1 course from Arts and 1 course from Humanities, 9 semester/12-15 quarter units)			
<b>A. Arts</b> Art 101, 102, 103, 105, 109, 115 <sup>4</sup> , 116 <sup>4</sup> , 501; Cinema 104 <sup>5</sup> , 105 (TA 505), 107 (TA 507 <sup>6</sup> ); Humanities 3, 7; Music 101, 111, 121, 122, 136 <sup>18</sup> , 141; Theater 100, 110			
<b>B. Humanities</b> African-American Studies 20 (Eng 234*); Anthropology 121; Chicano Studies 37 <sup>5</sup> (Span 46 <sup>5*</sup> ), 42 <sup>7</sup> (Span 12 <sup>4*</sup> ), 44 (Span 16*); English 102 <sup>7</sup> , 105 <sup>8</sup> (Linguistics 1*), 203, 204, 205, 206, 207, 208, 211, 212, 213 (Theater 125*), 214, 215, 216, 219 <sup>26</sup> , 232 <sup>8</sup> (Jewish St 5*), 233 <sup>8</sup> (Jewish St 6*), 239 <sup>9</sup> , 240, 250, 252, 253 <sup>4</sup> ; 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 <sup>10</sup> , 28, 29, 47 <sup>10</sup> , 48 <sup>10</sup> , 49; Humanities 1, 6 <sup>6</sup> , 8 <sup>6</sup> , 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) <sup>10</sup> , 35 (25); Spanish 3, 4, 5, 6, 9,10, 25 <sup>18</sup> ; Theater 120 <sup>4</sup>			
<b>AREA 4: SOCIAL AND BEHAVIORAL SCIENCES</b> (3 courses in at least two different disciplines, 9 semester/ 12-15 quarter units) African American Studies 2, 4, 5; Anthropology 102, 103, 104 <sup>32</sup> ,109 <sup>11</sup> ,132 <sup>31</sup> ; Chicano Studies 2, 7, 8; Child Development 1; Economics 1, 2, 10, 30 <sup>9</sup> ,40 <sup>31</sup> ; Geography 2, 14; History 1, 2, 3, 4, 5, 6, 8, 9, 11 <sup>12</sup> , 12 <sup>13</sup> , 13 <sup>13</sup> , 14 <sup>14</sup> , 17 <sup>12</sup> , 18 <sup>13</sup> , 19, 20, 21, 25 (Jewish St 25*),27, 30, 32 <sup>12</sup> , 38, 46 <sup>29</sup> , 50, 52, 53, 54, 76, 88 <sup>28</sup> ; Jewish Studies 1, 4; Journalism 105; Political Science 1, 2, 5, 7, 9, 16; Psychology 1, 5, 11, 12, 13, 14, 41 <sup>26</sup> , 52 (Soc. 21*); Soc. 1, 2, 3, 10, 11, 22, 25 <sup>5</sup> ; Speech 122 <sup>32</sup>			

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

# Intersegmental General Education Transfer Curriculum (IGETC) 2007-08

AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES (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.	Taken at LAVC	Taken Elsewhere	Still Needed
<b>A. Physical Sciences</b> Astronomy 1, 5 <sup>9‡</sup> ; Chemistry 101(1)‡, 102(2)‡, 70(9) <sup>15‡</sup> , 68 <sup>11,16‡</sup> , 60(10) <sup>16‡</sup> , 210 <sup>11,15,17‡</sup> , 211 <sup>17‡</sup> , 212 <sup>5‡</sup> , 221(15) <sup>15‡</sup> ; Earth Science 4 <sup>32</sup> ; Environmental Science 1 <sup>18</sup> , 7 <sup>18</sup> (Geology10 <sup>*18</sup> ), 22 <sup>30</sup> ; Geography 1, 3/Met 3*, 15‡; Geology 1, 2, 6‡, 7‡, 10 <sup>18</sup> (Environmental Science 7*), 22‡; Oceanography 1, 10‡, Physical Science 1 <sup>19</sup> , 14 <sup>26‡</sup> ; Physics 6 <sup>20‡</sup> , 7 <sup>20‡</sup> , 11 <sup>21‡</sup> , 12 <sup>21</sup> , 37 <sup>20‡</sup> , 38 <sup>20‡</sup> , 39 <sup>20‡</sup>			
<b>B. Biological Sciences</b> Anatomy 1 <sup>22‡</sup> ; Anthropology 101, 111 <sup>23‡</sup> ; Biology 3 <sup>24‡</sup> , 6‡, 7‡, 10‡, 22 <sup>31‡</sup> , 25 <sup>24</sup> ; Environmental Science 2 <sup>26</sup> , 19 <sup>26‡</sup> ; Microbiology 20 <sup>23‡</sup> ; Physiology 1 <sup>22‡</sup> ; 8 <sup>11,22‡</sup> 9 <sup>11,22‡</sup> ; Psychology 2			
<b>AREA 6: LANGUAGE OTHER THAN ENGLISH: UC REQUIRED ONLY!</b> 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. Armenian 2 <sup>29</sup> , French 2, German 2, Hebrew 2 (Jewish St 12*), Italian 2, Spanish 2, 36 <sup>18</sup>			

\*CROSS-REFERENCED PAIR. ONLY ONE COURSE PER PAIR MAY BE TAKEN FOR CREDIT.

<sup>1</sup> Mathematics 225 cannot be used with Statistics 1.

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

<sup>3</sup> Math 245 combined with 260: UC maximum credit: 4 units.  
Math 260 alone: UC maximum credit: 4 units.

<sup>4</sup> This course counts ONLY if taken Fall 1993 or later.

<sup>5</sup> This course counts ONLY if taken Fall 1999 or after.

<sup>6</sup> Course repeatable but UC maximum credit: one course.

<sup>7</sup> This course counts ONLY if taken Fall 1995 or later.

<sup>8</sup> English courses count only if taken Fall 1996 or later.

<sup>9</sup> This course counts ONLY if taken Fall 1998 or later.

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

<sup>11</sup> This course counts ONLY if taken Fall 1997 or later.

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

<sup>13</sup> History 12, 13 or 18 combined: UC maximum credit allowed: one course.

<sup>14</sup> No credit for History 14 if taken after 11, 17, or 32.

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

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

<sup>17</sup> Credit for Chemistry 210 or 211, not both.

<sup>18</sup> This course counts ONLY if taken Fall 2001 or later.

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

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

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

<sup>22</sup> Anatomy 1, Physiology 1, 8 or 9 combined: UC maximum credit: 8 units.

<sup>23</sup> This course counts only if taken Fall 2000 or after.

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

<sup>25</sup> Microbiology 1 and 20: UC maximum credit allowed: one course.

<sup>26</sup> This course counts only if taken Fall 2002 or later.

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

<sup>28</sup> This course counts only if taken Fall 2003 or later.

<sup>29</sup> This course counts only if taken Spring 2004 or later.

<sup>30</sup> This course counts only if taken Fall 2005 or later.

<sup>31</sup> This course counts only if taken Spring 2006 or later.

<sup>32</sup> This course counts only if taken Spring 2007 or later.

# California State University Transfer Requirements

## Transfer Admission Requirements

1. **Students transferring as a Freshman or Sophomore:** If you have completed fewer than 60 transferable semester (90 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 60 transferable semester (90 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 60 (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 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 60 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.

## 2007-08 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.

<b>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 College District. Every community college may apply its courses differently on general education, even if the course has the same course number and title.</b>	<b>Units Taken</b>	<b>Units Still Needed</b>
<b>A. COMMUNICATION AND CRITICAL THINKING:</b> 9 units (3 courses) 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. <b>Oral Communication:</b> Speech Communication 101, 102, 151		
2. <b>Written Communication:</b> English 101		
3. <b>Critical Thinking:</b> English 102, 103 (suggested for CSULA); Philosophy 6, 7, 8, 9 (ef F00-SU04) & (reinstated ef SP 06); Speech 104, 105		
<b>B. Physical Universe &amp; Life Forms:</b> 9 units (3-4 courses) with at least one course from each of the four subcategories 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. <b>Physical Science:</b> Physical Science: Astronomy 1; Chemistry 101(1)†, 102(2)†, 51(3)†, 70(9)†, 68†, 60(10)†; Earth Science 4, Environmental Science 1, 7#; Geography 1, 3#; Geology 1, 2, 10#; Meteorology 3#; Oceanography 1; Physical Science 1; Physics 6†, 7†, 11†, 12, 37†, 38†		
2. <b>Biological Sciences:</b> Anatomy 1†; Anthropology 101; Biology 3†, 6†, 7†, 10†, 22†, 25, 39, 40†; Environmental Science 2; Microbiology 20†; Physiology 1†, 8†, 9†; Psychology 2		
3. <b>Laboratory Activity:</b> Anthropology 111†, Astronomy 2†, 5†, Environmental Science 19†, 22† (ef F05); 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. <b>Mathematics and Quantitative Reasoning:</b> Mathematics 215, 225, 234, 238, 239, 240, 245, 260, 265,266; Statistics 1. Note: Effective SP 2002 grade in this section (B4) must be "C" or better.		
<b>C. ARTS, LIT., OTHER HUMANITIES</b> 9 units (3 courses) with at least one from area 1 and one from area 2 below: 1. <b>Arts:</b> 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. <b>Other Humanities:</b> 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), Foreign Languages: Armenian 1, 2; 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 F00), 6 (ef F00), 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#		

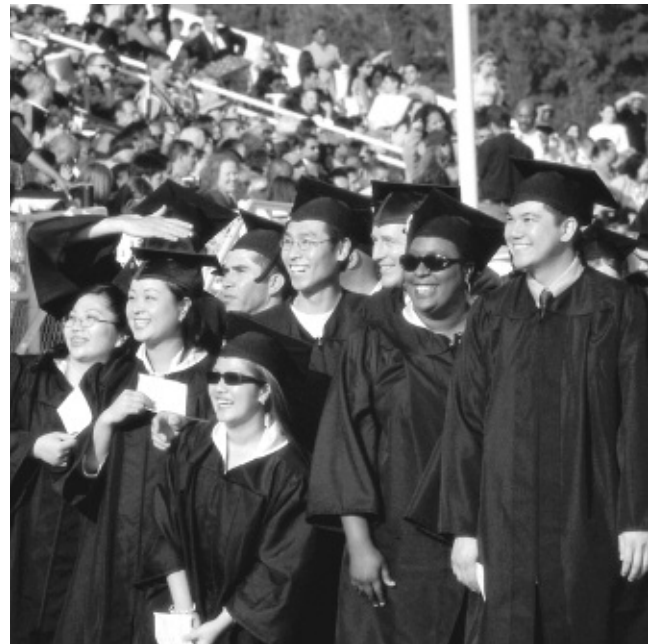
	Units Taken	Units Still Needed
<p><b>D. SOCIAL, POLITICAL, ECONOMIC INSTITUTIONS:</b> 9 units (3 courses) from at least two numbered areas below. *The American Institutions Requirement may be completed as part of the 9 units required in Area D.</p> <p><i>Notes: The AMERICAN INSTITUTIONS REQUIREMENT (Effective Fall 05) may be completed with two courses: History 6 or 20 AND one of the following Economics 10#, History 11, 14, 52 OR Political Science 1 AND one of the following: African American Studies 4, 5, Chicano Studies 8, Economics 10#, History 5, 11, 12, 13, 14, 52</i></p> <p>(1) Anthropology 102, 103, 104, 109, 110, 132, 141; (2) Economics 1, 2, 5, 10#, 30, 40; (3) Sociology 2, 11; African American Studies 4, 5; Anthropology 132; Chicano Studies 7, 8; (4) Anthropology 109; History 88; Humanities 6, 8; Sociology 22; (5) Geography 2; (6) African-American Studies 4, 5; Chicano Studies 7, 8; Econ 10, History 1, 2, 3, 4, 5, 6, 11, 12, 13, 14, 19, 21, 27, 28, 29, 38, 46, 47, 48, 49, 52, 76, 86, 87, 88; Jewish Studies 25; (7) African-American Studies 4, 5; Broadcasting 1; Chicano Studies 7, 8; Child Development 1, 42; Journalism 105, 232; (8) African-American Studies 4, 5; Chicano Studies 7, 8; History 5, 6, 11, 12, 13, 14, 20,, 52; Political Science 1, 2, 5, 7; Law 3; (9) Psychology 1, 5, 11, 12, 13, 14, 41; (10) Sociology 1, 2, 3 (ef F98), 4, 10, 25 (ef F98); Speech 122</p>		
<p><b>E. LIFELONG UNDERSTANDING &amp; SELF DEVELOPMENT:</b> 3 units (minimum 1 course) from:</p> <p>African-American Studies 2; Biology 37; Chicano Studies 2; Dance Studies (only 1 unit of Dance Studies/Dance Techniques/PE may be used) 452, 814, 819, 820, 822, 860; Dance Techniques 225, 440, 446, 460, 462, 463, 487; Family &amp; Consumer Studies 31#; Health 11; Jewish Studies 1; Personal Dev. 20; Physical Education (only 1 unit of Dance Studies/ Dance Techniques/PE 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 363-** ESL for Academic Purposes III

**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. 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.

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.

### Multiple or Additional Associate Degrees

Any student who contemplates acquiring more than one Associate Degree should discuss the matter with a counselor to determine if the student's goal would be better met by either a Baccalaureate Degree or an Occupational Certificate.

A student may receive either multiple Associate degrees granted simultaneously, each in a single major, or an additional Associate degree after having earned a degree from an accredited college. Los Angeles Valley College will only grant such degrees when the student has completed all of the following Graduation Requirements (detailed in the Associate Degree Programs section of the catalog) for each degree awarded.

1. Unit requirements
2. Scholarship requirements
3. Residence requirements
4. General competencies
5. Major course requirements
6. General education course requirements

In addition to the above requirements, students following Plan A general education requirements must complete at least 6 units in the major at LAVC; those following Plan B general education requirements must complete at least 12 units in the major at LAVC.



# Los Angeles Valley College Associate Degree Graduation Requirements 2007-2008

**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, 363, 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
<p><b>A. 3 units of Natural Sciences</b>            Anatomy 1*; Anthropology 101, 111*; Astronomy 1, 5*; Biology 3, 6*, 7*, 10, 22, 25, 39, 40*; Chemistry 101(1)*, 102(2)*, 51(3), 70(9)*, Chemistry 68*, 60(10)*; Earth Science 4; Environmental Science 1*, 2, 7#, 19*; 22* Geography 1, 3#, 15*; Geology 1, 2, 6*, 7*, 10#; Meteorology 3#; Microbiology 1*, 20*; Oceanography 1, 10*; Physical Science 1, 14*; Physics 6*, 7*, 12*, 37*, 38*; Physiology 1*, 8*, 9*; Psychology 2*</p>		
<p><b>B. 9 units of Social and Behavioral Sciences</b></p>		
<p><b>1. 3 or 6 units of American Institutions</b>            (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, 17; African-American Studies 4; Chicano Studies 7; Economics 10            Group B - History 6, 12, 13, 18, 20, 52; African-American Studies 5; Chicano Studies 8</p>		
<p><b>2. 3 or 6 units of Additional Social Sciences</b>            Anthropology 102, 103, 104, 109, 110#, 132, 141; Broadcasting 1; Child Development 1, 42; Economics 1, 2*, 5, 30, 40; Family and Consumer Studies 31#; Geography 2, 45#; 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, 4, 10, 11, 12#, 21#, 22, 25; Speech 122</p>		
<p><b>C. 3 units of Humanities</b>            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, 35#; Linguistics 1#; Music 101, 111, 121*, 122*, 136, 141; Philosophy 1, 12 (3), 14 (4), 20, 30 (22), 33 (23), 35# (25); 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#*</p>		
<p><b>D. 12 units of Language and Rationality</b></p>		
<p><b>1. 3 units of Written Communication</b>            Business 32#*; English 28*, 101*, 102*, 363*; Journalism 101, 202*; CAOT 32#*  <b>Note:</b> Completion of this section does not necessarily meet competency requirements in Reading and Written Expression. See General Competency Requirements above.</p>		

\*This course has a prerequisite or co-requisite.

#Cross-referenced course.

# LAVC ASSOCIATE DEGREE - Graduation Requirements 2007-2008

	Units Taken	Units Still Needed
<b>2. 3 units of Oral Communication</b> Speech 101, 102, 151		
<b>3. 3 units of Analytical Thinking</b> 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*		
<b>4. Any additional 3 units from 1, 2, or 3 above</b>		
<b>E. 3 units of Health and Physical Education</b>		
<b>1. Minimum of 2 units of Health Education</b> Health 10, 11; Nursing 101*, 709*; Respiratory Therapy 2*		
<b>2. 1 unit of Physical Education:</b> Physical Education 95, 96, 97, 100-699, 702, 722; Dance Studies 452, 819, 822, 860; Dance Techniques 225, 440, 446, 460, 462, 463, 487		

**Graduation Plan B:**

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

GENERAL EDUCATION REQUIREMENTS	Units Taken	Units Still Needed
<b>A. 3 units of Natural Sciences</b> Anatomy 1*; Anthropology 101, 111*; Astronomy 1, 5*; Biology 1, 3, 6*, 7*, 10, 22, 25, 39, 40*; Chemistry 101(1)*, 102(2)*, 51(3), 70(9)*, Chemistry 68*; 60(10)*; Earth Science 4; Environmental Science 1, 2, 7#, 19*, 22*; Geography 1, 3#, 15*; Geology 1, 2, 6*, 7*, 10#; Meteorology 3#; Microbiology 1*, 20*; Oceanography 1, 10*, Physical Science 1, 14*; Physics 6*, 7*, 12*, 37*, 38*; Physiology 1*, 8*, 9*; Psychology 2*		
<b>B. 3 units of Social and Behavioral Sciences</b> African-American Studies 4, 5; Chicano Studies 7, 8; Economics 10#; History 5, 6, 11, 12, 13; Political Science 1		
<b>C. 3 units of Humanities</b> 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, 35#; Linguistics 1#; Music 101, 111, 121*, 122*, 136, 141; Philosophy 1,12 (3), 14 (4), 20, 30 (22), 33 (23), 35# (25); 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#*		
<b>D. 6 units of Language and Rationality</b>		
<b>1. 3 units of Written Communication</b> Business 32#*; English 28*, 101*, 102*, 363*; Journalism 101, 202*; CAOT 32#* <b>Note:</b> Completion of this section does not necessarily meet competency requirements in Reading and Written Expression. See General Competency Requirements on reverse.		
<b>2. 3 units of Oral Communication and Analytical Thinking</b> 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 101, 102, 104, 105*, 151; Statistics 1*		
<b>E. 3 units of Health and Physical Education</b>		
<b>1. Minimum 2 units of Health Education</b> Health 10, 11; Nursing 101*, 709*; Respiratory Therapy 2*		
<b>2. 1 unit of Physical Education:</b> Physical Education 95, 96, 97, 100-699, 702, 722; Dance Studies 452, 819, 822, 860; Dance Techniques 225, 440, 446, 460, 462, 463, 487		

\*This course has a prerequisite or co-requisite.

#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** (listed on page 16). 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 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.



*Nursing Class*

# DEGREES AND CERTIFICATES

## ADMINISTRATION OF JUSTICE

### ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

**PLAN A**

Adm Jus 1	Intro to Administration of Justice	3
Adm Jus 2	Concepts of Criminal Law	3
Adm Jus 3	Legal Aspects of Evidence	3
Adm Jus 4	Principles and Procedures of the Justice System	3
Adm Jus 5	Criminal Investigation	3
Adm Jus 75	Introduction to Corrections	3

IN ADDITION, COMPLETE ONE COURSE FROM THE FOLLOWING:

Adm Jus 6	Patrol Procedures	3
Adm Jus 8	Juvenile Procedures	3
Adm Jus 24	Introduction to Counseling	3
Adm Jus 27	Police Administration	3
Adm Jus 39	Probation and Parole	3
Adm Jus 42	Advanced Criminal Law	3
Adm Jus 49	Narcotics and Vice Control	3
Adm Jus 54	Interrogation	3
Adm Jus 67	Community Policing	3
Adm Jus 84	Security Administration	3
Adm Jus 385	Directed Study - Administration of Justice	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:

Adm Jus 1	Introduction to Administration of Justice	3
Adm Jus 2	Concepts of Criminal Law	3
Adm Jus 3	Legal Aspects of Evidence	3
Adm Jus 4	Principles and Procedures of the Justice System	3
Adm Jus 5	Criminal Investigation	3

PLUS 9 UNITS FROM THE FOLLOWING LIST: 9

Adm Jus 6	Patrol Procedures	(3)
Adm Jus 8	Juvenile Procedures	(3)
Adm Jus 14	Report Writing	(3)
Adm Jus 24	Introduction to Counseling	(3)
Adm Jus 39	Probation and Parole	(3)
Adm Jus 42	Advanced Criminal Law	(3)
Adm Jus 49	Narcotics and Vice Control	(3)
Adm Jus 54	Interrogation	(3)
Adm Jus 67	Community Policing	(3)
Adm Jus 75	Introduction to Corrections	(3)
Adm Jus 385	Directed Study - Administration of Justice	(3)

**Total: 24**

## ANTHROPOLOGY

### CULTURAL COMPETENCY CERTIFICATE

This certificate program is aimed at increasing cultural and ethnic awareness, including ideas of cultural relativism, appreciation for cultural diversity, and tolerance of alternate systems of belief and behavior. Completion of the certificate will enable a student to more effectively interact in multicultural settings, both personal and professional.

REQUIRED COURSES:

6 UNITS SELECTED FROM AMONG THE FOLLOWING COURSES:

Anthro 102*	Human Ways of Life: Cultural Anthropology	3
Geog 2*	Cultural Elements of Geography	3
Anthro 104	Language and Culture	3
Anthro 109	Gender, Sex and Culture	3
Anthro 110 or		
Geog 45	Food and Culture	3
Anthro 121	Anthropology of Religion, Magic and Witchcraft	3
Anthro 132	Native Peoples of North America	3
Anthro 141	Culture, Illness & Healing	3

(\*at least one of the courses needs to be either Anthropology 102 or Geography 2)

PLUS 3 UNITS FROM THE FOLLOWING LIST

Afro Am St 2	The African-American in Contemporary Urban Society	(3)
Chicano St 2	The Mexican-American in Contemporary Society	(3)
History 9	Ethnic America	(3)
Jewish 1	The Jew in America	(3)
Soc 11	Race & Ethnic Relations	(3)

**Total: 9**

## ART

### ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

**PLAN A**

There is no Plan A option in this major.

**PLAN B**

**Core:**

Art 101	Survey of Art History	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

**Total: 15**

IN ADDITION, COMPLETE ONE OF THE FOLLOWING OPTIONS:

**Graphic Design Option:**

Art 600	Lettering	3
Art 604	Graphic Design	3
Art 605	Graphic Design II	3
Art 618	Advertising Photo/Graphics I	4
Art 620	Illustration I	3
Art 626	Art Production Methods	3

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

*Art, Continued*

PLUS 6 UNITS CHOSEN FROM THE FOLLOWING:	6
Art 202* Survey of Art History II	(3)
Art 204 Life Drawing I	(3)
Art 205 Life Drawing II	(3)
Art 300 Introduction to Painting	(3)
Art 503 Intermediate Design	(3)
Art 606 Graphic Design III	(3)
Art 609 Advertising Design Field Work I	(2)
Art 610 Advertising Design Field Work II	(2)
Art 619 Advertising Photo/Graphics II	(4)
Art 621 Illustration II	(3)
	(6)

**Total: 25****Total of Core plus Option: 40****Three Dimensional Design Option:**

Art 503 Intermediate Design	3
Art 700 Introduction to Sculpture	3
Art 708 Introduction to Ceramics	3

PLUS 12 UNITS CHOSEN FROM THE FOLLOWING: 12

Art 112 Current Art Events	(3)
Art 185 Directed Study – Art Honors	(1)
Art 285 Directed Study – Art Honors	(2)
Art 385 Directed Study – Art Honors	(3)
Art 701 Sculpture I	(3)
Art 704 Art Metal I	(3)
Art 705 Art Metal II	(3)
Art 709 Ceramics I	(3)
Art 710 Ceramics II	(3)
Art 711 Ceramics III	(3)

**Total: 21****Total of Core plus Option: 36****Two Dimensional Studio Option:**

Art 202* Drawing II	3
Art 204 Life Drawing I	3
Art 300 Introduction to Painting	3
Art 400* Introduction to Printmaking	3

PLUS 12-13 UNITS CHOSEN FROM THE FOLLOWING: 12-13

Art 112 Current Art Events	(3)
Art 185 Directed Study – Art Honors	(1)
Art 203 Drawing III	(3)
Art 205 Life Drawing II	(3)
Art 206 Life Drawing III	(3)
Art 207 Life Drawing IV	(3)
Art 208 Life Drawing Studio	(2)
Art 285 Directed Study – Art Honors	(2)
Art 301 Watercolor Painting I	(3)
Art 302 Watercolor Painting II	(3)
Art 304 Acrylic Painting I	(3)
Art 305 Acrylic Painting II	(3)
Art 385 Directed Study – Art Honors	(3)
Art 401 Etching I	(3)
Art 402 Etching II	(3)
Art 403 Lithography I	(3)
Art 404 Lithography II	(3)
Art 407 Relief Printmaking I	(3)
Art 408 Relief Printmaking II	(3)
Art 411 Printmaking Studio	(1)
Art 503 Intermediate Design	(3)
Art 620 Illustration I	(3)

**Total: 24-25****Total of Core plus Option: 39-40****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)

3

**Total: 32****ART HISTORY****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.

## ASTRONOMY

### SKILLS CERTIFICATE IN SCIENTIFIC VISUALIZATION

This skills certificate is designed train students in the various aspects of creating programs to communicate scientific information for venues such as museums, planetariums, and private industry. Courses cover computer applications, music and narration selection and appropriate visual element selection.

#### Core:

Mediart 102	Introduction to Media Arts	3	}
Music 161	Introduction to Electronic Music	3	
Astron 12	Scientific Visualization	3	
	OR		
Earth 10	Scientific Visualization	2	
Co Sci 884	Navigating the Internet		

**Total: 11**

#### Audio Specialty Option

CORE COURSES PLUS 6 UNITS FROM THE FOLLOWING:

Music 265	Recording Arts Workshop	(3)
Music 111	Music Appreciation	(3)
Music 141	Jazz Appreciation	(3)

**Total: 6**

**Total of Core Plus Option:17**

#### Media Specialty Option

CORE COURSES PLUS 6 UNITS FROM THE FOLLOWING:

Mediart 103	Digital Imaging & Motion	(3)
	Graphics for Film & TV	
CAOT 124	Introduction to Image Creation for the Office Professional	(3)

**Total: 6**

**Total of Core Plus Option:17**

## BIOLOGY

### ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

#### PLAN A

Biology 6	General Biology I	5
Biology 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

### ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

#### PLAN A

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

**Total: 19**

#### PLAN B

##### Core:

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

**Total: 19**

IN ADDITION, COMPLETE ONE OF THE OPTIONS LISTED BELOW:

#### Radio Option

Journal 101	Collecting and Writing News	3
Speech 101	Oral Communication I	3
Brdcstg 10 (adv)	Radio Programming and Production	3
Brdcstg 17	Industrial and Commercial Voice-Over Techniques	3
Brdcstg 22*	Radio/Television Activities	1
Brdcstg 31*	Advanced Voice-Over	3
Speech 130	Intro to Oral Interpretation of Literature	3

**Total: 19**

#### Television Option

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

**Total: 19**

#### Performance Option

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

**Total: 19**

**Total of Core plus Option: 38**

*Broadcasting, Continued***OCCUPATIONAL CERTIFICATE REQUIREMENTS**

Broadcasting Certificate leads to positions such as:

- Radio Production
- On-Air Talent
- Television Production

**Core:**

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

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

**Radio Option**

Speech 101	Oral Communication I	3
Brdcstg 10 (Adv)	Radio Programming and Production	3
PLUS 1 ADDITIONAL APPROVED COURSE (3 UNITS) FROM:		
Journal 101	Collecting and Writing News	3
Brdcstg 17	Industrial and Commercial Voice-Over Techniques	3
Brdcstg 22*	Radio/Television Activities	1
Speech 130	Introduction to Oral Interpretation of Literature	3
<b>Total: 9</b>		

**Total of Core plus Option: 31****Television Option**

Brdcstg 45*	Advanced Acting and Directing	3
Brdcstg 46 (Adv)*	Fundamentals of Television Production	4
PLUS 1 ADDITIONAL APPROVED COURSE (3 UNITS) FROM:		
Brdcstg 5	Radio and Television Acting	3
Brdcstg 28	Television Announcing I	3
Brdcstg 83*	Field Work III	3
Brdcstg 385	Directed Study	3
<b>Total: 10</b>		

**Total of Core plus Option: 32****Performance Option**

Brdcstg 5	Radio and Television Acting	3
Brdcstg 45*	Adv. Techniques for TV Acting & Directing	3
PLUS 2 ADDITIONAL APPROVED COURSES (6 UNITS) FROM:		
Brdcstg 17	Industrial and Commercial Voice-Over Techniques	3
Brdcstg 28	Television Announcing I	3
Brdcstg 31*	Advanced Voice Over	3
Brdcstg 185	Directed Study	1
<b>Total: 10</b>		

**Total of Core plus Option: 32****BUSINESS****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
Bus 38	Business Computations	3
Math 115	Elementary Algebra	3
Math 225*	Introductory Statistics	3
Math 238*	Calculus for Business and Social Sciences I	3
Stat 1	Elementary Statistics I for the Social Sciences	3
<b>Total: 20-23</b>		

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

PLUS ONE COURSE CHOSEN FROM THE FOLLOWING:

Acctg 11	Cost Accounting	(3)
Acctg 16*	Tax Accounting I	(3)
Acctg. 20*	Managerial Accounting	(3)
Acctg 25*	Automated Accounting Methods & Procedures	(3)

**Total: 17****Total of Core plus Option: 37-40****Banking and Finance Option**

Finance 8	Personal Finance and Investments	3
PLUS 14 UNITS CHOSEN FROM THE FOLLOWING:		14
Acctg 2	Introductory Accounting II	(5)
Econ 1, 2*	Principles of Economics I, II	(3)
Mgmt 13	Small Business Entrepreneurship	(3)
Real Es 7	Real Estate Finance I	(3)

**Total: 17****Total of Core plus Option: 37-40****Management Option**

Mgmt 48	Management Systems and Procedures	3
Econ 1	Principles of Economics I	3
Psych 1	General Psychology I	3
Intbus 1	International Trade	3
Acctg 2*	Introductory Accounting II	5

PLUS ONE COURSE CHOSEN FROM THE FOLLOWING:

Mgmt 1	Principles of Management	(3)
Mgmt 13	Small Business Entrepreneurship	(3)

**Total: 20****Total of Core plus Option: 40-43**



**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:		5-6
Acctg 2*	Introductory Accounting II	(5)
Acctg 3*	Intermediate Accounting	(3)
Acctg 11	Cost Accounting	(3)
Acctg 15*	Tax Accounting I	(3)
Acctg 16*	Tax Accounting II	(3)
Acctg 20*	Managerial Accounting	(3)
Acctg 25*	Automated Accounting Methods & Procedures	(3)
Bus 6	Business Law II	(3)
Market 33	Retail Buying	(3)
Mgmt 1	Principles of Management	(3)
Mgmt 13	Small Business Entrepreneurship I	(3)
Mgmt 48	Management Systems & Procedures	(3)

**Total: 20-21**

**Total of Core plus Option: 40-44**

**Real Estate Option**

Real Es 1	Real Estate Principles	3
Real Es 3	Real Estate Practices	3
Real Es 5*	Legal Aspects of Real Estate I	3
Real Es 7*	Real Estate Finance I	3
Real Es 9*	Real Estate Appraisal	3
ONE (1) OF THE FOLLOWING COURSES		3-5
Real Es 21*	Real Estate Economics	3
Acctg 2*	Introductory Accounting II	(5)
Acctg 3*	Intermediate Accounting	(3)
Acctg 11	Cost Accounting	(3)
Acctg 15*	Tax Accounting I	(3)
Acctg 16*	Tax Accounting II	(3)
Acctg 20*	Managerial Accounting	(3)
Acctg 25*	Automated Accounting Methods & Procedures	(3)

**Total: 18-20**

**Total of Core plus Option: 38-43**

**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	}	5-6
	OR		
Acctg 21	Bookkeeping and Accounting I	}	5
Acctg 22	Bookkeeping and Accounting II		
Acctg 2*	Introductory Accounting II		3
Acctg 3*	Intermediate Accounting		3
Acctg 15*	Tax Accounting I		3
CAOT 82	Microcomputer Software Survey	}	3
	OR		
CAOT 85	Basic Spread Sheet Applications		6
PLUS 6 UNITS ELECTIVES FROM THE FOLLOWING LIST:			
Acctg 11*	Cost Accounting		(3)
Acctg 16*	Tax Accounting II		(3)
Acctg 20*	Managerial Accounting		(3)
Mgmt 48	Management Systems and Procedures		(3)

**Total: 25-26**

**Banking Certificate**

The Banking Certificate can lead to positions such as:

Teller	Accounts Desk
Management Trainee	

REQUIRED COURSES:

Bus 38	Business Computations		6
Bus 31	Business English		
Acctg 1	Introductory Accounting I	}	5-6
	OR		
Acctg 21 & 22	Bookkeeping and Accounting I	}	3
	AND		
	Bookkeeping and Accounting II		3
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
Co Sci 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:

<b>(Banking Certificate plus)</b>		26-27
Bus 1	Introduction to Business	3
Real Es 7*	Real Estate Finance I	3

**Total: 32-33**

**Credit Administration Certificate**

The Credit Administration Certificate can lead to positions such as:

Credit Administrator	Loan Counselor
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REQUIRED COURSES:

<b>(Banking Certificate plus)</b>		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	}	3
	AND		
	Bookkeeping and Accounting II		3
Mgmt 31	Human Relations for Employees		3
Co Sci 801	Principles of Business Data Processing I		3
Mgmt 48	Management Systems and Procedures		3
Intbus 1	International Trade		3

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

*Business, Continued*

PLUS 9 UNITS OF ELECTIVES FROM ANY OF THE FOLLOWING COURSES: (THE SELECTION OF ANY COURSE NOT TAUGHT BY THE BUSINESS ADMINISTRATION DEPARTMENT WILL REQUIRE THE APPROVAL OF THE BUSINESS ADMINISTRATION CHAIRPERSON. 9

Acctg 3*	Intermediate Accounting	(3)
Acctg 11*	Cost Accounting	(3)
Acctg 15*	Tax Accounting I	(3)
Acctg 16*	Tax Accounting II	(3)
Acctg 20*	Managerial Accounting	(3)
Acctg 25*	Automated Accounting Methods & Procedures	(3)
Bus 5	Business Law I	(3)
Bus 6	Business Law 2	(3)
Bus 38	Business Computations	(3)
Finance 2	Investments	(3)
Finance 8	Personal Finance and Investments	(3)
Mgmt 1	Principles of Management	(3)
Mgmt 13	Small Business Entrepreneurship	(3)
Real Es 1	Real Estate Principles	(3)
Real Es 3*	Real Estate Practices	(3)
Real Es 7*	Real Estate Finance	(3)
Real Es 9*	Real Estate Appraisal I	(3)
Real Es 10*	Real Estate Appraisal II	(3)
Real Es 18*	Real Estate Investments	(3)
Real Es 21*	Real Estate Economics	(3)

**Total: 29-30**

**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	}	(3-5)
	OR		
Math 238*	Calculus for Business & Social Sciences	}	(5-6)
Acctg 1	Introductory Accounting I		
	OR		
Acctg 21 & 22	Bookkeeping and Accounting I	}	(5-6)
	AND		
	Bookkeeping and Accounting II		
Finance 8	Personal Finance and Investment		3

PLUS 15 UNITS OF ELECTIVES FROM ANY OF THE FOLLOWING COURSES. THE SELECTION OF ANY COURSE NOT TAUGHT BY THE BUSINESS ADMINISTRATION DEPARTMENT WILL REQUIRE THE APPROVAL OF THE BUSINESS ADMINISTRATION CHAIRPERSON. 15

Acctg 3*	Intermediate Accounting	(3)
Acctg 11*	Cost Accounting	(3)
Acctg 15*	Tax Accounting I	(3)
Acctg 16*	Tax Accounting II	(3)
Acctg 20*	Managerial Accounting	(3)
Acctg 25*	Automated Accounting Methods & Procedures	(3)
Bus 5	Business Law I	(3)
Bus 6	Business Law 2	(3)
Finance 2	Investments	(3)
Mgmt 1	Principles of Management	(3)
Mgmt 13	Small Business Entrepreneurship	(3)
Mgmt 31	Human Relations for Employees	(3)
Mgmt 48	Management Systems & Procedures	(3)
Real Es 1	Real Estate Principles	(3)
Real Es 3*	Real Estate Practices	(3)
Real Es 5	Legal Aspects of Real Estate I	(3)
Real Es 7*	Real Estate Finance	(3)
Real Es 9*	Real Estate Appraisal I	(3)
Real Es 10*	Real Estate Appraisal II	(3)
Real Es 18*	Real Estate Investments	(3)
Real Es 21*	Real Estate Economics	(3)

**Total: 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
Intbus 1	International Trade	3
Co Sci 830	Microcomputer Applications Software	3

PLUS 12 UNITS OF ELECTIVES FROM ANY OF THE FOLLOWING COURSES: THE SELECTION OF ANY COURSE NOT TAUGHT BY THE BUSINESS ADMINISTRATION DEPARTMENT WILL REQUIRE THE APPROVAL OF THE BUSINESS ADMINISTRATION CHAIRPERSON. 12

Acctg 3*	Intermediate Accounting	(3)
Acctg 11*	Cost Accounting	(3)
Acctg 15*	Tax Accounting I	(3)
Acctg 16*	Tax Accounting II	(3)
Acctg 20*	Managerial Accounting	(3)
Acctg 25*	Automated Accounting Methods & Procedures	(3)
Bus 5	Business Law I	(3)
Bus 6	Business Law 2	(3)
Finance 2	Investments	(3)
Mgmt 1	Principles of Management	(3)
Mgmt 13	Small Business Entrepreneurship	(3)
Mgmt 31	Human Relations for Employees	(3)
Mgmt 48	Management Systems & Procedures	(3)
Real Es 1	Real Estate Principles	(3)
Real Es 3*	Real Estate Practices	(3)
Real Es 5	Legal Aspects of Real Estate I	(3)
Real Es 7*	Real Estate Finance	(3)
Real Es 9*	Real Estate Appraisal I	(3)
Real Es 10*	Real Estate Appraisal II	(3)
Real Es 18*	Real Estate Investments	(3)
Real Es 21*	Real Estate Economics	(3)

**Total: 30**

**Real Estate Certificate**

The Real Estate Certificate can lead to positions such as:

Real Estate Salesperson	**Real Estate Broker
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*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 - 12 UNITS)

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

REQUIRED COURSES: GROUP II (ONE COURSE - 3 TO 5 UNITS)

Real Es 21*	Real Estate Economics	(3)
Acctg 1	Introductory Accounting I	(5)
Acctg 2	Introductory Accounting II	(5)
Acctg 3*	Intermediate Accounting	(3)
Acctg 11*	Cost Accounting	(3)
Acctg 15*	Tax Accounting I	(3)
Acctg 16*	Tax Accounting II	(3)
Acctg 20*	Managerial Accounting	(3)
Acctg 21	Bookkeeping and Accounting I	(3)
Acctg 22*	Bookkeeping and Accounting II	(3)
Acctg 25*	Automated Accounting Methods & Procedures	(3)

REQUIRED COURSES: GROUP III (ONE COURSE - 3 UNITS)

Real Es 1	Real Estate Principles	(3)
Real Es 6	Legal Aspects of Real Estate II	(3)
Real Es 8	Real Estate Finance II	(3)
Real Es 10*	Real Estate Appraisal II	(3)
Bus 5	Business Law I	(3)
Bus 6	Business Law II	(3)

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

REQUIRED COURSES: GROUP IV (TWO COURSES – 6 UNITS)		6
Real Es 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 Entrepreneurship	(3)
Market 1	Principles of Selling	(3)
Speech 101	Oral Communication I	(3)
Speech 102	Oral Communication II	(3)

**Total: 24-26**

## CHEMISTRY

### 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 211*	Organic Chemistry for Science Majors I	5
Chem 212*	Organic Chemistry for Science Majors II	5
Math 265*	Calculus with Analytic Geometry I	5
Math 266*	Calculus with Analytic Geometry II	5
Physics 6* & 7*	General Physics I & II	8-10
OR		
Physics 37* & 39*	Physics for Engineers and Scientists I & III	

**Total: 38-40**

### OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.



## CHILD DEVELOPMENT

### ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

**PLAN A**

**Core:**

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

**Total: 9**

**Early Childhood Education Option**

12 OR MORE UNITS FROM THE FOLLOWING:

Ch Dev 2	Early Childhood Principles and Practices	(3)
Ch Dev 10	Child Health	(3)
Ch Dev 3 or 4	Creative Experiences for Children I or II (whichever not already taken in Core Classes above)	(3)
Ch Dev 30*	Infant & Toddler Studies I	(3)
Ch Dev 31*	Infant & Toddler Studies II	(3)
Ch Dev 34	Observation & Assessment of Children	(3)
Ch Dev 35	Fostering Literacy Development in Young Children	(3)
Ch Dev 36	Literature for Early Childhood	(1)
Ch Dev 37	Literature for School Age	(2)
Ch Dev 38*	Administration & Supervision of Early Childhood Programs I	(3)
Ch Dev 39*	Administration & Supervision of Early Childhood Programs II	(3)
Ch Dev 42	Child in a Diverse Society	(3)
Ch Dev 46	School Age Programs I	(3)
Ch Dev 47	School Age Programs II	(3)
Ch Dev 48	Positive Guidance in Early Childhood Settings	(3)
Ch Dev 65*	Adult Supervision/Early Childhood Mentoring	(2)
Fam&CS 31	Marriage & Family Life	(3)

**Total: 12**

**Total of Core plus Option: 21**

**Special Education Option**

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

IN ADDITION, ONE COURSE CHOSEN FROM THE FOLLOWING:

Ch Dev 34*	Observation and Assessment of Children	(3)
Ch Dev 42	Child in A Diverse Society	(3)
Ch Dev 48	Positive Guidance in Early Childhood Settings	(3)
Fam&CS 31	Marriage & Family Life	(3)
Psych 17	Exceptional Child	(3)
Psych 14	Abnormal Psychology	(3)

**Total: 12**

**Total of Core plus Option: 21**

**Core**

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

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

*Child Development, Continued***PLAN B****Core:**

Ch Dev 1	Child Growth & Development	3
Ch Dev 3 or 4	Creative Experiences for Children I or II	3
Ch Dev 10	Child Health	3
Ch Dev 11	Home, School & Community Relations	3
Ch Dev 22	Practicum in Child Development I	4
Ch Dev 23	Practicum in Child Development II	4

**Total: 17**

IN ADDITION, 19 OR MORE UNITS CHOSEN FROM THE FOLLOWING COURSES TO COMPLETE A MINIMUM OF 36 UNITS OF WORK:

Ch Dev 2	Early Childhood Principles & Practices	3
Ch Dev 3 or 4	Creative Experiences for Children I or II (whichever not already taken above)	3
Ch Dev 10	Child Health	3
Ch Dev 30*	Infant & Toddler Studies I	3
Ch Dev 31*	Infant & Toddler Studies II	3
Ch Dev 34*	Observation and Assessment of Children	3
Ch Dev 35	Fostering Literacy Development I Young Children	3
Ch Dev 36	Literature for Early Childhood	1
Ch Dev 37	School Age Literature	2
Ch Dev 38*	Administration & Supervision of Early Childhood I	3
Ch Dev 39*	Administration & Supervision of Early Childhood II	3
Ch Dev 42	Child in a Diverse Society	3
Ch Dev 44*	Programs for Children with Special Needs I	3
Ch Dev 45*	Programs for Children with Special Needs	3
Ch Dev 46	School Age Programs I	3
Ch Dev 47	School Age Programs II (whichever not already taken above)	3
Ch Dev 48	Positive Guidance in Early Childhood Settings	3
Ch Dev 65*	Adult Supervision/Early Childhood Mentoring	2
Fam&CS 31	Marriage and Family Life	3

**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, (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:

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

## PLUS ONE COURSE FROM THE FOLLOWING:

Ch Dev 2	Early Childhood Principles & Practices	(3)
Ch Dev 10	Child Health	(3)
Ch Dev 35	Fostering Literacy Development in Young Children	(3)
Ch Dev 42	Child in a Diverse Society	(3)
Ch Dev 48	Positive Guidance in Early Childhood Settings	(3)

**Total: 12****Director, Preschool (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:

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

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

**Total: 15****School Age Programs Teacher, Day Care (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:

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

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

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

Ch Dev 48 Positive Guidance in Early Childhood Settings (3)

**Total: 15****Infant/Toddler Care Teacher (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:

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

Ch Dev 31\* Infant & Toddler Studies II

## PLUS ONE COURSE FROM THE FOLLOWING :

Ch Dev 2	Early Childhood Principles & Practices	(3)
Ch Dev 10	Child Health	(3)
Ch Dev 30* or 31*	Infant & Toddler Studies I or II (whichever not already taken above)	(3)

Ch Dev 34*	Observation and Assessment of Children	(3)
Ch Dev 35	Fostering Literacy Development in Young Children	(3)
Ch Dev 42	Child in a Diverse Society	(3)
Ch Dev 44*	Programs for Children with Special Needs I	(3)
Ch Dev 45*	Programs for Children with Special Needs II	(3)
Ch Dev 48	Positive Guidance in Early Childhood Settings	(3)

**Total: 15**

**Associate Teacher, Preschool, Literacy Emphasis (E)**

REQUIRED COURSES:

Ch Dev 1	Child Growth & Development	3
Ch Dev 4	Creative Experiences for Children II	3
Ch Dev 11	Home, School & Community Relations	3

PLUS THREE UNITS FROM THE FOLLOWING:

Ch Dev35	Fostering Literacy Development in Young Children	(3)
Ch Dev36	Literature for Early Childhood	(1)
Ch Dev37	School Age Literature	(2)

**Total:12**

**Associate Teacher, Preschool, Special Education Emphasis (F)**

REQUIRED COURSES:

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

PLUS THREE UNITS FROM THE FOLLOWING:

Ch Dev 44	Programs for Children with Special Needs I	(3)
Ch Dev 45	Programs for Children with Special Needs II	(3)

**Total:12**

**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:

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

**Total: 18-20**

PLUS 7-9 UNITS CHOSEN FROM THE FOLLOWING COURSES TO COMPLETE A MINIMUM OF 24 UNITS IN CHILD DEVELOPMENT:

Ch Dev 2	Early Childhood Principles & Practices	3
Ch Dev 3 or 4	Creative Experiences for Children I or II (whichever not already taken above)	3
Ch Dev 10	Child Health	3
Ch Dev 30*	Infant & Toddler Studies I	3
Ch Dev 31*	Infant & Toddler Studies II	3
Ch Dev 34*	Observation and Assessment of Children	3
Ch Dev 35	Fostering Literacy Development I Young Children	3
Ch Dev 36	Literature for Early Childhood	1
Ch Dev 37	School Age Literature	2
Ch Dev 38*	Administration & Supervision of Early Childhood I	3
Ch Dev 39*	Administration & Supervision of Early Childhood II	3
Ch Dev 42	Child in a Diverse Society	3
Ch Dev 44*	Programs for Children with Special Needs I	3
Ch Dev 45*	Programs for Children with Special Needs	3
Ch Dev 46	School Age Programs I	3
Ch Dev 47	School Age Programs II (whichever not already taken above)	3
Ch Dev 48	Positive Guidance in Early Childhood Settings	3

**Total: 27-29**

**CINEMA ARTS**

**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)
PLUS ANY 9 TO 10 UNITS FROM THE FOLLOWING OPTIONS:		9-10
Cinema 104	History of Documentary Films	(3)
Cinema 106	The Art of Animation & Special Effects	(3)
Cinema 185, 285, 385	Directed Study - Cinema	(1-3)
Brdcstg 1	Fundamentals of Broadcasting	(3)
Brdcstg 5	Radio & Television Acting	(3)
Brdcstg 17	Industrial & Commercial Voice-Over Techniques	(3)
Brdcstg 25	Radio/TV/Film Writing	(3)
Brdcstg 26	TV/Film Aesthetics	(3)
Brdcstg 45	Advanced TV Acting & Directing	(4)
Brdcstg 46	Fundamentals of TV Production	(4)
Photo 10	Beginning Photography	(3)
Journal 105	Mass Communications	(3)
Co Sci 865*	Computer Graphics	(3)
Co Sci 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)
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)
PLUS 6 UNITS FROM THE FOLLOWING:		(3)
Cinema 104	History of Documentary Films	(3)
Cinema 106	The Art of Animation & Special Effects	(3)
Cinema 111	Cinema: Developing Content for Movies	(3)
Brdcstg 1	Fundamentals of Radio and TV Broadcasting	(3)
Brdcstg 5	Radio and Television Acting	(3)
Brdcstg 25	Radio/TV/Film Writing	(3)
Mediart 100	Introduction to Media Arts	(3)
Mediart 101*	Introduction to Digital Film/Video Production	(3)
Mediart 102	Introduction to Computer Applications in Media Arts	(3)

**Total: 33**

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

## COMPUTER APPLICATIONS OFFICE TECHNOLOGY

### (FORMERLY OFFICE ADMINISTRATION)

#### 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 37	Secretarial Accounting	3
CAOT 84	Microcomputer Office Applications: Word Processing	3
CAOT 82	Microcomputer Software Survey in the Office	3
CAOT 92	Computer Windows Applications	2
CAOT 97	Introduction to Internet for Computer Applications & Office Technologies	3

**Total: 23**

TWO COURSES CHOSEN FROM THE FOLLOWING: COURSES REQUIRED FOR YOUR CHOSEN OPTION CANNOT BE USED (DOUBLE-COUNTED) IN THIS SECTION

CAOT 35	Word Processing: Concepts in Information Systems	3
CAOT 43	Office Procedures	3
CAOT 47	Applied Office Practice	2
CAOT 66	Voice-Recognition Software for Computer Input	1
CAOT 78	Microcomputer Accounting Applications for the Electronic Office	3
CAOT 85	Microcomputer Office Applications: Spreadsheets	3
CAOT 86	Microcomputer Office Applications: Database	3
CAOT 108	Presentation Design for Office	2
CAOT 115	Microcomputer Office Applications: Web Page Design for Office Professional	3
CAOT 123	Web Applications for the Office Professional	3
CAOT 124	Introduction to Image Creation for the Office Professional	3

**Total: 3-6**

PLUS COMPLETE ONE OF THE FOLLOWING OPTIONS

##### Computer Applications Specialist Option

CAOT 78	Microcomputer Accounting Applications for the Electronic Office	3
CAOT 85	Microcomputer Office Applications: Spreadsheets	3
CAOT 86	Microcomputer Office Applications: Database	3
CAOT 115	Microcomputer Office Applications: Web Page Design for Office Professional	3
OR		
CAOT 123	Web Applications for the Office Professional	3
OR		
CAOT 124	Introduction to Image Creation for the Office Professional	3

**Total: 12**

**Total of Core plus Option: 38-41**

##### Administrative Assistant Option

CAOT 33	Records Management & Filing	2
CAOT 43	Office Procedures	3
CAOT 47	Applied Office Practice	2
CAOT 85	Microcomputer Office Applications: Spreadsheet	3

**Total: 10**

**Total of Core plus Option: 36-39**

#### OCCUPATIONAL CERTIFICATE REQUIREMENTS

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

- Administrative Assistant Certificate
- Computer Applications Specialist Certificate
- Website Software Specialist

##### Administrative Assistant Certificate Requirements

CAOT 2*	Computer Keyboarding II	3
CAOT 31	Business English	3
CAOT 33	Records Management and Filing	2
CAOT 32	Business Communications	3
CAOT 37	Secretarial Accounting	3
CAOT 47	Applied Office Practice	2
CAOT 82	Microcomputer Software Survey in the Office	3
CAOT 84	Microcomputer Office Applications: Word Processing	3
CAOT 85	Microcomputer Office Applications: Spreadsheets	3
CAOT 92	Computer Windows Applications	2
CAOT 97	Introduction to Internet for Computer Applications & Office Technologies	3
CAOT 108	Presentation Design for the Office	2
CAOT 115	Microcomputer Office Applications: Web Page Design for Office Professional	3

OR		
CAOT 123	Web Applications for the Office Professional	3
OR		
CAOT 124	Introduction to Image Creation	3

**Total: 35**

##### Computer Applications Specialist Certificate Requirements

CAOT 2*	Computer Keyboarding II	3
CAOT 31	Business English	3
CAOT 32	Business Communications	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 84	Microcomputer Office Applications: Word Processing	3
CAOT 85	Microcomputer Office Applications: Spreadsheets	3
CAOT 86	Microcomputer Office Applications: Database	3
CAOT 92	Computer Windows Applications	2
CAOT 97	Introduction to Internet for Computer Applications & Office Technologies	3
CAOT 108	Presentation Design for the Office	2
CAOT 115	Microcomputer Office Applications: Web Page Design for Office Professional	3

OR		
CAOT 123	Web Applications for the Office Professional	3
OR		
CAOT 124	Introduction to Image Creation (Photoshop)	3

**Total: 37**

##### Website Software Specialist Certificate Requirements

CAOT 82	Microcomputer Software Survey in the Office	3
CAOT 92	Computer Windows Applications	2
CAOT 97	Introduction to Internet for Computer Applications & Office Technologies	3
CAOT 123	Web Applications for the Office Professional	3
CAOT 124	Introduction to Image Creation for the Office Professional	3
CAOT 115	Microcomputer Office Applications: Web Page Design for Office Professional	3

**Total: 17**

Each course must be completed with a grade of "C" or better.

# COMPUTER SCIENCE

## ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

### PLAN A

There is no Plan A option in this major.

### PLAN B

#### Core:

Co Sci 802	Intro. To Computer Science(replaces 806 & 807)	}	(5-6)
	OR		
Co Sci 806*	Intro. To Computer Programming		
	AND		
Co Sci 807*	Programming Logic	}	
Co Sci 832*	Advanced Data Structures and Intro. to Data Bases		3
Co Sci 836*	Introduction to Data Structures		3
Co Sci 839*	Intermediate Programming Using C/C++		3
Co Sci 840	Object-Oriented Programming in C++		3
Co Sci 870	Windows and Web Database Programming		3
Co Sci 808	Visual Basic	}	3
	OR		
Co Sci 895	Programming in C#		
PLUS 14 UNITS CHOSEN FROM THE FOLLOWING: 14			
Co Sci 808*	Programming in Visual Basic		3
Co Sci 809*	Advanced Visual Basic		3
Co Sci 816*	Intruduction to Computer Architecture and Organization		3
	OR		
Co Sci 830	Microcomputer Application Software		3
Co Sci 834*	Operating Systems		3
Co Sci 850*	Microcomputer Applications Software-Advanced Techniques		3
Co Sci 861*	Advanced Computer Programming		3
Co Sci 863*	Introduction to Computer Networking		4
Co Sci 865*	Computer Graphics		3
Co Sci 884	Navigating the Internet		2
Co Sci 890*	Object-Oriented Programming in Java		3
Co Sci 895	Programming in C#		3

**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:

Co Sci 806*	Intro. To Computer Programming	}	6
	AND		
Co Sci 807*	Programming Logic	}	5-6
	OR		
Co Sci 802	Introduction to Computer Science (replaces 806 and 807)		5
Co Sci 808*	Beginning Basic Programming		3
Co Sci 839*	Intermediate Programming using C/C++		3
Co Sci 840*	Object-Oriented Programming in C++		3
Co Sci 836*	Introduction to Data Structures		3
Co Sci 870	Windows and Web Database Programming		3
Co Sci 895	Programming in C#		3

PLUS 8 UNITS CHOSEN FROM THE FOLLOWING:			8
Co Sci 832*	Advanced Data Structures and Intro. to Databases		(3)
Co Sci 830	Microcomputer Application Software		(3)
Co Sci 833*	Microcomputer Database Programming		(3)
Co Sci 834*	Operating Systems		(3)
Co Sci 809*	Advanced Visual Basic		(3)
Co Sci 890*	Object-Oriented Programming in Java		(3)
Co Sci 863*	Intro. To Computer Networking		(4)
Co Sci 884	Navigating the Internet		(2)
Co Sci 861*	Advanced Computer Programming		(3)
<b>Total:</b>			<b>31-32</b>

### 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:

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

PLUS 6 UNITS CHOSEN FROM THE FOLLOWING:			6
Co Sci 808*	Programming in Visual Basic		3
Co Sci 809*	Advanced Visual Basic		3
Co Sci 839*	Intermediate Programming using C/C++		3
Co Sci 890*	Object-Oriented Programming in Java		3
Co Sci 865*	Computer Graphics		3
Co Sci 819*	Information Technology and Applications in Business		4
<b>Total:</b>			<b>26-27</b>

### C/C++ Certificate

#### REQUIRED COURSES:

Co Sci 806*	Intro. to Computer Programming	}	6
	AND		
Co Sci 807*	Programming Logic	}	5
	OR		
Co Sci 802	Introduction to Computer Science (replaces 806 and 807)		5
Co Sci 839*	Intermediate Programming using C/C++		3
Co Sci 840*	Object-Oriented Programming in C++		3
Co Sci 861*	Advanced Computer Programming		3
<b>Total:</b>			<b>14-15</b>

### Interdepartmental Microcomputer Systems Certificate

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

#### REQUIRED COURSES:

Electrn 2	Introduction to Electronics		3
Electrn 54	Computer Logic		4
Electrn 56*	Computer Circuits		3
Electrn 57	Computer Circuits Laboratory		1
Co Sci 830	Microcomputer Application Software		3
<b>Total:</b>			<b>14</b>

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

## EARTH SCIENCE

### ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

#### PLAN A

##### Part I - Core:

Astron 1	Elementary Astronomy	3
Env Sci 1	The Human Environment: Physical Processes	3
Geology 1	Physical Geology	3
Oceano 1	Introduction to Oceanography	3

##### 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.

Earth 4	Introduction to Planetary Science	(3)
Geog 1	Physical Geography	(3)
Geog 3/Meteor 3	Introduction to Weather & Climate	(3)
Geog 15*	Physical Geography Laboratory	(2)
Geog 31	Introduction To GIS	(3)
Geog 32*	GIS Applications	(3)
Geology 2	Earth History	(3)
Geology 6*	Physical Geology Laboratory	(2)
Physics 12 or higher	Physics Fundamentals	(3)
Chem 60 or 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)
Env Sci 1	The Human Environment: Physical Processes	(3)
Geology 1	Physical Geology	(3)

**Total: 36**

### OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

## ECONOMICS

### 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*	College Algebra	3-5
	OR	
Math 238*	Calculus for Business and Social Sciences I	3-5
	OR	
Math 265*	Calculus with Analytic Geometry I	

##### Part II - Option

One course chosen from the following:	3-6
Acctg 1 (or 21 & 22) Introductory Accounting I	
(or Bookkeeping & Acctg. I & II)	(5-6)
Math 225*	Introductory Statistics (3)
Math 239*	Mathematical Analysis for Business & Social Sciences II (5)
Math 266*	Calculus with Analytic Geometry II (5)

##### Part III - Elective

One or more courses, not already used in Part I or II, chosen from the following in order to complete at least 18 units:	1-6
Econ (Any course offered)	
Acctg 1, 2*, 21, 22	
Co Sci (Any transferable course)	
Math 225*, 238*, 239*, 265*, 266*	
Stat 1*	
Philos 7, 9	
(Or other courses may be approved by petition)	

**Total: 18-22**

#### PLAN B

(See Business Major)  
There is no Plan B option in this major.

### OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

## ELECTRONICS

### ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

#### PLAN A

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

**Total: 20**

#### PLAN B

##### Core:

Electrn 2*	Introduction to Electronics	3
Electrn 4 A*/B*	Fundamentals of Electronics I with lab	4
Electrn 10*	Mathematics of Electronics I	3
Electrn 20 A/B	Electronic Circuits I with lab	4
Electrn 22 A/B	Electronic Circuits 2 with lab	4
Electrn 54	Computer Logic	4
Electrn 56*/57*	Computer Circuits with lab	4
Electrn 58*	Introduction to Microprocessors	4
Electrn 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
Electrn34	Introduction to Biomedical Electronics (3)
Electrn36*/37*	Biomedical Measurements 1 (4)
Electrn38*/39*	Biomedical Measurements 2 (4)
Electrn931	Cooperative Education (Internship) (3)
Electrn941	Cooperative Education (Internship) (4)



**Consumer/Computer Servicing Option**

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

**Industrial Electronics Option**

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

- A+ Certification Preparation
- Biomedical Equipment Technology
- Electronics Technician
- Consumer/Computer Servicing
- Industrial Electronics

**A+ Certification Preparation Certificate**

The Electronics Program, part of the Technology Department, offers a three-course sequence that prepares students for the nationally recognized A+ Certification Examination. Upon completion of the three, four-unit, six-hour a week classes., the student is eligible to receive as A+ Certification Preparation Certificate. Please understand, this certificate, issued by the department, is not to be confused with the actual A+ Certificate issued by the Computing Technology Industry Association (Comp TIA) upon successful completion on a two-part examination.

REQUIRED COURSES:

Electrn 54 Computer Logic	4
Electrn 56*/57* Computer Circuits	4
Electrn 58* Introduction to Microprocessors/Networking	4

**Total: 12**

**Electronics: Biomedical Equipment Technology Certificate**

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:

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

PLUS 8 UNITS FROM THE FOLLOWING:

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

**Total: 42**

**Electronics: Consumer/Computer Servicing Certificate**

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

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

REQUIRED COURSES:

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

PLUS 8 UNITS FROM THE FOLLOWING:

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

**Total: 42**

**Electronics Technician Certificate**

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:

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

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**

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

Electronics, Continued

**Electronics Technology Certificate**

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:

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

**Total: 22**

**Electronics: Industrial Certificate**

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:

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

PLUS A MINIMUM OF 8 UNITS FROM THE FOLLOWING LIST:

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

**Total: 42**

**ENGINEERING**

**ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)**

**PLAN A**

**Core:**

Eng Gen 101	Introduction to Science, Engineering, and Technology	2
Eng Gen 111##	Introduction to Engineering Drafting	3
Math 265##*	Calculus with Analytic Geometry I	5
EGT 166	Shop Practice	2
Eng Gen 112##*	Engineering Descriptive Geometry	3
Eng Gen 151##*	Materials of Engineering	3
Eng Gen 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:**

Eng Gen 101	Intro. to Science, Engineering & Technology	2
Eng Gen 111	Intro. to Engineering Drafting	3
	OR	
Eng Gen 912	Elementary Engineering Drafting	5
Math 120*	Plane Geometry	
T & M 27	Basic Machine Shop Theory and Practice	4

**Mechanical Drafting/Design Option**

Math 240*	Trigonometry	3
	OR	
Eng Gen 111	Intro to Engineering Drafting - If not taken in core	3
Eng Gen 112*	Engineering Descriptive Geometry	
EGT 211*	Elementary Engineering Graphics	3
EGT 212*	Applied Engineering Computer Graphics	3
EGT 213*	Intro to Autocad	3
EGT 214*	Advanced Autocad	3
T & M 30	Machine Shop Practive I	3
T & M 185	Directed Study Tool and Manufacturing Technology	1

**Total: 36**

**ENGINEERING TECHNOLOGY (AS)**

**Core:**

Eng Gen 101	Intro. to Science, Engineering & Technology	2
EGT 166	Shop Practice	2
Eng Gen 912	Elementary Engineering Drafting	3
T & M 27	Basic Machine Shop Theory & Practice	4
Math 120*	Plane Geometry	5

**Total: 16**

IN ADDITION COMPLETE ONE OF THE FOLLOWING OPTIONS:

**Industrial/Manufacturing Option**

Math 240*	Trigonometry	3
Draft 17	Blueprint Reading II	2
EGT 211*	Elementary Engineering Graphics	3
Num Con 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	3
Co Sci 830	Microcomputer Application Software	

**Total: 22-25**

**Total of Core plus Option: 38-41**

**Mechanical Engineering Option**

Math 240*	Trigonometry	3
Eng Gen 111	Intro. to Engineering Drafting - If not taken in core	3
Draft 17	Blueprint Reading II	2
Num Con 21	Advanced Manual CNC Lathe Programming and Intro to CAM	3
Eng Gen 112*	Engineering Descriptive Geometry	3
EGT 211*	Elementary Engineering Graphics	3
Co Sci 830	Microcomputer Application Software	3
EGT 212*	Applied Engineering Computer Graphics I	3

**Total: 23**

**Total of Core plus Option: 39**

**MANUFACTURING TECHNOLOGY (AS)**

**Core:**

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

**Total: 16**

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

IN ADDITION COMPLETE ONE OF THE FOLLOWING OPTIONS:

**Metal Machining Option**

Draft 17	Blueprint Reading II	2
Num Con 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
T & M 32	Machine Shop Practice III	3
Num Con 22	Advanced Manual CNC Mill & Micro-Computer Assisted Programming	3
Num Con 23	Computer Aided Manufacturing Programming of CNC Equipment	3

**Total: 17**

**Total of Core plus Option: 36**

**Numerical Control Option**

Num Con 21	Advanced Manual CNC Lathe Programming & Intro to CAM	3
Draft 17	Blueprint Reading II	2
Eng Gen 151	Materials of Engineering	3
Num Con 22	Advanced Manual CNC Mill & Micro-Computer Assisted Programming	3
Num Con 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
- Construction Management

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

**Architecture Certificate**

REQUIRED COURSES:

Eng Gen 101	Introduction to Science, Engineering and Technology	2
Eng Gen 912	Elementary Engineering Drafting	3
Math 115	Elementary Algebra (or higher level math course)	3-5
Arc 172	Architectural Drawing I	3
Arc 221	Architectural Rendering	2
Eng Gen 112*	Engineering Descriptive Geometry	3
EGT 211*	Elementary Engineering Graphics	3
Arc 173	Architectural Drawing II	3
Arc 271	Architectural Drawing III	3
Arc 161	Introduction to Computer Aided Architecture Drawing	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:

Eng Gen 101	Introduction to Science, Engineering and Technology	2
Eng Gen 111	Introduction to Engineering Drafting	3
Math 120	Plane Geometry	5
Eng Gen 112*	Engineering Descriptive Geometry	3
EGT 166	Shop Practice	2
EGT 211*	Elementary Engineering Graphics	3
EGT 212*	Applied Engineering Computer Graphics	3
EGT 213*	Introduction to Autocad	3
EGT 214*	Advanced Autocad	3
Math 240*	Trigonometry	3

**Total: 30**

**Construction Management**

Our Construction Management Certificate program is designed for those wishing to manage construction projects. Course work in architectural drafting, CAD design and drafting, computer applications, and business and accounting will prepare students to work as construction management assistants. For those interested in transferring to California State University Northridge (CSUN), with plans to enter their Bachelor's Degree Construction Management Technology program, please see the Technology Department Chair for further information.

REQUIRED COURSES:

Eng Gen 101	Introduction to Science, Engineering and Technology	2
EGT 166	Shop Practice	2
Math 120	Plane Geometry	5
Eng Gen 912	Elementary Engineering Drafting	3
T & M 27	Basic Machine Shop Theory and Practice	4

**Total: 16**

**Industrial Technology/Manufacturing Certificate**

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

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

REQUIRED COURSES:

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

**Total: 30**

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

*Electronics, Continued***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:

Eng Gen 101	Introduction to Science, Engineering and Technology	2
Eng Gen 912	Elementary Engineering Drafting	3
	OR	
Eng Gen 111	Introduction to Engineering Drafting	3
Draft 17	Blueprint Reading II	
EGT 166	Shop Practice	2
Eng Gen 112*	Engineering Descriptive Geometry	3
Math 115	Elementary Algebra	5
T & M 27	Basic Machine Shop Theory and Practice	4
EGT 211*	Elementary Engineering Graphics	3
EGT 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:

Eng Gen 101*	Introduction to Science, Engineering and Technology	2
Eng Gen 111	Introduction to Engineering Drafting	3
Draft 17	Blueprint Reading II	2
Math 120*	Plane Geometry	5
EGT 166	Shop Practice	2
Eng Gen 112*	Engineering Descriptive Geometry	3
EGT 211*	Elementary Engineering Graphics	3
T & M 27	Basic Machine Shop Theory and Practice	4
EGT 212	Applied Engineering Computer Graphics I	3
Math 240*	Trigonometry	3
T & M 30	Machine Shop Practice I	3

**Total: 33**

+ Cooperative Education may be substituted for this course.

**Manufacturing Technology: 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:

Eng Gen 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
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
Math 115	Elementary Algebra	5

**Total: 25****Manufacturing Technology: 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:

Eng Gen 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
Co Sci 830	Microcomputer Application Software	3
Draft 17	Blueprint Reading II (Mech.)	2
Num Con 22	Adv. Manual CNC Mill & Microcomputer Assisted Programming	3

**Total: 30**

+ Cooperative Education may be substituted for this course.

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

Complete Parts I, II, and III:

**Part I**

English 101*	College Reading and Composition I	3
English 102*	College Reading and Composition II	3
	OR	
English 103*	Critical Thinking and Composition	3

**Part II**

Two courses chosen from one of the following sequences:

English 205*	English Literature I	(3)
English 206*	English Literature II	(3)
	OR	
English 211*	Fiction	(3)
English 212*	Poetry	(3)
English 213*	Dramatic Literature	(3)

**Part III**

Two courses chosen from the following:

English 203*	World Literature I	(3)
English 204	World Literature II	(3)
English 207*	American Literature I	(3)
English 208*	American Literature II	(3)
English 214*	Contemporary Literature	(3)
English 215*	Shakespeare I	(3)
English 216*	Shakespeare II	(3)
English 205*	English Literature I	(3)
English 206*	English Literature II	(3)
	(if not used in Part II)	
English 211*	Fiction	(3)
English 212*	Poetry	(3)
English 213*	Dramatic Literature	(3)
	(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

### ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

#### PLAN A

Afro Am 4	The African-American in the History of the United States I	3
Afro Am 5	The African-American in the History of the United States II	3
Chicano 7	The Mexican-American in the History of the United States I	3
Chicano 8	The Mexican-American in the History of the United States II	3
Jewish 25	The History of the Jewish People	3
Jewish 1	The Jew in America	3
PLUS 6 UNITS FROM THE FOLLOWING:		6
Afro Am 2	The African-American in Contemporary Urban Society (3)	(3)
Afro Am 20	African-American Literature I	(3)
Soc 2	American Social Problems	(3)
Soc 11	Race and Ethnic Relations	(3)
History 9	History of American Minorities	(3)
History 20	History of California and the Pacific Coast	(3)
Jewish 2	The Jewish Religious Heritage	(3)
Jewish 9	Hebrew Civilization I	(3)
Jewish 10	Hebrew Civilization II	(3)
Jewish 27	Holocaust: A Prototype of Genocide	(3)
Chicano 2	The Mexican-American in Contemporary Society	(3)
Chicano 44	Mexican Civilization	(3)
OR		
Spanish 16	Mexican Civilization	

**Total: 24**

#### PLAN B

There is no Plan B option in this major.

### OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

## FIRE TECHNOLOGY

### ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

#### PLAN A

##### Core:

Firetek 201	Fire Protection Organization	3
Firetek 202	Fire Prevention Technology	3
Firetek 203	Fire Protection Equipment and Systems	3
Firetek 204	Building Construction for Fire Protection	3
Firetek 205	Fire Behavior and Combustion	3
PLUS 6 UNITS FROM THE FOLLOWING:		6
Firetek 27	Wildland Firefighter	(4)
Firetek 30	Fire Marshal Certification-Instructor 1A	(2.25)
Firetek 31	Fire Marshal Certification-Instructor 1B	(2.25)
Firetek 40	Fire Marshal Certification-Fire Prevention 1A	(2.25)
Firetek 41	Fire Marshal Certification-Fire Prevention 1B	(2.25)
Firetek 60	Fire Marshal Certification-Command 1A	(2.25)
Firetek 61	Fire Marshal Certification-Command 1B	(2.25)
Firetek 96	Emergency Medical Technician I	(7)
Firetek 97	Emergency Medical Technician 1-Refresher	(2)
Firetek 206	Hazardous Materials	(3)
Firetek 208	Fire Hydraulics	(3)
Firetek 209	Fire Fighting Tactics and Strategy	(3)
Firetek 210	Fire Company Organization and Procedure	(3)
Firetek 213	Fire Investigation	(3)
Firetek 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:

Firetek 96	Emergency Medical Technician	7
Firetek 201	Fire Protection Organization	3
Firetek 202	Fire Prevention Technology	3
Firetek 206	Hazardous Materials I	3
Firetek 208	Fire Hydraulics	3
Firetek 209	Fire Fighting Tactics and Strategy I	3
Firetek 210	Fire Company Organization and Procedure	3
Firetek 213	Fire Investigation	3
Firetek 217	Fire Apparatus	3

**Total: 31**

### SKILLS CERTIFICATE REQUIREMENTS

#### Fire Technology

The skills certificate was designed for those students desiring to complete the "core" curriculum of the discipline in order to prepare for entry level employment positions within the fire service. The classes included in the skills certificate are also the five "core" classes that are required for the Associate's degree in Fire Technology.

#### REQUIRED COURSES:

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

**Total: 15**

#### Wildland Fire Technology

The skills certificate was designed for those students desiring to complete the "core" curriculum of the discipline in order to prepare for entry level employment positions within the fire service.

#### REQUIRED COURSES:

Firetek 27	Wildland Firefighter	4
PLUS FOUR COURSES CHOSEN FROM THE FOLLOWING:		12
WFT 101	Wildland Fire Behavior	(3)
WFT 102	Wildland Firefighter Safety & Survival	(3)
WFT 103	Wildland Fire Operations (Ground Air)	(3)
WFT 104	Wildland Fire Public Information Officer, Prevention, & Investigation	(3)
WFT 105	Wildland Fire Logistics, Finance, & Planning	(3)

**Total: 16**

## FOREIGN LANGUAGES

### 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

### ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

#### PLAN A

(See also Foreign Language)

THREE COURSES CHOSEN FROM THE FOLLOWING: 15-16

French 21 & 22\* Fundamentals of French I & II

OR

French 1 Elementary French I (5)

French 2\* Elementary French II (5)

French 3\* Intermediate French I (5)

French 4\* Intermediate French II (5)

French 5\* Advanced French I (5)

French 6\* Advanced French II (5)

French 10 French Civilization

OR

French 8\* (2 semesters) Conversational French (3-4)

OR

Ling 1 Introduction to Language & Linguistics (3-4)

**Total: 18-20**

#### PLAN B

There is no Plan B option in this major.

### OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

## GEOGRAPHY

### 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

IN ADDITION, THREE COURSES CHOSEN FROM THE FOLLOWING: 9

Geology 1 Physical Geology (3)

Oceano 1 Introduction to Oceanography (3)

Stat 1\* or Math 225\* Elementary Statistics I for the Social Sciences or (3)

Introductory Statistics

Geog 45/Anthro 110 Food and Culture (3)

**Total: 20**

#### PLAN B

There is no Plan B option in this major.

### OCCUPATIONAL CERTIFICATE REQUIREMENTS

#### Geographic Information Systems (G.I.S.)

This skills certificate is designed to train students in the fundamentals of Geographic Information Systems, focusing on the basic functions and capabilities of ArcGIS (or comparable system). The course will prepare students for a wide-variety of occupations from business to environmental analysis, architecture and urban planning, as well as government.

REQUIRED COURSES:

Geog 31 Introduction to Geographic Information Systems 3

Geog 32 GIS Applications: ArcView 3

Geog 36 Cartography and Base Map Development 3

Geog 37 Introduction to Global Positioning Systems (GPS) 1

Geog 40 GIS Internship 1

**Total: 11**

## GEOLOGY

### 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

Geology 1 Physical Geology 3

Geology 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

OR

Physics 6\*, 7\* General Physics I, II (8-15)

**Total: 23-30**

##### 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.

Stat 1\* Elementary Statistics I for the Social Sciences (3)

OR

Math 225\* Introductory Statistics (5)

Math 265\* Calculus with Analytic Geometry I (5)

Biology 7 General Biology II (5)

Oceano 1 Introduction to Oceanography (3)

Oceano 10\* Physical Oceanography Laboratory (2)

Geog 31 Introduction to GIS (3)

Geog 32\* GIS Applications (3)

Earth 4 Introduction to Planetary Science (3)

**Total: 27**

### OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

## GERMAN

### ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

#### PLAN A

(See also Foreign Language)

THREE COURSES CHOSEN FROM THE FOLLOWING: 15

German 1 Elementary German I (5)

German 2\* Elementary German II (5)

German 3\* Intermediate German I (5)

German 4\* Intermediate German II (5)

German 5\* Advanced German I (5)

German 10 German Civilization

OR

German 8\* (2 semesters) Conversational German (3-4)

OR

Ling 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

### ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

**PLAN A**

There is no Plan A option in this major.

**PLAN B**

Please refer to page 54 for Nursing major and pages 58-59 for Respiratory Therapy major.

### OCCUPATIONAL CERTIFICATE REQUIREMENTS

The Health Science Department offers the following Occupational Certificate programs:

- Registered Nursing (see page 54-57)
- Respiratory Therapist (see pages 58-59)

## HEBREW STUDIES

### ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

**PLAN A**

Hebrew 1	Elementary Hebrew I	5
Hebrew 2	Elementary Hebrew II	5
PLUS AT LEAST 8 UNITS FROM THE FOLLOWING:		
Hebrew 3	Intermediate Hebrew I	5
Hebrew 4	Intermediate Hebrew II	5
Hebrew 9	Hebrew Civilization I	3
Hebrew10	Hebrew Civilization II	3
Jewish 1	The Jew In America	3
Jewish 2	The Jewish Religious Heritage	3
Jewish 3	Contemporary Hebrew Literature in Translation	3
Jewish 4	Israel: Theory and Practice of Zionism	3
Jewish 5	Yiddish Literature in English Translation	3
Jewish 6	American-Jewish Literature	3
Jewish 7	Elementary Yiddish I	3
Jewish 8	Elementary Yiddish II	3
Jewish 17	The Talmud: Mishnah as Literature	3
Jewish 25	The History of the Jewish People	3
Jewish 26	Survey of Jewish Thought and Culture	3
Jewish 27	Holocaust: A Prototype of Genocide	3
Jewish 35	Judaism, Christianity, and Islam	3

**Total: 18-20**

## HISTORY

### ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

**PLAN A**

History 1	Introduction to Western Civilization I	3
History 2	Introduction to Western Civilization II	3
TWO SEQUENTIAL COURSES CHOSEN FROM THE FOLLOWING:		
History 5 & 6	History of the Americas I & II	6
History 11 & 12	Political and Social History of the U.S. I & II	6
TWO COURSES CHOSEN FROM THE FOLLOWING:		
History 3	History of England and Great Britain I	3
History 4	History of England and Great Britain II	3
History 7	The Worlds Great Religions	3
History 13	The United States in the Twentieth Century (not in combination with 11 & 12)	3
History 19	History of Mexico (not in combination with 11 & 12, 13)	3
History 20	History of California and the Pacific Coast	3
History 29	Asian Civilization: The Middle East	3
History 38	Introduction to Chinese Civilization	3
History 52	The Role of Women in the History of the U.S.	3
History 76	Contemporary U.S. History Since 1945	3
History 88	Sex in History	3
Human 6	Great People, Great Ages	3
Human 8	Great Women, Great Eras	3

**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

### ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

**PLAN A**

**Core:**

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

PLUS ONE COURSE CHOSEN FROM EACH OF THE THREE CATEGORIES LISTED BELOW: 9

**The Arts**

Afro Am 20	African American Literature I	(3)
Human 3	The Arts of Contemporary Society	(3)
Human 61	People and Their World: The Creative Process	(3)
Music 111	Music Appreciation I	(3)
Music 121	Music History and Literature I	(3)
Music 122	Music History and Literature II	(3)
Art 101	Survey of Art History I	(3)
Art 102	Survey of Art History II	(3)
Art 103	Art Appreciation I	(3)
Art 105	History of Asian Art	(3)
Art 109	The Arts of Africa, Oceania, and Ancient America	(3)
English 203*	World Literature I	(3)
English 204*	World Literature II	(3)
English 205*	English Literature I	(3)
English 206*	English Literature II	(3)
English 207*	American Literature	(3)
English 208*	American Literature II	(3)
English 213*	Dramatic Literature	(3)
English 214*	Contemporary Literature	(3)
English 215*	Shakespeare I	(3)
English 216*	Shakespeare II	(3)
Theater 100	Introduction to the Theater	(3)
Theater 110	History of the World Theater	(3)
Theater 125	Dramatic Literature	(3)
Jewish 3	Contemporary Hebrew Literature in Translation	(3)
Jewish 5	Yiddish Literature in English Translation I	(3)
Jewish 17	The Talmud: Mishnah as Literature	(3)

**Additional Civilization Courses**

Human 2	Studies in Selected Cultures	(3)
Human 6	Great People, Great Ages	(3)
Human 8	Great Women, Great Eras	(3)
Human 40	Native American Civilization I	(3)
Human 88	Cultural Heritage of Los Angeles	(3)
History 1	Introduction to Western Civilization I	(3)
History 2	Introduction to Western Civilization II	(3)
History 3	History of England and Great Britain I	(3)
History 4	History of England and Great Britain II	(3)
History 19	History of Mexico	(3)
History 21	History of the Russian People	(3)
History 29	Asian Civilization: The Middle East	(3)
History 38	Introduction to Chinese Civilization	(3)
History 46	History of Modern Armenia	(3)
Chicano 44	Mexican Civilization	(3)
Jewish 9#	Hebrew Civilization I	(3)
Jewish 10#	Hebrew Civilization II	(3)
Jewish 25	The History of the Jewish People	(3)
Spanish 9	Hispanic Civilization	(3)
Spanish 10	Latin-American Civilization	(3)
Spanish 16	Mexican Civilization	(3)
Italian 10	Italian Civilization	(3)
French 10	French Civilization	(3)
German 10	German Civilization	(3)

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

*Humanities, Continued***Religious and Philosophical Ideas**

History 47	History of Religions I	(3)
History 48	History of Religions II	(3)
History 49	Religion in America	(3)
Philo 1	Introduction to Philosophy	(3)
Philo 12	History of Greek Philosophy	(3)
Philo 14	History of Modern European Philosophy	(3)
Philo 20	Ethics	(3)
Philo 30	Asian Philosophy	(3)
Philo 35	Judaism, Christianity, and Islam	(3)
Anthro 121	Anthropology of Religion, Magic and Witchcraft	(3)
Jewish 2	The Jewish Religious Heritage	(3)

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

(See also Foreign Language)

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

**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.

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

SELECT ONE OF THE FOLLOWING COURSES:		3
Jewish 2	The Jewish Religious Heritage	(3)
Jewish 25	The History of the Jewish People	(3)
PLUS AT LEAST 15 UNITS FROM THE FOLLOWING:		15
Jewish 1	The Jew In America	(3)
Jewish 2	The Jewish Religious Heritage	(3)
Jewish 3	Contemporary Hebrew Literature in Translation	(3)
Jewish 4	Israel: Theory and Practice of Zionism	(3)
Jewish 5	Yiddish Literature in English Translation	(3)
Jewish 6	American-Jewish Literature	(3)
Jewish 7#	Elementary Yiddish I	(3)
Jewish 8#	Elementary Yiddish II	(3)
Jewish 9#	Hebrew Civilization I	(3)
Jewish 10#	Hebrew Civilization II	(3)
Jewish 11#	Elementary Hebrew I	(5)
Jewish 12*#	Elementary Hebrew II	(5)
Jewish 13*#	Intermediate Hebrew I	(5)
Jewish 14*#	Intermediate Hebrew II	(5)
Jewish 17	The Talmud: Mishnah as Literature	(3)
Jewish 25	The History of the Jewish People	(3)
Jewish 26	Survey of Jewish Thought and Culture	(3)
Jewish 27	Holocaust: A Prototype of Genocide	(3)
Jewish 35	Judaism, Christianity, and Islam	(3)

**Total: 18****PLAN B**

There is no Plan B option in this major.

**OCCUPATIONAL CERTIFICATE REQUIREMENTS**

There is no Occupational Certificate in this major.

**JOURNALISM****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)****PLAN A****Core:**

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

**Total: 9**

PLUS COMPLETE ONE OF THE FOLLOWING OPTIONS:

**Newspaper Option**

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

**Total: 10****Total of Core plus Option: 19****Magazine Option**

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

**Total: 10****Total of Core plus Option: 19**



**Photojournalism Option**

Photo 10	Beginning Photography	3
Photo 20*	Beginning Photojournalism	4
Photo 21*	News Photography	4
Photo 11	Advanced Photography	4

**Total: 15**

**Total of Core plus Option: 24**

**PLAN B**

There is no Plan B option in this major.

**OCCUPATIONAL CERTIFICATE REQUIREMENTS**

The Journalism Department offers a Journalism Certificates with the following options:

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:

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

PLUS 6 UNITS FROM THE FOLLOWING COURSES:	6
Journal 108	Article Writing (3)
Journal 220*	Magazine Editing (3)
Photo 10	Beginning Photography (3)
Brdcstg 1	Fundamentals of Radio and TV (3)
Journal 185-385	Directed Study-Journalism (1-3)
Journal 911-941	Work Experience in Major (1-4)

**Total: 21**

**Magazine Certificate**

The Magazine-Journalism Certificate leads to positions such as:

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

REQUIRED COURSES:

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

PLUS 9 UNITS FROM THE FOLLOWING COURSES:	9
Journal 101	Collecting and Writing News (3)
Journal 202*	Advanced Newswriting (3)
Journal 185-385	Directed Study-Journalism (1-3)
Journal 911-941	Work Experience in Major (1-4)

**Total: 24**

**Photojournalism Certificate**

The Photo-Journalism Certificate leads to positions such as:

Freelance Photographer	Newspaper Photographer
Magazine Photographer	Photo Prepress Technician

REQUIRED COURSES:

Journal 101	Collecting and Writing News	3
Journal 218*	Practical Editing	3
Journal 220*	Magazine Editing	3
Photo 10	Beginning Photography	3
Photo 11*	Advanced Photography	4
Photo 20*	Beginning Photojournalism	4
Photo 21*	News Photography	4

PLUS 3-4 UNITS FROM THE FOLLOWING COURSES:	3
Art 619	Advertising Photo/Graphics II (4)
Journal 105	Mass Communications (3)
Journal 106	Mechanics of Expression (3)
Journal 108	Article Writing (3)
Journal 185-385	Directed Study-Journalism (1-3)
Journal 911-941	Work Experience in Major (1-4)

**Total: 27-28**

**LIBERAL ARTS AND SCIENCES**

**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 of the following areas in General Education listed for the AA (Plan A):	18
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 areas chosen from the following areas in General Education listed for the AA (Plan A):	18
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**

**TRANSFER ASSOCIATE DEGREE REQUIREMENTS**

**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.

**OCCUPATIONAL CERTIFICATE REQUIREMENTS**

There is no Occupational Certificate in this major.

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

## MATHEMATICS

### 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*	Precalculus	(5)
Math 270*	Linear Algebra	(3)
Math 275*	Ordinary Differential Equations	(3)

**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

### ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

*Pending State Approval*

#### PLAN A

There is no Plan A in this major.

#### PLAN B

##### Core:

Brdcstg 1	Fundamentals of Radio and Television Broadcasting	3
Brdcstg 25	Radio/TV/Film Writing	3
Brdcstg 26	TV/Film Aesthetics	3
Cinema 105	History of Motion Pictures	3
Cinema 107	Understanding Motion Pictures	3
Mediart 100	Introduction to Media Arts	3

**Total: 18**

IN ADDITION, COMPLETE ONE OF THE OPTIONS LISTED BELOW:

##### Directing Option

Mediart 101*	Introduction to Digital Film/Video Production	3
Mediart 115*	Digital Film/Video Cinematography	3
Mediart 118 *	Directing	3

PLUS 3 ADDITIONAL APPROVED COURSES (9 UNITS) FROM:

Brdcstg 5	Radio and Television Acting	3
Cinema 104	History of Documentary Films	3
Cinema 106	The Art of Animation & Special Effects	3
Mediart 110 #*	Digital Sound	3
Mediart 113	Low Budget Filmmaking	3
Mediart 120 #*	Digital Film/Video Editing	3

**Total: 18**

##### Screenwriting Option:

Mediart 101*	Introduction to Digital Film/Video Production	3
Cinema 111	Developing Content for Movies	3
Mediart 130*	Advanced screenwriting	3
English 250	Mythology and Literature	3

PLUS 2 OR 3 APPROVED COURSES (9 UNITS TOTAL) FROM:

Brdcstg 81	Field Work I	1
Brdcstg 82	Field Work II	2
Cinema 104	History of Documentary Films	3
Cinema 106	The Art of Animation & Special Effects	3
Mediart 113	Low Budget Filmmaking	3
Mediart 118 *	Directing	3

**Total: 18**

##### Producing Option:

Mediart 101*	Introduction to Digital Film/Video Production	3
Cinema 111	Developing Content for Movies	3
Mediart 113	Low Budget Filmmaking	3

PLUS 3 OR 4 APPROVED COURSES (9 UNITS) FROM:

Market 1	Principles of Selling	3
Brdcstg 81	Field Work I	1
Brdcstg 82	Field Work II	2
Cinema 104	History of Documentary Films	3
Cinema 106	The Art of Animation & Special Effects	3
Mediart 110#*	Digital Sound	3
Mediart 115*	Digital Film/Video Cinematography	3
Mediart 118*	Directing	3
Mediart 120#*	Digital Film/Video Editing	3
Mediart 130*	Advanced screenwriting	3

**Total: 18**

##### Digital Post-Production Option:

Mediart 101*	Introduction to Digital Film/Video Production	3
Mediart 102	Introduction to Computer Applications in Media Arts	3
Mediart 110 #*	Digital Sound	3
Mediart 120 #*	Digital Film/Video Editing	3

PLUS 2 APPROVED COURSES (6 UNITS) FROM:

Mediart 103*	Digital Imaging and Motion Graphics for Film and TV	3
Mediart 121*	Advanced Digital Film/Video Editing	3
Cinema 104	History of Documentary Films	3
Cinema 106	The Art of Animation & Special Effects	3

**Total: 18**

**Total of Core Plus Options: 36**

### MEDIA ARTS CERTIFICATE REQUIREMENTS

The Media Arts Academy offers the following Media Arts Certificate:

REQUIRED COURSES:

Mediart 100	Introduction to Media Arts	3
	OR	
Cinema 107	Understanding Motion Pictures	3
Mediart 101*	Introduction to Digital Film/Video Production	
Mediart 102	Introduction to Computer Applications in Media Arts	3
Mediart 103*	Digital Imaging & Motion Graphics	3
Mediart 115*	Digital Film/Video Cinematography	3
Mediart 120*	Digital Film/Video Editing	3
Mediart 121*	Advanced Digital Film/Video Editing	3
Brdcstg 25	Radio/TV/Film Writing	3

**Total: 24**

PLUS 9-10 UNITS CHOOSE ONE FROM EACH OF THE FOLLOWING GROUPS 9-10

##### Group A

Brdcstg 10	Radio Programming & Production	(3)
Brdcstg 46	Television Production	(4)
Cinema 101	Beginning Film Production	(3)
Mediart 110	Digital Film/Video Audio	(3)

##### Group B

Brdcstg 1	Fundamentals of Radio & Television Broadcasting	(3)
Brdcstg 26	TV/Film Aesthetics	(3)
Cinema 105	History of Motion Pictures	(3)
Cinema 107*	Understanding Motion Pictures	(3)
Mediart 100*	Introduction to Media Arts	

Whichever course not taken from Required course above

**Group C**

Cinema 104	History of Documentary Films	(3)
Cinema 106	Art of Animation and Special Effects	(3)
Cinema 111	Developing Content for Movies/TV	(3)
Mediart 118	Directing	(3)

**Total: 33-34**

**MEDIA ARTS CERTIFICATE REQUIREMENTS**

*Pending State Approval*

**Core:**

Brdcstg 1	Fundamentals of Radio and Television Brdcstg	3
Brdcstg 25	Radio/TV/Film Writing	3
Brdcstg 26	TV/Film Aesthetics	3
Cinema 105	History of Motion Pictures	3
Cinema 107	Understanding Motion Pictures	3
Mediart 100	Introduction to Media Arts	3

IN ADDITION, COMPLETE ONE OF THE OPTIONS LISTED BELOW:

**Directing Option:**

Mediart 101 *	Introduction to Digital Film/Video Production	3
Mediart 115 *	Digital Film/Video Cinematography	3
Mediart 118 *	Directing	3

PLUS 1 ADDITIONAL APPROVED COURSE (3 UNITS) FROM:

Brdcstg 5	Radio and Television Acting	3
Cinema 104	History of Documentary Films	3
Cinema 106	The Art of Animation & Special Effects	3
Mediart 110 #*	Digital Sound	3
Mediart 120 #*	Digital Film/Video Editing	3

**Total: 12**

**Screenwriting Option:**

Mediart 101 *	Introduction to Digital Film/Video Production	3
Cinema 111	Developing Content for Movies	3
Mediart 130 *	Advanced screenwriting	3
English 250	Mythology and Literature	3

**Total: 12**

**Producing Option:**

Mediart 101 *	Introduction to Digital Film/Video Production	3
Cinema 111	Developing Content for Movies	3
Mediart 113	Low Budget Filmmaking	3

PLUS 1 APPROVED COURSE (3 UNITS) FROM:

Market 1	Principles of Selling	3
Mgmt 1	Principles of Management	3
Mgmt 13	Small Business Entrepreneurship	3

**Total: 12**

**Digital Post-Production Option:**

Mediart 101 *	Introduction to Digital Film/Video Production	3
Mediart 102	Introduction to Computer Applications in Media Arts	3
Mediart 110 #*	Digital Sound	3
Mediart 120 #*	Digital Film/Video Editing	3

PLUS 1 APPROVED COURSE (3 UNITS) FROM:

Mediart 103*	Digital Imaging and Motion Graphics for Film and TV	3
Mediart 121 *	Advanced Digital Film/Video Editing	3
Cinema 104	History of Documentary Films	3
Cinema 106	The Art of Animation & Special Effects	3

**Total: 15**

**Total of Core Plus Option: 30-33**

**MUSIC**

**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 241	Music Notation and Copying	1
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: 36-38**

**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

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

*Music, Continued***Commercial Music Composer**

## REQUIRED COURSES:

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 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****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**

The Nursing Program will have two nursing program tracks starting spring 2006. Track I is for current students and students entering the nursing program in fall 2005. Track II is for students entering the nursing program beginning spring 2006. Please note the correct track when evaluating Associate Degree Major Requirements (AS)

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

There is no Plan A option in this major.

**PLAN B- TRACK I**

Students entering the Nursing program starting fall 2005

**Registered Nursing Program**

The Associate Degree Registered Nursing Program is approved by the California Board of Registered Nursing (BRN), P.O. Box 944210, Sacramento, CA 942444-2100, 916-322-3350. Also accredited by the National League for Nursing Accrediting Commission (NLNAC) 61 Broad- 33rd Floor, New York, New York 10006, 800-669-1656.

The Nursing Program is comprised of 37 units of Nursing Theory and Clinical experience plus approximately 34 units of science and general education courses. Clinical experiences are provided in hospitals and various health care facilities in the community. The clinical experience correlates with classroom teaching of nursing theory, skills laboratory practicum, and computer assisted instruction (CAI).

The nursing program is designed to prepare graduates to function as entry-level Registered Nurses in the health care delivery system.

Students who complete the BRN requirements and the college degree requirements will receive an Associate Degree of Science in Nursing.

Students are encouraged to complete the degree requirements (i.e. attain graduation status) before taking the National Council Licensure Examination (NCLEX).

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

**Qualifying Requirements**

- Completion of all admission requirements of Los Angeles Valley College
- Complete an application for entry into the Los Angeles Valley College Registered Nursing Program
- Complete all non-nursing courses with a C or better, before applying to the nursing program
- Overall GPA of 2.0
- Contact the Health Science Department office at (818) 947-2570 for further information

**Nursing Program Requirements**

- Anatomy 1
- Physiology 1 –OR-  
Physiology 8 with Physiology 9
- Microbiology 1 or Microbiology 20 –OR-  
a 4-unit General Microbiology course with Lab
- Psychology 1
- Psychology 41
- Speech 101
- English 101
- Passing Score on Algebra Competency Test or Math 115

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

- Social and Behavioral Science Requirement –  
Three unit course under graduation Plan B
- Physical Education – One unit course
- Humanities – Three unit course under graduation Plan B
- Sociology 1 or Anthropology 102 – three unit course

**Nursing Courses**

<b>Nursing 709</b>		
Module A	Nursing Foundations	4.5 Units
Module B	Medical-Surgical Nursing I	4.5 Units
<b>Nursing 710</b>		
Module A	Reproductive Health & Maternity Nursing	4.5 Units
Module B	Medical-Surgical Nursing II	5.0 Units
<b>Nursing 711</b>		
Module A	Medical-Surgical Nursing III	4.5 Units
Module B	Psychiatric & Gerontological Nursing	5.0 Units
<b>Nursing 712</b>		
Module A	Medical-Surgical Nursing IV	5.0 Units
Module B	Nursing Management	4.0 Units
<b>Total: 37 Units</b>		

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

**Enrollment Procedure**

Application for enrollment in the program for fall 2005 is closed due to the number of students on the waitlist. Enrollment Procedure for spring 2006 is under Track II, beginning spring 2006. Students must complete non-nursing courses and health requirements prior to enrollment in the clinical portion of the program (first course is N709A).

**Progression and Retention**

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 an individualized remediation plan is completed.

**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.

**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.

**Student Placement in the Nursing Program Policy & Procedure**

**Placement/Readmission/Transfer Students**

1. Enrollment in a nursing class is defined as having attended at least one meeting of the nursing class.
2. After initial enrollment in a nursing class that concludes with the student receiving a “W/P” (withdrew/passing) or a “W/NP” (withdrew /not passing) or an “F” (fail) grade in theory and/or clinical, a student may be readmitted to the nursing program a maximum of one time. The single exception to this policy is any student who receives a “W/NP” (withdrew/not passing) or an “F” (fail) grade in theory and/or clinical in N709A/Nursing Foundations will not be considered for readmission to the nursing program.
3. Readmission to the nursing program is not automatic. Requests for readmission to the nursing program must be submitted in writing on the approved departmental forms and evaluated by the Admission and Policy Committee.
4. Requests for readmission to the nursing program will be considered when space/seating in the nursing class is available, and, upon the returning student’s satisfactory completion of an individualized remediation plan prepared by the course and/or clinical instructor at the time of departure from the nursing program.
5. Prior to readmission to the nursing program, the following conditions must be met:
  - A. Completion of all non-nursing courses.
  - B. Completion of N742/Transition to Associate Degree Nursing with a “C” or better grade if the “stop-out” (defined as being the time that the student is not enrolled in the nursing program) is one year or more in length.
6. When readmitted to the nursing program, a student who failed the A or B section of a nursing class must repeat the failed course before continuing in the nursing program.
7. Enrollment/placement in a nursing class will be based on the following criteria and strictly implemented:
  - A. First to be enrolled/placed: Continuing generic students in good standing (good standing is defined as having no “W/P” [withdrew/passing] or “W/NP” [withdrew/not passing] or “F” [fail] grade in theory and/or clinical in any nursing class).
  - B. Second to be enrolled/placed: Returning generic students who are being readmitted to the nursing program in good standing (good standing is defined as having separated from the nursing program due to illness, financial hardship or personal necessity but “W/P” [withdrew/passing] in theory and clinical from the nursing class at the time of separation from the nursing program).
  - C. Third to be enrolled/placed: Returning generic students who received a “W/NP” (withdrew/not passing) or “F” (fail) grade in theory and/or clinical in a nursing class.
  - D. Fourth to be enrolled/placed: LVN to RN Career Ladder (Option I) students who have met the criteria for admission into the nursing program.
  - E. Fifth to be enrolled/placed: Transfer students in good standing (good standing is defined as having no “W/P” [withdrew/passing] or “W/NP” [withdrew/not passing] or “F” [fail] grade in theory and/or clinical in any nursing class in their previous nursing program).
  - F. Sixth to be enrolled/placed: Transfer students who separated from their previous nursing program in good standing (good standing is defined as having separated from the nursing program due to illness, financial hardship or personal necessity but “W/P” [withdrew/passing] in theory and clinical from the nursing class at the time of separation from the nursing program).
  - G. Seventh to be enrolled/placed: Transfer students who received a “W/NP” (withdrew/not passing) or an “F” (fail) grade in theory and/or clinical in a nursing class in their previous nursing program.
  - H. Last to be enrolled/ placed: LVN 30 Unit (Option II) students (see Board of Registered Nursing rules and regulations for admission criteria).

*Nursing, Continued*

8. In the event that there are more students in any given category seeking readmission to a nursing course than seats available, the students will be re-admitted based on ordinal ranking. Ordinal ranking is defined (per Webster's College Dictionary) as being the student's numerical position within a category in the nursing course. Students who fail to complete a nursing course for any reason will be ranked as to order of readmission and this list will be given to the Chairman of the Nursing Department at the conclusion of each rotation. It will be the responsibility of the lead instructor for each course to compile and submit this list. An ordinal list will be maintained for every category of student (e.g. generic; career ladder; transfer and 30 Unit Option). Example: 3 generic students fail 711A in the fall semester. All three students apply for re-admission to the Nursing Program for the subsequent spring semester. There are only two seats available in 711A for the spring semester. The returning students would be readmitted as follows: the generic student who accrued +253/340 points while enrolled in the course will be readmitted first; the generic student who accrued +251/340 points while enrolled in the course will be readmitted second; the generic student who accrued +249/340 points while enrolled in the course must wait to be readmitted in the subsequent Fall semester or whenever space availability permits.

**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 weekend 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**

All potential nursing students must see a counselor in the counseling department prior to admission into the nursing program. Counselors are located in the Admissions area and in special.



## NURSING SCIENCE

### ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

**PLAN A**

There is no Plan A option in this major.

**PLAN B**

Students entering the Nursing Program must follow the LAVC Graduation Plan B guidelines of the catalog.

**Registered Nursing Program**

The Associate Degree Registered Nursing Program is approved by the California Board of Registered Nursing (BRN) and accredited by the National League for Nursing Accrediting Commission (NLNAC).

The Nursing Program is comprised of 38 units of Nursing Theory and Clinical experience plus approximately 34 units of science and general education courses. Clinical experiences are provided in hospitals and various health care facilities in the community. The clinical experience correlates with classroom teaching of nursing theory, skills laboratory practicum, and computer assisted instruction (CAI).

The nursing program is designed to prepare graduates to function as entry-level Registered Nurses in the health care delivery system.

Students who complete the BRN requirements and the college degree requirements will receive an Associate Degree of Science in Nursing.

Students are encouraged to complete the degree requirements (i.e. attain graduation status) before taking the National Council Licensure Examination (NCLEX).

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

**Required Steps to Apply to the Nursing Program**

In order to obtain a Program Application, the following steps MUST be completed well in advance of the application filing period:

1. All students except current and returning LAVC students need to submit a college application to the LAVC Admissions Office. International students must first apply to the International Student Program.
2. All U.S. transcripts outside of the Los Angeles Community College District (LACCD) must be mailed directly from the college attended to the LAVC Admissions Office. Hand-carried U.S. transcripts of any kind are NOT acceptable. Students must confirm with the Admissions Office that transcripts have arrived prior to making a counseling appointment.
3. All transcripts outside of the U.S. must be evaluated according to the following procedures:
  - Must complete 12 units with a "C" average within the LACCD prior to submitting any petition for credit.
  - Submit foreign transcripts to an LAVC-approved foreign transcripts evaluation service to obtain credit recommendations.
  - Submit to the college's Petitions Committee a sealed copy of the evaluation service's credit recommendations along with a petition for approval of credit. Credit approval by the Petitions Committee is NOT automatic (see a counselor for details).
4. Schedule an appointment with a counselor to evaluate your transcripts well in advance of the application deadline and only after completion of Steps 1 through 3. The counselor will provide students with a signed "Evaluation of Transcripts for Nursing Program Prerequisites" form verifying that all nursing program prerequisites are completed with a "C" or better.
5. Apply to the Nursing Program during the application period. Students must bring the "Evaluation of Transcripts for Nursing Program Prerequisites" signed form to obtain a nursing application.

### Selection Process

- Nursing Program application and transcripts will be evaluated using the criteria from the Chancellor's Office Validation Study. The Chancellor's Office Validation Study is based on predicting student success in the nursing program. The Chancellor's Office Validation Study evaluates the student's overall grade point average (GPA), the GPA of Anatomy, Physiology, Microbiology, and English, and the repetitions of Anatomy, Physiology and Microbiology. This evaluation criterion establishes a "cut score". Students must receive a cut score of 80 or above on the Chancellor's Office Validation Study to be considered for admission into the nursing program.
- Students who successfully receive a cut score of 80 or above on the Chancellor's Office Validation Study will be invited to take the "TEAS" (Test of Essential Academic Skills) admission examination. The "TEAS" admission examination consists of 170 questions, proctored, standardized assessment which evaluates each student on skills in reading, math, science, and English language. Students may prepare for the "TEAS" admission examination by purchasing from the bookstore the TEAS Pre-Test Study Manual prior to taking the admission examination. The minimum required "TEAS" score is 67% to pass. Effective Spring 2008.
- If the number of eligible applicants exceeds the number of seats available for entrance into the nursing program a random drawing of the eligible applicants is conducted.
- All applicants will receive a letter of acceptance or denial from the nursing department by mail after the process is completed.
- Students accepted into the nursing program **must** return an acceptance card by the posted date or their seat will be given to the next eligible applicant.
- All students not selected into the nursing program may reapply to the nursing program may reapply to the nursing program for the next following semester.
- **NO application will be kept on file and all applications will be destroyed.**

### Nursing Program Prerequisites

1. Anatomy 1 (4 semester units) and Physiology 1 (4 semester units) -OR- Physiology 8 (4 semester units) and Physiology 9 (4 semester units)
2. Microbiology 20 -OR- an equivalent General Microbiology course with lab (4 semester units)
3. English 101
4. High school Chemistry or one college Chemistry course with a lab.
5. Passing Score on Algebra Competency Test or Math 115 or higher level of math course

To graduate from the college and receive an AS degree in nursing, the following must be completed in the order listed below and prior to graduation. Due to the new compressed schedule, the Nursing Faculty strongly encourages students to complete all coursework prior to entering the nursing program.

- Psychology 1 must be completed prior to entering the 2nd semester of the nursing program.
- Psychology 41 must be completed prior to entering the 2nd semester of the nursing program.
- Speech 101 must be completed prior to entering the 3rd semester of the nursing program.
- Sociology 1 or Anthropology 102 - Three unit course, completed prior to entering the 4th semester of the nursing program.
- Humanities - Three- unit course under graduation Plan B, completed prior to entering the 4th semester of the nursing program.
- Social and Behavioral Science Requirement - Three unit course under graduation Plan B, completed by the end of the 4th semester of the nursing program.
- Physical education - One - unit course, completed by the end of the 4th semester of the nursing program.

### Nursing Science Courses

Nrsce 101	Introduction to Nursing	3
Nrsce 102	Fundamentals of Nursing	3
Nrsce 103	Nursing Process	1
Nrsce 104	Nursing Communication	1
Nrsce 105	Nursing Pharmacology	2
Nrsce 106	Medical/Surgical Nursing I	5
Nrsce 107	Medical/Surgical Nursing II	5
Nrsce 108	Medical/Surgical Nursing III	3
Nrsce 109	Gerontology/Community Health Nursing	2
Nrsce 110	Psychiatric/Mental Health Nursing	3
Nrsce 111	Reproductive Nursing & Women's Health	3.5
Nrsce 112	Care of Children & Family	3.5
Nrsce 114	Nursing Leadership & Management	3

**Total: 38 units**

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

### Progression and Retention

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 an individualized remediation plan is completed.

### 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.

### 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.

### 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 weekend 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

All potential nursing students must see a counselor in the counseling department prior to admission into the nursing program. Counselors are located in the Admissions area and in special.

### OCCUPATIONAL CERTIFICATE REQUIREMENTS

Please see Registered Nursing Program description above.

## PHILOSOPHY

### ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

#### PLAN A

##### Core:

Philos 12	History of Greek Philosophy	3
Philos 14	History of Modern European Philosophy	3
Philos 9	Symbolic Logic	3
Philos 20	Ethics	3

IN ADDITION, TWO COURSES CHOSEN FROM THE FOLLOWING: 6

Philos 1	Intro. to Philosophy	(3)
Philos 6	Logic in Practice	(3)
Philos 7	Inductive Logic	(3)
Philos 30	Asian Philosophy	(3)
Philos 33	Comparative Survey of World Religions	(3)
Philos 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

### ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

#### PLAN A

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

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

P.E. 701	Advanced Life Saving	(2)
P.E. 702	Water Safety Instruction	(3)
P.E. 710	Officiating Competitive Sports I	(2)
P.E. 711	Officiating Competitive Sports II	(2)
P.E. 712	Introduction to Physical Education	(3)
P.E. 713	Introduction to Coaching Athletics	(3)
P.E. 718	Fundamentals of Athletic Training	(3)
P.E. 724	Introduction to the Group Fitness Instructor	(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, 101 through 699, 701 and 702

**Total: 18**

#### PLAN B

Biology 3	Introduction to Biology	4
Anatomy 1*	Introduction to Human Anatomy AND	4
Physiol 1*	Introduction to Human Physiology OR	4
Physiol 8*	Anatomy AND	4
Physiol 9*	Physiology	4
Health 11	Principles of Healthful Living	3
Health 12	Safety Education and First Aid	3
Fam & CS 21	Nutrition	3
Stat 1*	Elementary Statistics 1 for the Social Sciences	3

SELECT 10 UNITS FROM THE FOLLOWING PHYSICAL EDUCATION MAJORS COURSES: 10

P.E. 701	Advanced Life Saving	(2)
P.E. 702	Water Safety Instruction	(3)
P.E. 710	Officiating Competitive Sports I	(2)
P.E. 711	Officiating Competitive Sports II	(2)
P.E. 712	Introduction to Physical Education	(3)
P.E. 713	Introduction to Coaching Athletics	(3)
P.E. 718	Fundamentals of Athletic Training	(3)
P.E. 722	Introduction to the Group Fitness Instructor	(3)
Phys Ed 630	Aerobic Super Circuit Laboratory	(1)
Phys Ed 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

### 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
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 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)
Co Sci 806*	Intro. To Computer Programming	(3)
Co Sci 807*	Programming Logic	(3)

**Total: 36-40**

### OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

## POLITICAL SCIENCE

### 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	History of the Americas I	(3)
History 6	History of the Americas II	(3)
History 9	Ethnic America	(3)
History 11	Political and Social History of the United States I	(3)
History 12	Political and Social History of the United States II	(3)
History 13	The United States in the Twentieth Century	(3)
History 20	History of California and the Pacific Coast	(3)
History 21	History of the Russian People	(3)
History 52	The Role of Women in the History of the U.S.	(3)
History 76	Contemporary U.S. History since 1945	(3)
Chicano 7	The Mexican-American in the History of the United States I	(3)
Chicano 8	The Mexican-American in the History of the United States II	(3)
Afro Am 4	The African American in the History of the United States I	(3)
Afro Am 5	The African American in the History of the United States II	(3)

**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**

**ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)**

**PLAN A**

**Core:**

Psych 1	General Psychology I	3
Psych 2*	General Psychology II	3
Stat 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: 12

Psych 3	Personality and Social Development	(3)
Psych 5	History and Perspectives in Psychology	(3)
Psych 11*	Child Psychology	(3)
Psych 12*	Adolescent Psychology	(3)
Psych 13*	Social Psychology	(3)
Psych 14*	Abnormal Psychology	(3)
Psych 17*	The Exceptional Child	(3)
Psych 26	Power and Speed Reading	(3)
Psych 41*	Life-Span Psychology: From Infancy to Old Age	(3)

**Total: 12**

**Total of Core plus Option: 21**

**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: 3

Psych 5	History and Perspectives in Psychology	(3)
Psych 13*	Social Psychology	(3)
Psych 14*	Abnormal Psychology	(3)
Psych 41*	Life-Span Psychology: From Infancy to Old Age	(3)

**Total: 12**

**Total of Core plus Option: 21**

**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

Psych 5	History and Perspectives in Psychology	(3)
Psych 11*	Child Psychology	(3)
Psych 12*	Adolescent Psychology	(3)
Psych 41*	Life-Span Psychology: From Infancy to Old Age	(3)

**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**

**ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)**

**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

Anatomy 1*	Introductory Human Anatomy	4
Chem 51	Fundamentals of Chemistry I	5
Resp Th 1	Introduction to Respiratory Therapy	1

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

*RESPIRATORY THERAPY, Continued*

<b>SPRING</b>		
Micro 20*	General Microbiology or a 4-unit General Microbiology Course	4
Psych 1	General Psychology I	3
Resp Th 2*	Fundamentals of Respiratory Therapy	4
Physiol 9*	Integrated Human Anatomy and Physiology II OR	4
Physiol 1*	Introduction to Human Physiology	
REQUIRED COURSES: (PHASE II)		
<b>SUMMER</b>		
Resp Th 15*	Introduction to Clinical Experience	4
<b>FALL</b>		
Resp Th 3*	Applications of Respiratory Therapy and Clinical Experience I	5
Resp Th 4*	Applications of Respiratory Therapy and Clinical Experience II	5
Resp Th 6*	Respiratory Physiology	4
<b>SPRING</b>		
Resp Th 5*	Applications of Respiratory Therapy and Clinical Experience III	5
Resp Th 11*	Applications of Respiratory Therapy and Clinical Experience IV	5
Resp Th 7*	Applied Medicine and Pathology	3
Resp Th 8	Administrative Procedures of Respiratory Therapy	1
		<b>Total: 60</b>

**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 26 as well as the unit, scholastic, residence, and general competency requirements described on page 26. 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****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
Soc 3	Crime and Delinquency	3
Soc 4	Sociological Analysis	3
Soc 10	Social Institutions	3
Soc 11	Race and Ethnic Relations	3
Soc 17	Introduction to Counseling	3
Soc 21	Human Sexuality	3
Soc 22	Sociology of Women	3
Soc 25	Drugs and Culture	3
Soc 185	Directed Study – Sociology	1
Soc 285	Directed Study – Sociology	2
Soc 385	Directed Study – Sociology	3
Stat 1*	Elementary Statistics I for the Social Sciences	

**Total of Core Plus Option: 18****Social Welfare Option**

9 UNITS CHOSEN FROM THE FOLLOWING:		9
Soc 3	Crime and Delinquency	(3)
Soc 4	Sociological Analysis	(3)
Soc 10	Social Institutions	(3)
Soc 11	Race and Ethnic Relations	(3)
Soc 17	Introduction to Counseling	(3)
Soc 21	Human Sexuality	(3)
Soc 22	Sociology of Women	(3)
Soc 25	Drugs and Culture	(3)
Soc 185	Directed Study – Sociology	(1)
Soc 285	Directed Study – Sociology	(2)
Soc 385	Directed Study – Sociology	(3)
Stat 1*	Elementary Statistics I for the Social Sciences	(3)

**Total: 9****Total of Core Plus Option: 18****PLAN B**

There is no Plan B option in this major.

**OCCUPATIONAL CERTIFICATE REQUIREMENTS**

There is no Occupational Certificate in this major.

## SPANISH

### ASSOCIATE DEGREE REQUIREMENTS (AA)

#### PLAN A

(See also Foreign Language)

THREE OR FOUR COURSES CHOSEN FROM THE FOLLOWING:		15-16
Span 21 & 22*	Fundamentals of Spanish I & II	} (5-6)
OR		
Spanish 1	Elementary Spanish I	
Spanish 2*	Elementary Spanish II	(5)
Spanish 3*	Intermediate Spanish I	(5)
Spanish 4*	Intermediate Spanish II	(5)
Spanish 5*	Advanced Spanish I	(5)
Spanish 6*	Advanced Spanish II	(5)
Spanish 35	Spanish for Spanish Speakers I	(5)
Spanish 36*	Spanish for Spanish Speakers II	(5)
Spanish 48	Intro to Spanish Translation I	(3)
Spanish 49*	Intro to Spanish Translation II	(3)
3-4 UNITS CHOSEN FROM THE FOLLOWING:		3-4
Spanish 8*(2 semesters)	Conversational Spanish	(4)
Ling 1	Introduction to Language and Linguistics	(3)
Spanish 9	Hispanic Civilization	(3)
Spanish 10	Latin-American Civilization	(3)
Spanish 12	Contemporary Mexican Literature	(3)
Spanish 16	Mexican Civilization	(3)
Spanish 25	Spanish American Short Story in Translation	(3)
Spanish 46	Chicano Literature/Literatura Chicana	(3)
<b>Total 18-20</b>		

#### PLAN B

There is no Plan B option in this major.

### OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

## SPEECH COMMUNICATION

### ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

#### PLAN A

Speech 101	Oral Communication I	} 3
Speech 102	Oral Communication II	
OR		} 3
Speech 385	Directed Study-Speech. Comm.	
Speech 104	Argumentation	} 3
OR		
Speech 105	Critical Thinking	
Speech 121	The Process of Interpersonal Communication	3
Speech 130	Intro. to Oral Interpretation of Literature	} 3
OR		
Speech 135	Storytelling	
Speech 151	Small Group Communication	3
<b>Total: 18</b>		

#### PLAN B

There is no Plan B option in this major.

### OCCUPATIONAL CERTIFICATE REQUIREMENTS

There is no Occupational Certificate in this major.

## THEATER ARTS

### ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

#### PLAN A

Theater 110	History of the World Theater	3
Theater 120	History of the African-American Theater	3
Theater 125	Dramatic Literature	3
Theater 270	Beginning Acting	3
Theater 272	Intermediate Applied Acting	3
PLUS 6 UNITS FROM THE FOLLOWING:		6
Theater 274	Advanced Applied Acting	(3)
Theater 301	Stagecraft	(3)
Theater 325	Stage Management & Advanced Stagecraft	(3)
Theater 450	Beginning Stage Make-Up	(2)

**Total: 21**

#### PLAN B

##### Core:

Theater 100	Introduction to the Theater	3
Theater 110	History of the World Theater	} 3
OR		
Theater 120	History of the African-American Theater	
Theater 225	Beginning Direction	3
Theater 270	Beginning Acting	3
Theater 301	Stagecraft	3
Theater 325	Stage Management & Advanced Stagecraft	3
Theater 450	Beginning Stage Make-up	2

**Total: 20**

IN ADDITION, COMPLETE ONE OF THE FOLLOWING OPTIONS:

##### Acting Option

16 UNITS CHOSEN FROM THE FOLLOWING:		16
Theater 232	Play Production	(2)
Theater 233	Play Production	(3)
Theater 240	Voice and Articulation for the Theater	(3)
Theater 272	Intermediate Applied Acting	(3)
Theater 274	Advanced Applied Acting	(3)
Theater 276	Actors Workshop	(3)
Theater 293	Rehearsals and Performances	(3)
Theater 185	Directed Study – Theater	(1)
Theater 285	Directed Study – Theater	(2)
Theater 385	Directed Study – Theater	(3)
Psych 3	Personality and Social Development	(3)

##### Directing Option

16 UNITS CHOSEN FROM THE FOLLOWING:		16
Theater 125	Dramatic Literature	(3)
Theater 130	Playwriting	(3)
Theater 227	Advanced Direction	(3)
Theater 232	Play Production	(2)
Theater 233	Play Production	(3)
Theater 272	Intermediate Applied Acting	(3)
Theater 293	Rehearsals and Performances	(3)
Theater 310	Introduction to Theatrical Lighting	(3)
Theater 315	Introduction to Theatrical Scenic Design	(3)
Theater 185	Directed Study – Theater	(1)
Theater 285	Directed Study – Theater	(2)
Theater 385	Directed Study – Theater	(3)
Art 102	Survey of Art History II	(3)
Brdcstg 1	Fundamentals of Radio & Television Broadcasting	(3)

*THEATER, Continued***Technical Option**

16 UNITS CHOSEN FROM THE FOLLOWING:		16
Theater 310	Introduction to Theatrical Lighting	(3)
Theater 315	Introduction to Theatrical Scenic Design	(3)
Theater 323	Stage Management and Production	(3)
Theater 185	Directed Study – Theater	(1)
Theater 285	Directed Study – Theater	(2)
Theater 385	Directed Study – Theater	(3)
Electrn 4*	Fundamentals of Electronics I	(4)
Art 101	Survey of Art History I	(3)
Art 102	Survey of Art History II	(3)

**Total of Core Plus Option: 36****OCCUPATIONAL CERTIFICATE REQUIREMENTS**

The Theater Department offers Occupational Certificates in Production

**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		2-3
PLUS 2 COURSES FROM THE FOLLOWING:			5-6
Theater 227	Advanced Direction		(3)
Theater 130	Playwriting		(3)
Theater 325	Stage Management and Advanced Stagecraft		(3)
Theater 450	Beginning Stage Make-Up		(2)
EGT 213*	Introduction to Autocad		(3)
Art 501	Beginning Two-Dimensional Design		(3)

**Total: 26-27****NONCREDIT CERTIFICATES OF COMPLETION****Certified Nursing Assistant/Home Health Aide**

VOC ED 82CE	Certified Nursing Assistant
VOC ED 83CE	Home Health Aide

**English as a Second Language I**

ESL 1CE	English as a Second Language – Beginning I
ESL 2CE	English as a Second Language – Beginning II

**English as a Second Language II**

ESL 6CE	English as a Second Language – 0
ESL 7CE	English as a Second Language – 1

**English as a Second Language III**

ESL 8CE	English as a Second Language – 2
ESL 9CE	English as a Second Language – 3

**English as a Second Language IV**

ESL 15CE	English as a Second Language – 4
ESL 16CE	English as a Second Language – 5
ESL 17CE	English as a Second Language – 6

**English as a Second Language – Speech**

ESL 23CE	English as a Second Language – Speech 1
ESL 24CE	English as a Second Language – Speech 2

**ESL Civics I**

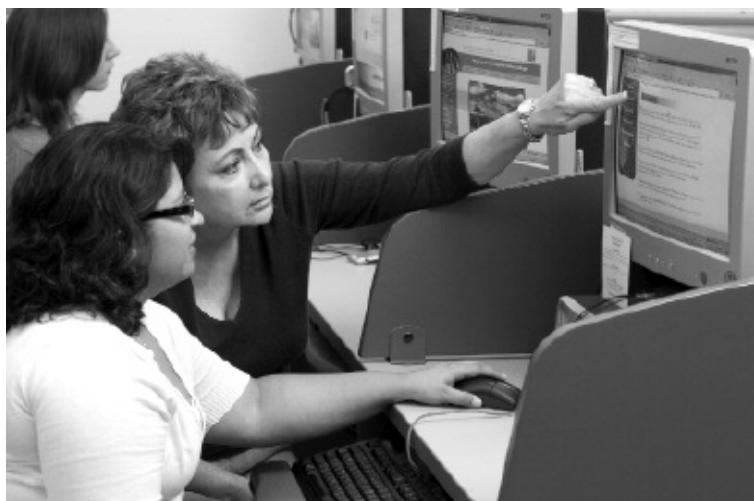
ESLCVCS 10CE	ESL and Civics 1
ESLCVCS 11CE	ESL and Civics 2
ESLCVCS 12CE	ESL and Civics 3

**ESL Civics II**

ESLCVCS 13CE	ESL and Civics 4
ESLCVCS 14CE	ESL and Civics 5
ESLCVCS 15CE	ESL and Civics 6



# Student life at LAVC



## 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 experience .....2 units

15 or more hours per week of work experience .....3 units

*Required: students enrolling in Cooperative Education for the first time must do required online work.*

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                | ■ Art          |
| ■ Administration of Justice | ■ Astronomy    |
| ■ Anatomy                   | ■ Biology      |
| ■ Anthropology              | ■ Broadcasting |
| ■ Architecture              | ■ Business     |
|                             | ■ CAOT         |

- Chemistry
- Chicano Studies
- Child Development
- Cinema Arts
- Computer Science-  
Information  
Technology
- Economics
- Education
- Electronics
- Engineering, Civil
- Engineering, General  
Technology
- English
- Environmental Science
- Family and Consumer  
Studies
- Finance
- Fire Technology
- Foreign Languages
- Geography
- Geology
- Health
- History
- Humanities
- Jewish Studies
- Journalism
- Law
- Linguistics
- Management
- Mathematics
- Mechanical Drafting
- Media Arts
- Microbiology
- Music
- Nursing
- Oceanography
- Photography
- Physical Education
- Physics
- Physiology
- Political Science
- Psychology
- Real Estate
- Sociology
- Speech

## 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 Michael Avila, at (818) 947-2561 located in Engineering 113B.

### Extension & Community Education

Community Education 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 Education classes may be obtained by calling (818) 947-2577, extension 4172.

The Extension Program at the college has been offering skill-based professional 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 offerings are “not-for-credit” status. We offer easy payment plans for the Paralegal, Legal Secretary, and Human Resource Academies.

In the Extension Certificate Program, students must successfully complete (C average or higher) the courses to be granted certificates. Certificate programs include:

- Professional Paralegal Academy
- Legal Secretary Academy
- Human Resource Assistant Academy

For further information on these certificate programs please call (818) 947-2320 or email [Goldmaa@lavc.edu](mailto:Goldmaa@lavc.edu). The office is located in the Field House on campus directly across from the college pool.

### Instructional Television (ITV)

Each semester, the district wide Instructional Television program offers transferable college classes. Taught in eight-week terms the classes combine award-winning video lessons available in broadband and DVD and on cable television with weekend class meeting and an online component, creating a positive and engaging learning environment.

Instructional Television courses are convenient, flexible and especially suitable for college students needing to supplement their on-campus program with short-term classes 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 course. 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 schedule of classes or to visit the Instructional Television Office at Los Angeles Mission College, 13356 Eldridge Avenue, Sylmar, CA 91342. Call (818) 833-3594.

# ACADEMIC RESOURCES AND SERVICES

## Tutoring

### Learning Centers

#### General Tutoring & Resources

The General Tutoring program offers tutoring in basic skills and subjects for which tutoring is not available in the other campus labs. Although we cannot guarantee a tutor for every subject, we strive to meet the needs of all students. We offer drop-in tutoring, primarily in chemistry, physics, accounting and economics. Depending on availability, we may offer other subjects as well, including math, psychology, and sociology. No appointment is necessary to use the drop-in lab, and students may request individual appointments for certain subjects. All tutees must be currently enrolled at Valley. Our hours are Monday through Thursday, 10am-7pm and Friday 10am-2pm, subject to change. For detailed information, please call (818) 947-2744. General Tutoring is located in the south wing of the Library Building

The Media Center houses print and non-print materials (audio and video tapes, etc.) available to students, and provides an environment for the self-paced individualized use of instructional media materials. The Media Center may be used for credit courses in Developmental Communications, ITV, and Learning Skills. Available hours are the same as General Tutoring.

#### Supplemental Instruction (SI) Program

The Supplemental Instruction (SI) Program is a student academic assistance program that helps students in historically difficult classes master course content while they develop and integrate learning and study strategies. SI is a series of weekly, out-of-class study sessions conducted by student SI leaders. The SI sessions are voluntary and are held in the Learning Center, various labs on campus, and classrooms. SI sessions begin the first week of class and continue throughout the semester. Each SI leader will set up three sessions a week, usually immediately before or after the class. The time and location of the SI sessions will be posted in the classroom.

SI is an opportunity for students to get together with people in the class to compare notes, discuss important concepts, and develop strategies for studying the subject. Look in the Schedule of Classes for the footnote indicating that SI is offered with the class. Simply enroll in a class with SI next to it. Participation is free of charge.

For further information, contact Kristie McClure  
Telephone: (818) 947-2744  
E-mail: [humphrk@lavc.edu](mailto:humphrk@lavc.edu) or visit our  
Website: [www.lavc.edu/SI/index.htm](http://www.lavc.edu/SI/index.htm)

### 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.

The Writing Center also supports faculty and staff with designing assignments for writing across the curriculum. For further information about our services, call us at 818-947-2810, visit our website link at [www.lavc.edu/wcweb/index.html](http://www.lavc.edu/wcweb/index.html) or drop-in to pick up one of our brochures in Humanities 100.

### Reading Center

The Psychology Department Reading Center, located in Bungalow 45, 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, 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.

### **Earth Science & Anthropology Tutoring Lab**

The ES&A Tutoring Lab provides peer-tutoring and other services (make-up and practice quizzes, study-skills and test-taking Workshops for students enrolled in Anthropology, Astronomy, Earth Science, Environmental Science, Geography/GIS, Geology, Meteorology and Oceanography. We provide full access to the equipment and materials used in our classes, including the computer lab.

### **Math Tutoring Lab**

The Math Lab at Valley College located in MS106 is a drop-in tutoring lab where students can get help with their math homework in a friendly, low-key environment. Mikre Yigeburu is the supervisor and can be reached at (818)947-2852 or at [yigeburu@lavc.edu](mailto:yigeburu@lavc.edu) if you have any questions.

### **Biology Tutor & Resource Center**

The Biology Tutorial and Resource Center is located in Life Science 107 under the direction of Professor Karen Roy (Ext 2514). The lab is open approximately 35 hours per week and provides students with study materials such as models, microscope and slides, and supplemental materials provided by instructors. Tutoring includes biology, microbiology, anatomy, and physiology.

## **Library**

The college's library, one of the largest in the San Fernando Valley, has more than 132,000 books and subscribes to 360 magazines and newspapers. There is also an extensive microfilm collection of back issues of newspapers, scholarly journals and magazines. Students should consider the library their first and best source of learning materials. The Library also provides access to a number of electronic databases that are available from off campus. Students can access these online resources using their campus UIA network account ID. The Library's home page on the Internet, [www.lavc.edu/library.html](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 technicians is always available to assist you. The Library's Reference Desk can be reached at 818-947-2763. All registered 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 is 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. Each semester the Library offers many workshops focusing on research skills. Ask for further information at the reference desk 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 student 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.

## **Academic Computing**

### **Center for Computer-Assisted Instruction in Vocational Education (CCAIVE)**

The CCAIVE is an open lab located in Engineering 117. The lab is accessible Monday-Saturday during posted hours. A lab assistant is available at designated times. For more information contact Ken Freeman at (818) 947-2568.

### **Lab for Academic and Instructional Resources (LAIR)**

The LAIR provides student access to the internet, word processing, and access to a growing collection of productivity and educational software. The LAIR hours are 8am-7pm Monday through Thursday, and 8am-2pm Friday; however, these hours are subject to change. For more information please call (818) 947-2744 or (818) 947-2499. The LAIR is located in the south wing of the Library Building.

### **Lion's Den**

The Lion's Den is located in the Cafeteria building. Sponsored by the Associated Student Union, it is an open lab for all students during posted hours. For more information, contact the Lion's Den at (818) 778-5539.

## Other

### 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 offer extra credit and 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, earning higher grades, and achieving educational goals.
- Provides opportunities for career exploration and workforce 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>

### 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>.

### VCAP – Valley College Accelerated Program (formerly PACE)

Open to all students, the Valley College Accelerated Program (VCAP) offers you the ability to meet your employment and family obligations while earning a college degree or transfer units. Students can customize their college education with flexible options such as short-term evening and Saturday classes, hybrid (classroom-online combination), online, and weekend only classes. VCAP classes can be used alone, or in combination with traditional 16-week classes.

Valley College Accelerated Program offers lower-division general education classes and three degree tracks: 1) Transfer General Education/Liberal Arts 2) Business/Accounting/Economics, and 3) Liberal Studies Teacher Preparation, and or RN Prerequisite. With careful planning, a student can earn an Associates Degree in as little as 24 months.

Valley College Accelerated Program consists of **three** core programs: **VCAP Eight Week**, **VCAP Bridge** (English and Math prerequisites), and **VCAP Weekend**.

- VCAP Eight-Week classes generally meet one evening a week and on four half day Saturdays. Students usually take

two subjects per eight-week session. There are two eight-week sessions offered in the spring and fall, and one eight-week session in the summer.

- VCAP Bridge allows students to take Math and English prerequisites in an accelerated format. These classes usually meet once a week and half days every Saturday. There are two eight-week sessions offered in the spring and fall, and one eight-week session offered in the summer.
- VCAP Weekend consists of general education classes that are scheduled either Friday evenings and Sunday afternoons, or all day Saturday. Classes meet on five or six consecutive weekends.

For VCAP current course offerings pick up a schedule at Academic Affairs, at the Admissions and Records Information Desk, or at the VCAP Offices located on the second floor of the Campus Center Building in Rm. 215, or visit our webpage at <http://www.lavc.edu/Pace/paceschedule.htm>.

### VCAP Support Team Contact Information

- Director, Roana Thornock (818) 947-2455; email: [thornorm@lavc.edu](mailto:thornorm@lavc.edu).
- Senior Office Assistant, Anna Palacios - Robinson (818) 947-2530; email: [palacial@lavc.edu](mailto:palacial@lavc.edu).
- Counselor, Neil Roberts (818) 541-9905; email: [robertnr@lavc.edu](mailto:robertnr@lavc.edu).

### Puente

The Puente Program at Valley College is part of a statewide project that helps students to succeed academically, transfer to four year colleges and universities, and become recognized as leaders and scholars.

All students accepted into the Puente Program will:

- Take two writing classes, English 28 in the Fall and English 101 in the Spring
- Read, discuss and write about Chicano/Latino culture
- Take a Personal Development class paired with English 28
- Work closely with the Puente Counselor until graduation and transfer.
- Attend a regional Puente Conference and visit university campuses
- Work with mentors from the community

Puente is open to all students eligible for English 28 in the Fall and willing to participate fully in the entire year-long program. For application, contact: Rod Moore, Puente Instructor (818) 947-2800 [moorerv@lavc.edu](mailto:moorerv@lavc.edu)

### Strategic Team for the Advancement and Retention of Students (STARS)

STARS is a program of opportunities for students to become more successful learners. Students and instructors actively engage together in the learning process both inside and outside of classes. STARS students receive an opportunity to determine their own learning goals in the classroom, attend interactive workshops designed to promote student success, participate in roundtable discussions exploring the learning/teaching process, attain recognition for their levels of achievement, and qualify for STARS scholarships. For more information, contact the Professional Development office at ext. 2712, or visit our website link at [www.lavc.edu/stars.index.html](http://www.lavc.edu/stars.index.html) or drop in to pick up one of our brochures in the Professional Media Resource Center located in the library building.

\*Consult with Professional Development Director Deborah Harrington at (818) 947-2569.

# STUDENT SERVICES

## Art Gallery

The Los Angeles Valley College Art Gallery presents student and faculty artwork, contemporary art, ethnic art and historical exhibitions. The Art Gallery is located in the Art Building on Campus Drive, south of Oxnard Street.

## The Historical Museum of the San Fernando Valley

The Los Angeles Valley College Historical Museum 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 Burbank Blvd. and is open 8:00 a.m. to 12:00 p.m. Monday, Wednesday and Thursday, closed Tuesday, or by appointment. For more information, please call Curator Bill Carpenter at (818) 947-2373.

## Bookstore

### Located In Campus Center

Information about the LAVC Bookstore is now available online at: [www.lavcbookstore.com](http://www.lavcbookstore.com)

Please bring your registration fee receipt with you to the bookstore. The Cashier will ask you for it when you purchase your textbooks. No refund will be given unless you are officially enrolled in the class at the time of purchase. Keep all your cash register receipts; they are required for all refunds and exchanges.

### Regular Hours of Operation:

7:30 am to 7:15 pm - Monday through Thursday

7:30 am to 3:30 pm - Friday

Special and extended hours are posted outside the store during the beginning of each term. Summer hours may be shortened.

The bookstore carries your required and supplementary textbooks and supplies as well as food, snacks, LAVC clothing, emblematic merchandise, educationally priced software and hardware and Apple Computers.

### Textbooks

Required textbooks are arranged alphabetically by subject within their respective department; by course number and alphabetically by the author of the text. The instructor's name will be listed on the shelf tag under the title of 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 \$3.00 re-stocking fee may be charged for textbooks returned without proof of official enrollment and/or drop slip. Although detailed records are maintained, shortages may occur. Please ask one of the bookstore employees if you can not locate a textbook or supply item. Used books, if available, are located on the shelf with the New books, marked USED.

### Refunds

Students have 10 days from the start of the Fall and Spring semester to return required textbooks. Short term, ITV, summer classes and 5 or 6 week terms have 5 days to return from the start of the class. Special program classes refunds to be determined. **A cash register sales receipt and school identification (registration fee receipt) are required at all times.**

**Textbooks** may be returned for refund. Certain conditions apply. **Required textbooks and required supplies** may be returned during the refund period if the merchandise is returned in the same condition as when purchased. New textbooks and merchandise must be returned clean, unmarked or bent and in saleable as new condition.

**School supplies, supplemental books and supplemental materials** may be returned for store credit/exchange only. No refund will be given. Non-required materials are not returnable for example: study guide, workbooks, study aids, cliff notes, dictionaries or any non required materials. There are no returns on Goggles, medical or computer equipment, software and clothing.

After the allowed refund period (see above) there is a **24 hour exchange only** on incorrect or damaged books or merchandise. **No refund will be given.**

- **No refunds on textbooks purchased during FINALS.**
- Shrink wrapped merchandise and textbook bundles that are unwrapped will be charged a \$3.00 wrapping fee.
- New textbooks must be returned, clean and saleable as new to get a full refund. This means the book can not be bent, torn, wrinkled, dirty, soiled or used in any way. Any book returned without a sales receipt may not be refunded or be refunded at the used price.
- Computer software will not be refunded if opened. This includes software bundled with textbooks. Once the software package is opened the textbook may not be returned.
- Computer and Tutorial codes included in textbook bundles and/or sold separately may not be returned once the package is opened and/or the code is exposed or scratched off.

**Purchases paid with CASH:** will be refunded cash.

**Purchases paid by CHECK:** A student Registration Fee Receipt AND a valid CA ID or CA drivers' license is required when writing a check. There is a 21 day waiting period for a cash refund on all merchandise paid by check. A credit slip will be issued on the returned merchandise as long as it is returned within the refund period. Merchandise held past the return period will not be accepted.

**Purchases paid by CREDIT CARD:** A bank credit slip will be issued and credited back to the account. The bookstore accepts Master Card, Visa and Discover. Debit cards are treated like credit cards (with the above logos), but are handled differently by your bank. Check with the bank policy regarding how the money will be credited back to your account.

### Textbook Sell Back

Textbook buy back is a service the Bookstore provides for the students so they can sell their used books at the end of each semester or session. The bookstore makes an effort to Buy Back as many textbooks as possible from LAVC students. It is not an obligation on the part of the store, but a service we perform to help keep the cost of books down. The Bookstore has a Wholesale Buyer purchase books back at the end of each session, during finals and again at the beginning of each term (the first three days of class) Textbooks purchased for the bookstore will be purchased at half the original purchase price.

The bookstore will make every effort to purchase books from our students. There are several conditions that affect the value of a textbook at buy back.

- The book must have an order placed by the faculty at the time of buy back. Books may be added to the list as orders are received from the instructors. The bookstore can not be responsible for late book orders that may affect the actual price offered to the students.
- A new edition has not superseded the current one by the publisher.
- Inventory levels require more books.
- The book is not a supplementary (not required) book
- The book is not a workbook, study guide, spiral or has perforated pages.
- The book will survive another semester and is in resalable condition (no water damage, bindings intact, readable, etc.).

*\*The management reserves the right to refuse a refund, exchange or the purchase of any book at buy back based on the condition of the merchandise.*

### Business Office

The Business Office provides service to the campus regularly between the hours of 8:00 a.m. to 3:45 p.m., Monday, Thursday and Friday and 8:00 a.m. to 6:45 p.m., Tuesday and Wednesday. The Business Office hours are extended during walk-in registration until approximately 7:30 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 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 childcare, counseling, classes, books, paid work study, and other services. For more information, contact CalWORKS in Bungalow 13-14, Monday through Friday, 8 am to 4:30 p.m., (818) 947-2976.

### Cafeteria

Full cafeteria service, including breakfast, pastries, hot grill items, pizza, sub-sandwiches, 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 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)

## Child Development Center

Los Angeles Valley College Child Development Center (CDC) offers services to children of student-parents.

### Programs and Hours

**DAY PRESCHOOL PROGRAM:** Services for preschool age children, 3 up to 5 years of age (or entry into Kindergarten), are available Monday-Friday, 7:45 a.m. to 5:00 p.m.

**SCHOOL AGE PROGRAM:** Services for school age children, Kindergarten up to 13 years of age, are available Monday-Thursday, 2:30 p.m. - 10:20 p.m., and Friday, 2:30 p.m. to 5:00 p.m. during the Spring and Fall semesters.

The Center faculty develops daily activities to provide a developmentally complete program for both preschool and school age children's cognitive, creative and emotional growth.

### Admissions Policy For Child Development Center

The Child Development Center affords all persons full and equal access, regardless of their sex, color, age, ethnic group identification, race, national origin, religion, mental or physical disability (including AIDS), creed, ancestry, pregnancy, marital status, medical condition, sexual orientation, or veteran status. (Reference: Government Code Section 11135, Education Code Section 200, LACCD Board Rule 1202). The Child Development Center programs refrain from religious instruction or worship.

### Waiting List

There is a waiting list for all of the Child Development Center programs. The length of the list varies by program. Day preschool program applications are generally on the waiting list from 6 months to 1 year before space is available for enrollment. The waiting list for the evening school age program moves more rapidly; most requests for evening service are filled each semester. An application must be completed and submitted to the Child Development Center office before a child will be considered and placed on the waiting list.

For applications and information contact the CDC at (818) 947-2931. The Center is located in Parking Lot D, in the northeast section of the campus, 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, noncredit 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 (VTEA), 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.

### 2006-2007 Advisory Committees:

Accounting	Geographic Information Systems
Administration of Justice	Graphic Design
Broadcasting	Management
Business Administration	Marketing
Child Development	Media Arts
Computer Applications & Office Technologies	Nursing
Computer Science	Real Estate
Electronics	Respiratory Therapy
Engineering	Theater Arts
Finance	Tool & Manufacturing
Fire Technology	

## Disabled Students Program and Services (DSPS)

The Disabled Students Program and Services (DSPS) Office is designed to promote and provide equal access to educational programs and activities offered by Los Angeles Valley College for students with verified disabilities.

Students may be eligible for one or more services, depending on the specific nature of their disabilities. 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 on recommendation of DSPS.

Support services for eligible, registered students with verified disability-based needs may include registration assistance, orientation to campus, special counseling, access to instructional materials in alternative formats, 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 assistive technology. 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 to receive information about services so that accommodations can be provided in a timely manner. DSPS is located in Campus Center, Room 100. For further information, contact DSPS at (818) 947-2681 or (818) 947-2680 (TDD for the deaf only).

### Alternate Text Formats

Eligible students can request educational materials and other published college materials in alternate text formats from Disabled Students Program and Services. Please call (818) 947-2681 or TDD (818) 947-2680 to inquire about alternate text format production.

### Teletype Devices for the Deaf (TTY)

TTY's for the deaf and hard of hearing are available on campus at the following locations: Disabled Students Program and Services, Campus Center 100; College Sheriff, M&O Building - West-end (available 24 hours); Administration Building public telephones, Lobby Area, and outdoor public telephone near vending machines in the Arcade, east of the Physics Building.

### Wheelchair Accessibility

Campus Center/Monarch Hall is currently the only multi-story building on campus and it can be accessed by elevator. All other buildings can be accessed by ramps, with the exception of some of the bungalows. The following bungalow classrooms are inaccessible to wheelchair users: Bungalows 3, 4, 5, 9, 10, 11, 12, 25, 30, 31, 32, 33, 34, 35, 36, 37, 38, 45, 46, 47, 48, 49, 50, 51, 52, 70, 71, 72, 73, and 74. If you are a wheelchair user, please try to schedule 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 DSPS (818) 947-2681 early in the registration process for assistance regarding access to classrooms.

## Campus Construction and Accessibility

The college is undergoing a large construction project that will result in new buildings and modernized classrooms. During the construction project students with mobility limitations are urged to be aware that regular paths of travel may be closed and to take extra care in navigating the campus.

Students should be able to access construction safety updates on the college website [www.lavc.edu](http://www.lavc.edu) or from DSPS.

## 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 unless waived by DSPS due to a disability, (4) have fewer than 50 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

### What is Financial Aid?

Financial aid is funding provided by the federal and state governments to assist eligible students with their educational expenses and is available in the form of grants, employment and loans. The goal of financial aid is to provide access to postsecondary education to those who otherwise would be unable to continue their education without financial assistance. The amount and type of aid offered to each student is determined by federal and state regulations, 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. Financial aid is not a supplement to the student's income for meeting normal living expenses, but is available to help the student offset some of his/her educational expenses.

### Who is eligible for Financial Aid?

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

- Must be a U.S. citizen or an eligible noncitizen. An eligible noncitizen is a U.S. permanent resident who has documentation from the Department of Homeland Security verifying that his/her stay in the U.S. is other than for a temporary purpose.
- Demonstrate financial need, except for some loan programs.
- Be enrolled as a regular student in an eligible program. An eligible program at a community college is defined as a Certificate, Associate Degree, or Transfer to a Baccalaureate Degree Program.
- Have a valid Social Security Number (unless you are from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau). 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 Grants, reporting enrollment data for loan deferments, and other financial aid related purposes. If you need to apply for a Social Security Number, contact the Social Security Administration by calling 800-772-1213 or online at [www.ssa.gov](http://www.ssa.gov).
- Be making Satisfactory Academic Progress (SAP) in a course of study leading to a Certificate, Associate Degree, or Transfer to a Baccalaureate Degree program.
- Certify that you are not in default on a federal student loan, and do not owe money on a federal student grant (which could happen if you withdraw from school). Loans include the Federal Perkins Loan (formerly the National Direct/Defense Student Loan), Federal Nursing Loan, Family Education Loans (FFEL), Federal Direct Loans, and Supplemental Loan for Students (SLS) and this applies to any school the student attended. Grants include the Federal Pell Grant, Academic Competitiveness Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and State Student Incentive Grant (SSIG).
- Comply with Selective Service registration requirements if required to do so.

- Demonstrate an Ability to Benefit as defined below:
  - Earned a high school diploma; or
  - Earned a Certificate of General Education Development (GED); or
  - Passed a California high school proficiency examination; or
  - Completed a high school education in a home school setting approved under state law; or
  - 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; or
  - Passed an independently administered "Ability to Benefit Test" that is approved by the Secretary of the Department of Education. Tests are administered and scheduled by the Los Angeles Valley College Assessment Center.

### When to Apply?

Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) on or after January 1 of each year they wish to apply for financial aid. The Los Angeles Valley College Financial Aid Office has set a FAFSA priority processed receipt date of March 2, 2007 and a May 1, 2007 deadline to submit all required documents. By meeting both of these deadlines, students will be considered as first priority applicants and for all possible sources of financial aid.

### Important Financial Aid Dates

#### January 1, 2007

FAFSA applications and FAFSA on the Web are available for the upcoming academic year.

#### March 2, 2007

Deadline for priority financial aid consideration. Be sure your FAFSA is processed by this date. This is also the very important Cal Grant A and B Entitlement, Competitive Awards, and Cal Grant C deadline.

#### May 1, 2007

Students who have a FAFSA processed receipt date of March 2, 2007 and submit all required documents by May 1, 2007, will be considered as first priority applicants, will be given priority consideration for all possible sources of financial aid, and will most likely receive their financial aid during the first week of the semester, when it is needed. Students who miss the priority deadline may still apply for financial aid, but some funds may be limited.

#### July/August 2007

Award Notification Letters are issued to priority applicants. A Student Award Guide will be included with this notification. It is your responsibility to read this information and abide by all standards.

**Sept. 2, 2007**

Second opportunity for community college students to apply for the Cal Grant Community College Competitive Awards.

Funding is limited, so we encourage students to meet the March 2, 2006 priority Cal Grant deadline if possible, when more funding opportunities are available.

**How to Apply For Financial Aid?**

To apply for federal and state financial aid programs, applicants must complete the Free Application for Federal Student Aid, commonly referred to as the FAFSA. Applicants must use their Social Security Number when applying for financial aid. Two methods for applying are available:

- 1) Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for the new or renewal FAFSA, or
- 2) Complete and mail the paper FAFSA to the Central Processing System. There is no longer a paper renewal FAFSA.

**Option 1** is highly recommended because this method is easier, faster, and most important of all, reduces the number of errors which result in rejected applications. If you do decide to apply online, be sure to visit [www.pin.ed.gov](http://www.pin.ed.gov) to request a Personal Identification Number (PIN) prior to applying online so that you may electronically sign your FAFSA, or as is commonly referred, e-sign your application. For dependent students only, parents need to also request a PIN to e-sign the FAFSA.

**Option 2** is also acceptable, but it takes more time to process a FAFSA by this method. There is a greater risk for error when completing the FAFSA by paper and this may result in a rejected application.

Regardless of which method you choose, if you need help in completing the FAFSA, visit the Financial Aid Office to complete the application online in our personal computer lab or by paper.

Upon your successful completion of the FAFSA, you will receive a Student Aid Report (SAR). Students who apply online will receive their SAR via email, provided an email address was listed. If an email address was not provided, students will receive their SAR by mail as those who completed the FAFSA by paper. It is the student's responsibility to thoroughly review the SAR and comply with all instructions.

Students who list the Los Angeles Valley College Federal School Code, 001228, and whose FAFSA was successfully processed, will receive a Document Tracking Letter indicating what documents are required to complete the student's file. The Financial Aid Office maintains the right to request additional information to complete the file review process at any time.

**How are Need and Budget Determined?**

Most financial aid awards are based on demonstrated financial need, which is the difference between the Cost of Attendance (COA) or commonly referred to as the budget, and the Expected Family Contribution (EFC), e.g.  $COA - EFC = \text{Financial Need}$ .

"Need" is determined based on the Financial Aid Office's review of the information reported on the FAFSA and supporting documents provided.

**How are Expenses Established?**

In order to treat all students equally, standardized budgets (COA) are established and applied to all applicants. This means all students with similar circumstances will receive the same allowance for rent, food, personal expenses, books, supplies, transportation, registration and enrollment fees. Adjustments may be made on an exception basis to the budget for documented unusual expenses.

**How is Financial Aid Awarded?**

Financial aid eligibility is evaluated using Federal Methodology. Financial aid is awarded on a first come, first-served basis and files are reviewed by date order. Awards can consist of a combination of grants, work-study and student loans. For specific information about the financial aid programs that Los Angeles Valley College participates in, please see the "Types of Financial Aid Programs Available" section in this catalog or visit our website at [www.lavc.edu](http://www.lavc.edu). Please note: students may not receive financial aid at more than one college at a time.

**Award Notification Letter (ANL)**

Award Notification Letters are mailed to students and list the COA, EFC, total awards, resources, and unmet need amounts applicable to the academic year. Students may accept or reject all or part of their financial aid offer. If a student rejects or declines an award, a substitute may not be available. Students may receive a revised ANL during the academic year. The revisions may reflect additional fees or allowances added to the COA, educational resources which must be accounted for, semester or enrollment changes, and additions or deletions of specific awards. A Student Award Guide will be included with your ANL. It is your responsibility to read this information and abide by all standards.

Financial assistance is considered supplemental to the family's resources, student earnings, and aid received from other sources. Applicants are reminded that they should NOT depend on financial aid to meet basic living expenses.

The Financial Aid Office reserves the right to modify aid commitments at any time because of changes in a student's financial status, changes in the availability of funds, or changes in Federal, State, Los Angeles Community College District (LACCD), or Institutional regulations.

The amounts that appear on the ANL are based on full-time equivalent enrollment, 12 units or more. Should a student decide to take fewer classes, the disbursement will be adjusted accordingly. Cal Grants, Child Development Grant, Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG) and all Loans require a minimum unit enrollment of half-time, six (6) units, at Los Angeles Valley College. Units from other colleges cannot be combined for any of these awards.



## Types of Financial Aid Programs Available

### State Financial Aid Programs

#### Board of Governors Fee Waiver Program (BOGFW)

This program is offered by the California Community Colleges and waives enrollment fees charged by our college for qualifying students. Since this is a waiver there is no actual disbursement of funds. Applicants do not have to be enrolled in a specific number of units to receive the BOGFW and no repayment of this award is required, unless fraudulent information was provided to obtain the BOGFW. Health fees are no longer waived. Students who choose to audit classes are not eligible for the BOGFW or any other financial aid programs at Los Angeles Valley College. No exception to this policy can be made.

Students are eligible to apply for the BOGFW if they are:

- Classified by the LAVC Admissions & Records Office as a California resident; and
- Enrolled in at least one unit; and
- Meet one of the following criteria in Method A, B or C:
  - **Method A:** The student or his/her parent is a verifiable recipient of TANF (formerly AFDC), CalWORKs, SSP, SSI, General Assistance/General Relief, recipient of the Congressional Medal of Honor\*, is a child of a recipient or a dependent of a victim of the September 11, 2001 terrorist attack\*, or the student is an eligible dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty\*, or 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.
 

*\*Documentation must accompany the BOGFW application for these classifications.*
  - **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.
  - **Method C:** Students who complete the FAFSA can also qualify for the BOGFW and do not need to complete the separate BOGFW application. In fact, it is highly recommended that students complete the FAFSA, not just the BOGFW application to maximize their opportunities for other sources of financial assistance. Students who choose to apply via the FAFSA and list the LAVC Federal School Code, 001228, will automatically be evaluated for a BOGFW.

If you qualify for the BOGFW after you pay your fees, you may request a refund at the Los Angeles Valley College Business Office within the same academic year. The last day to apply for a BOGFW for the current academic year is June 30th. The BOGFW and

all other financial aid programs cannot be used under any circumstances to pay for audit classes. No exception to this policy can be made.

### CA Student Aid Commission Programs (CSAC)

#### Cal Grant Programs

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 do not need to be repaid.

#### Cal Grant A

Cal Grant A assists with tuition and fees at California public and independent colleges, and some occupational and career colleges. Your course of study must be for at least two years and result in the award of an Associate Degree requiring at least 48 semester units or the equivalent, or that results in eligibility for transfer from a community college to a baccalaureate degree program. If you receive a Cal Grant A, but choose to attend a California Community College first, your award can be held in reserve for up to three years until you transfer to a four-year college, if you continue to qualify.

Cal Grant A Entitlement awards are guaranteed for every graduating high school senior that has at least a 3.0 grade point average (GPA), meets the academic and financial 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 grant includes a tuition and fee award for students who will be attending a college other than a California Community College. A community college is not considered a tuition-charging institution therefore the award remains as assistance for living expenses and books. Coursework must be for at least one academic year.

Cal Grant B Entitlement awards are guaranteed for every graduating high school senior that has at least a 2.0 GPA, meets the financial and academic 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.

### California Community College Transfer Entitlement Cal Grant

High school students who graduated July 1, 2000, or after, 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 California Community College GPA, meet the admissions requirements for the qualifying four-year college, meet the Cal Grant academic and financial eligibility 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 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. Funding is available for up to two years, depending on the length of the program. If eligible, students will receive a Cal Grant C Supplement with a specified deadline to submit this supplement. Supplements are scored based on the applicant's work experience, educational history and vocational aptitude.

To be eligible for a Cal Grant you must:

- Submit the FAFSA and GPA Verification by the specified deadlines
- Be a U.S. citizen or an eligible noncitizen
- Be a California resident
- Have a Social Security Number
- Attend a qualifying California College
- Not have already earned a bachelor's or professional degree (except for 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 college of attendance
- Be in a program leading to an undergraduate degree or certificate
- Be enrolled at least half-time
- Have registered with Selective Service, if required to do so
- Not owe a refund on any state or federal grant, and
- Not be in default on any student loan.

### Applying for a Cal Grant

Students apply for Cal Grants A, B, and C by completing and submitting the FAFSA as soon as possible starting January 1, 2006 and no later than the postmark deadline of March 2, 2007. A verified GPA must also be submitted to the CSAC by the deadline.

High school seniors must apply for the Cal Grant A or B Entitlement award between January 1 and March 2 of their senior year or by March 2 of the year after their high school graduation. For the Cal Grant A and B Competitive awards, students may apply during their senior year in high school through their junior year of college.

Students who plan to attend a California Community College in Fall, should still try to meet the March 2 deadline, even though there is a second filing deadline of September 2. That is because there are only a limited number of Competitive Cal Grant awards available in the Fall.

For the Cal Grant A and B Transfer Entitlement awards, students must file the FAFSA and a verified community college GPA between January 1 and March 2 of the year in which they plan to transfer to a four-year college.

### Law Enforcement Personnel Dependents Grant Program (LEPD)

The Law Enforcement Personnel Dependents Grant Program provides need-based educational grants to dependents and spouses of: California peace officers (Highway Patrol, marshals, sheriffs, police officers), Department of Corrections and California Youth Authority employees, and permanent/full-time firefighters employed by public entities who have been killed in the performance of duty or totally disabled as a result of an accident or injury caused by external violence or physical force incurred in the performance of duty. Applications are accepted throughout the academic year.

### Child Development Grant Program

The Child Development Grant Program is a need-based grant designed to encourage students to enter the field of child care and development in a licensed children's center. Students who plan to enroll at least half-time in coursework leading to a Child Development Permit as teacher, master teacher, site supervisor or program director are eligible to apply through the institution they plan to attend. To receive funding, students must sign a Service Commitment Agreement stating they will provide one year of full-time service in a licensed children's center for each year they receive the grant. Students are encouraged to submit the 2007-2008 application to the Financial Aid Office by June 21, 2007.

### Chafee Grant

The California Chafee Grant Program provides up to \$5000 annually of free money to foster youth and former foster youth to use for college course or vocational school training.

For more information about any of the California Student Aid Commission Programs, visit [www.csac.ca.gov](http://www.csac.ca.gov).

## Federal Financial Aid Programs

### Federal Pell Grant

The Federal Pell Grant is a federally funded need-based program awarded to undergraduate students who demonstrate financial need and have not earned a bachelor's or professional degree. In some limited cases, a student may receive a Federal Pell Grant for attending a post-baccalaureate teacher certificate program.

### Academic Competitiveness Grant (ACG)

Academic Competitiveness Grant (ACG) a federal grant awarded to students who meet the following criteria: U.S. Citizen, eligible for a Federal Pell Grant, enrolled full-time, is a first or second year undergraduate, and has completed a rigorous secondary school program of study.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG Program is a federal program designed to supplement other sources of financial aid for undergraduate students with exceptional need. Priority is given to students who receive the maximum Federal Pell Grant Award. Students must be enrolled in a minimum of six (6) units at Los Angeles Valley College to be eligible for payment; units from other colleges may not be combined for this award.

### 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; students are also required to file a FAFSA. Interested students should contact their Tribal Council for an application or can contact the Bureau of Indian Affairs, Office of Indian Education Programs, 2800 Cottage Way, Sacramento, CA 95825, visit the web site at [www.oiep.bia.edu](http://www.oiep.bia.edu) or call (916) 978-6058 for more information.

### Scholarships

Scholarships are gift-aid awarded on the basis of merit, academic excellence, and in some cases additional criteria such as study in a particular major, leadership, or financial need. For information about the Patrons Scholarship contact the Los Angeles Valley College Foundation Office, AD 100 or the counseling office.

### Federal Work-Study Program (FWS)

FWS is a federal program that enables a student to earn part of his/her financial aid award through part-time employment on or off-campus. FWS is awarded to students who indicated an interest on the FAFSA, who demonstrate financial need, and is subject to funding availability. There is a minimum unit enrollment requirement of six (6) units at Los Angeles Valley College; units from other colleges may not be combined for this award.

## Loans – Funds That Must Be Repaid!

Students are in no way obligated to borrow loans. All loans require a minimum unit enrollment of six (6) units at Los Angeles Valley College; units from other colleges may not be

combined for loans. 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 Notification 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. Los Angeles Valley College participates in the following loan programs:

### Federal Carl D. Perkins Loan

Federal Perkins Loans (formerly the National Direct/Defense Student Loan) are for students with exceptional need. The college is the lender. The interest rate is fixed at five percent and there are no fees. No interest will accrue while students are enrolled at least half-time. Repayment begins nine (9) months after the borrower graduates, withdraws, or ceases to be enrolled as a half-time student. 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 Programs (FDSL)

Federal Direct Loans (subsidized and unsubsidized) are loans borrowed directly from the United States Department of Education who serves as the lender of these loans.

Two types of Direct Loans, Subsidized and Unsubsidized, are offered at Los Angeles Valley College. Repayment begins six months after a student ceases to be enrolled as a half-time student, withdraws, or graduates from the college. The interest rate on these loans is 6.80%.

**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 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. We do not recommend this loan, but if you must borrow, we suggest that you make interest payments for unsubsidized loans.*

Standard repayment of the Direct Loan Programs may extend up to 10 years. There are 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.

*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.*

### **Fund Disbursement**

Disbursement dates and deadlines are mandated by Federal, State, LACCD and Institutional policies and regulations and must be met. Failure to do so will result in applications not being accepted or processed.

Checks are sent by mail to the address on file in the Admissions Office, transferred electronically to the student's bank account (EFT), and on rare occasions sent to the College Business Office. It is the student's responsibility to report address and phone number changes to the Admissions and Financial Aid Offices.

To expedite receipt of financial aid funds, we strongly encourage students to sign up for Electronic Fund Transfer (EFT). EFT is a service which eliminates the need to issue a check for student financial aid grants and also eliminates the problem of checks lost in the mail. Students must go the College Business Office to sign up for EFT. A copy of a voided check showing your account number will be needed.

Financial aid disbursements are based on the number of units the student is enrolled in at the time of disbursement. Full-time is considered 12 or more units per semester; three-quarter-time is considered 9-11.5 units per semester; half-time is considered 6-8.5 units per semester; and less than half-time is 1-5.5 units per semester.

Disbursements will be adjusted if enrollment is less than full-time (less than 12 units). Supplemental check runs occur throughout the academic year. The computer system has been programmed to issue additional payments for units not counted in earlier disbursements. Payment for late starting classes will not be issued until the class begins.

After the second disbursement run date of the Fall and Spring semesters, no further award adjustments will be made. Any changes in your enrollment may result in a reduction or cancellation of your financial aid award. If you withdraw or drop classes, full or partial repayment of your financial aid may be required. It is your responsibility to drop your classes if you do not attend.

### **Summer Financial Aid**

Federal 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**

Students cannot receive financial aid for enrollment in audited classes and this includes the Board of Governors Fee Waiver. No exceptions to this policy can be made.

### **English as a Second Language (ESL)**

Students taking only ESL classes must submit an Educational Plan and an ESL Certification to the Financial Aid Office within the first semester. Both forms must be signed by an Academic Counselor. ESL Certification Forms are available in the Financial Aid Office.

### **Remedial Courses**

Students may not receive financial aid beyond 30 units of remedial coursework. No exceptions to this policy can be made.

### **Enrollment at Other Colleges**

Automatic Consortium Agreements are in effect for all colleges within the Los Angeles Community College District (LACCD). Students who choose to attend more than one college within LACCD during the same academic period will receive Pell, Academic Competitiveness Grant,\* and Cal Grants based on all units taken provided eligibility exists and they are enrolled in a minimum of one (1) unit at LAVC. For all other financial aid programs, students must be enrolled in a minimum of six (6) units at Los Angeles Valley College; units from other colleges may not be combined for all other programs. LAVC only participates in consortium agreements within the LACCD. \*Students must be enrolled full-time (12 units) for the ACG.

### **Instructional Television (ITV)**

Students taking ITV courses must be enrolled in at least one (1) unit at Los Angeles Valley College to receive Federal Pell Grant and Cal Grant payments, provided eligibility exists. For all other programs, students must be enrolled in a minimum of six (6) units at Los Angeles Valley College; units from other colleges may not be combined for all other programs.

### **Recalculations, Overpayments, Overawards, and Repayments**

Federal Pell Grant, Academic Competitiveness Grant, and Federal Supplemental Educational Opportunity Grant awards must be recalculated if the student's information changes after the initial calculation or disbursement. The three factors that are most likely to change are enrollment status, expected family contribution (EFC), and cost of attendance. Awards will be calculated during each term, based on the student's enrollment status for that term. If the student's enrollment status changes up to the date of the second disbursement run date, the Financial Aid Office will recalculate the student's federal financial aid grants. A recalculation may result in a decreased, increased, or award remains the same status. Students will be asked to repay any overpayment as a result of the recalculation. Failure to repay will result in your ineligibility of future financial aid funds at any postsecondary institution.

## Federal Refund Requirements

The Higher Education Amendment of 1998 governs the Return to Title IV Funds Policy for a student who completely withdraws from a period of enrollment (i.e. semester). This rule assumes that a student “Earns” aid based on his/her semester enrollment. “Unearned” aid, other than Federal Work-Study, must be returned. Unearned aid is the amount of federal financial aid received that exceeds the amount the student has earned. Unearned aid may be subject to repayment.

The Los Angeles Valley College Financial Aid Office will determine the amount of federal financial aid that a student has earned in accordance with federal law. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they received. Students who withdrew from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed and will be required to repay any unearned financial aid they received.

Students who have borrowed loans will begin using their grace period and repayment of these loans will begin if enrollment ceases to be less than half-time when the grace period expires. Additionally, satisfactory academic progress requirements for financial aid eligibility may not be met and this may jeopardize future financial aid eligibility.

If you have any outstanding debt at Los Angeles Valley College, a hold will be placed on your academic records until the debt has been paid. You will not be able to register for a subsequent semester at our College, obtain a copy of your academic transcript, and your credit history may be adversely affected when the College reports your account(s) as delinquent to an outside credit agency.

Failure to repay these funds will result in the denial of future federal financial aid at all colleges. We strongly encourage you to contact the LAVC Financial Aid Office before initiating a withdrawal to fully understand the consequences of this action.

## Financial Aid Satisfactory Academic Progress (SAP) Policy

Satisfactory Academic Progress (SAP) standards apply to ALL federal and state aid applicants, whether or not they have previously received aid. All students must meet the SAP Policy detailed below to be eligible to receive financial aid. Students receiving financial aid enter into an agreement to make satisfactory academic progress toward their educational goal. Failure to maintain these standards will result in the loss of financial assistance. The Financial Aid Office reviews academic progress at the end of each academic year.

The standards apply to all financial aid students and to all coursework taken, including coursework taken prior to the time a student establishes financial aid eligibility. All students receiving federal and state financial aid, except the BOGFW, must comply with the following satisfactory academic progress standards:

## I. GENERAL INFORMATION

- A. In accordance with the Higher Education Act of 1965, as amended, the Los Angeles Community College District (hereinafter referred to as LACCD) established the following Standards of Academic Progress. These Standards apply to all students who apply for and receive financial aid from the programs listed below.
  1. Federal Pell Grant
  2. Academic Competitiveness Grant
  3. Federal Supplemental Educational Opportunity Grant (FSEOG)
  4. Federal Work-Study (FWS)
  5. Federal Perkins Loan
  6. Federal Nursing Loan
  7. Federal Family Educational Loans (FFEL)
  8. Federal Direct Student Loan (FDSL)
  9. Cal Grant B and C
  10. Child Development Teacher Grant
- B. Professional Judgment may be exercised in applying these standards in accordance with Section 479A of the Higher Education Act of 1965 as Amended Through June 1994.
- C. Satisfactory Academic Progress Standards are reasonable if they are the same as or stricter than the institution's standards for a student enrolled in the same educational program who is not receiving assistance under Title IV Federal Financial Aid Programs.
- D. Current and previous coursework earned at any college within the LACCD will be reviewed for compliance with the standards put forth in this policy.
- E. Consortium Classes
  1. All classes throughout the LACCD will be included when reviewing satisfactory academic progress. LAVC only participates in consortium agreements within the LACCD.

## II. GENERAL REQUIREMENTS

- A. Students receiving financial aid must be enrolled in an eligible program. An eligible program is defined as:
  1. An educational program that leads to a Certificate, or
  2. An educational program which leads to an Associate Degree, or
  3. An educational program which is at least a two-year academic Transfer Program that is acceptable for full credit toward a Baccalaureate Degree.

## III. SATISFACTORY ACADEMIC PROGRESS STANDARDS.

- A. Maintenance of a 2.0 cumulative GPA.
- B. Fewer than ninety (90) attempted units for students who indicated Associate Degree or Transfer as their educational goal.

1. Students who have already earned an Associate or higher degree will need to follow the appeal procedure.
2. In Progress (IP) grades count as attempted units in the maximum time frame only. It does not affect cumulative grade point average in the qualitative measure nor is it included as completed units in the quantitative measure.
3. Students who have approved Extension Appeals on file prior to the 2007-2008 academic year must adhere to their Student Educational Plan; no modifications will be authorized.

C. Completion of 75% cumulative units attempted.

1. Entries recorded in the students' academic record as Incomplete (INC), No Credit (NCR), and/or Withdrawal (W) are considered non-grades and must be 25% or less than the cumulative units attempted.

#### IV. APPLICATION OF STANDARDS

- A. Satisfactory Academic Progress for financial aid students will be determined annually at the beginning of the academic year.
- B. Students who are disqualified from financial aid will be notified by mail and receive the procedure for appeal.
- C. A student who has been disqualified at **any** college in the LACCD is disqualified at **all** colleges within the LACCD.
- D. A change of one (1) educational goal or major course of study will be permitted. Students are eligible to receive financial aid for one educational goal at the institution of attendance.
- E. Disqualification.
  1. Students will be disqualified if they have one or more of the following academic deficiencies at the end of Spring semester:
    - a. Total units attempted (excluding thirty (30) remedial units) are equal to or greater than ninety (90). (1) Associate or higher degree has been earned.
    - b. Cumulative GPA is less than 2.0;
    - c. Cumulative Non-Grades are more than 25%.
- F. Warning Letter.
  1. Students will receive a Warning Letter at the end of the Fall semester if they have one or more of the following academic deficiencies:
    - a. Cumulative GPA is less than a 2.0;
    - b. Cumulative non-grades are greater than 25%;
    - c. Number of units attempted reaches forty-five (45).

#### V. MAXIMUM TIME LENGTH

- A. Students attending for the purpose of obtaining an Associate of Arts Degree (AA), an Associate of Science Degree (AS), or completion of requirements for Transfer

to a four-year college are allowed 90 attempted units in which to complete their objective.

1. Attending full-time (12 units or more), a student is expected to complete his/her objective in three years.
  2. Attending part-time (less than 12 units), a student is expected to complete his/her objective in six years.
  3. Exceptions will be made only when the requirements of a student's objective cause the student to exceed the maximum time limit.
- B. Short Length Certificate Programs.
1. Some certificate objectives at the Los Angeles Community Colleges may be completed in less time than that required for the Associate of Arts, Associate of Science and Transfer objectives.
  2. The following table shows the normal completion time and maximum time for certificate programs of varying length:

Units required for the Certificate Program	Normal Length	Maximum Length
10 to 24	2 semesters	3 semesters
25 to 36	3 semesters	5 semesters
37 to 48	4 semesters	6 semesters

- C. To be eligible for financial aid, a program must be at least six (6) months in length with a minimum of sixteen (16) units. Students enrolled in a Certificate Program may continue to qualify for financial aid up to ninety (90) attempted units, six (6) full-time semesters, or the equivalent, if they are planning to obtain an Associates Degree or to Transfer to a four-year college in addition to obtaining the Certificate.

#### VI. SUMMER AND WINTER FINANCIAL AID

Summer and Winter terms are included in the evaluation of Satisfactory Academic Progress standards.

#### Appeal Procedure for Reinstatement of Financial Aid

Students may appeal to be reinstated for financial aid as long as the student is eligible to enroll at the College and submits the appeal to the Financial Aid Office by the appeal deadline. Generally, the appeal will fall into one of two categories:

- A. To apply for reinstatement after disqualification due to substandard progress, the student must complete a Substandard Petition for Reinstatement of Financial Aid and schedule an appointment with an Los Angeles Valley College Academic Counselor to obtain a Student Educational Plan (SEP). The SEP must be submitted with the Petition for Reinstatement. The Petition 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. No appeals are permitted for the Winter or Summer terms. If the Petition is denied, the student must resolve the deficiency without receiving financial aid (with the exception of the Board of Governors Fee Waiver) before being considered for reinstatement again. After successful demonstration of meeting all SAP standards, the student may submit a new Petition for Reinstatement. In a case where the student disagrees with the appeal 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. To apply for reinstatement after disqualification due to 90 units attempted, or students who have already earned an AA, AS or higher degree, the student must complete a Petition for Extension of Financial Aid. The Petition must be accompanied by a SEP completed by a Los Angeles Valley College Academic Counselor, listing all courses on the Petition (general education and major requirements) remaining that are needed to obtain the student's immediate educational objective. The Petition 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. No appeals are permitted for the Winter or Summer terms. Only approved courses listed on the SEP will be authorized for payment and no revisions to the SEP will be permitted once the appeal has been submitted to the Financial Aid Office. 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.

## Fraud

Any student who attempts to obtain financial aid by fraudulent methods will be suspended from financial aid for unsatisfactory conduct. The College will report such instances to local law enforcement agencies, to the California Student Aid Commission, and to the United States Department of Education. Full restitution of any financial aid received through fraudulent means will be required.

## Additional Financial Aid Information

If you would like to learn more about financial aid, please visit the Los Angeles Valley College website at [www.lavc.edu](http://www.lavc.edu) or stop by the Los Angeles Valley College Financial Aid Office. Staff members are available to answer your questions. Students may also pick up several free sources of publications about financial aid programs that can be of assistance now and in the future.

## 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/publications/p970/index.html](http://www.irs.gov/publications/p970/index.html).

## Annual Campus Security Reports under the Cleary Act

The College's 2005 Security Report is posted at [www.lavc.edu](http://www.lavc.edu), the College website. Students may obtain a paper copy of the Report upon request at the Administrative Services office.

## College Sheriff/Parking

*"A partnership in school safety"*

**The College Sheriff is located in Parking Lot "D" and is open 24 hrs a day / 7 days a week. Our office number is extension 2911 (from any campus office phone) or \*80 (from any campus payphone, at no charge to you). The College 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 College Sheriff for crime prevention at LAVC.

Any student can inquire about crime on campus. All campus crime stats are posted in the College 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 College 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.

### 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.

A student attending Los Angeles Valley College is entitled to use the job placement services of any of the other Los Angeles Community Colleges.

### 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
- Computerized Office with Accounting
- Customer Service Representative
- A+ Certification/Network Computer Technician
- General Office Specialist
- General Office Specialist with Accounting
- 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 call us at (818) 947-2941.

### Lost and Found

Lost and Found is located in the Campus Sheriff's Office 5851 Ethel Avenue, Valley Glen, CA 91401 or Lot "D".

### 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, 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., Lot H & 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 in Parking lot D 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 Ave. 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. Regular parking permits are available from the Business Office.

### Student Support Services

SSS is a student support services program that is funded by the U.S. Department of Education. The mission of the program is to increase college retention and graduation rates of students eligible for the program as well as increasing the transfer rates for these students from Valley College to 4-year universities. In response to this mission, academic support services will be provided to



students who meet the following criteria and are willing to commit themselves to the requirements of LAVC's SSS program.

- Students must be a U.S. citizen or permanent resident and meet one or more of the following federal guidelines:
  - First generation college student – neither parent has a bachelor's degree from a university/college
  - Low income – according to federal guidelines
  - Have a documented disability
- Students must also meet all of the following criteria:
  - Have transfer as an educational goal
  - Need for academic and personal preparation
  - Assessed in English 28 or below and/or Math 125 or below
- The Student Support Services program will provide eligible students who join the program with the following services:
  - Academic Counseling
  - Tutoring/Mentoring
  - Study Skills Workshops
  - Financial Aid Workshops
  - Career Counseling and Workshops
  - Cultural Activities and Field Trips
  - Transfer Information
  - College/University Visits
  - Computer Lab
  - Laptop Loan (short term)
  - Bluebooks & Scantrons
- Students must be willing to commit themselves to the following requirements of the Student Support Services program:
  - Students must enroll in at least 9 units fall and spring semesters
  - Students must meet with the SSS counselor at least once each semester
  - Students must maintain at least a 2.0 G.P.A.
  - Students must attend at least 1 of the following activities each semester: workshops, club meetings, tutoring, cultural events or field trips
- If you would like to be part of this program contact Barbara Schneider at (818) 947-2483 or e-mail at [schneib@lavc.edu](mailto:schneib@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 overpayments. 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 97).

**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 3 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.

## Associated Student Union (ASU)

The Associated Student Union is the core of the student government and activities program at Los Angeles Valley College. In existence since 1949, the Associated Student Union (ASU) is based on a concept of student participation in shared governance and campus activities.

The Associated Student Union at Los Angeles Valley College consists of two (2) branches: Executive Council and Inter Club Council (campus clubs).

## Executive Council

The responsibility of the Executive Council is to represent the student voice in the campus shared governance structure and sponsor events that promote cultural awareness, leadership development, academic improvement, student well-being and positive community relations. The Executive Council meets weekly throughout the fall and spring semesters. Each spring, elections are held for the following positions:

- President
- Vice President
- Treasurer
- Commissioner of Athletics
- Commissioner of Ethnic/Cultural Affairs
- Commissioner of Fine Arts
- Commissioner of Political Affairs
- Commissioner of Public Affairs
- Commissioner of Student/Social Affairs
- Commissioner of Campus/Environmental Concerns
- Commissioner of Evening Division
- Chief Justice (appointed)
- Parliamentarian (appointed)
- Inter Club Council Representative (appointed)
- Secretary (appointed)

Executive Council officers are responsible for representing the student voice by participating in the college's shared governance structure. Executive Council officers participate on the following college committees: Budget, College Council, Curriculum, Student Discipline, Instructional Programs, Master Plan, Matriculation, Space and Work, Student Services, and Technology.

In addition, the ASU coordinates and/or assists with the following events:

- Armenian Genocide Remembrance
- Black Heritage Celebration
- Club Days
- Commencement
- Dean's Reception
- Holocaust Remembrance
- Homecoming
- International Festival Scholarship Awards Night
- Latino Heritage Celebration
- Women in Education Celebration

### Campus Clubs (Inter Club Council)

The other branch of the Associated Student Union is the Inter Club Council (ICC). The responsibility of the ICC is to encourage student membership, facilitate efficient coordination, and protect and maintain the integrity of campus clubs. Like the Executive Council, representatives from each of the clubs meet weekly. The Executive Council Vice President chairs the meetings and ICC Representative acts as co-chair.

Campus clubs provide students with the opportunity to interact with their peers around a common cause or topic. To form a club, students must recruit ten students, draft a club constitution and have a faculty advisor. Some clubs which have been active during the year include the following:

- Armenian Student Association
- Black Student Union
- Child Development Club
- Le Club Francais
- National Hispanic Environmental Council
- Hillel
- MEChA (Movimiento Estudiantil Chicano/a de Aztlan)
- PESSA (Pre-medical, Engineering, Science Scholarship Association)
- Psychology Club
- Tau Alpha Epsilon
- Valley Collegiate Players

### ASU Membership Fee

Each student is encouraged to become a member of the Associated Student Union by paying their \$7.00 membership fee per semester. ASU membership enables students to join clubs, admission to athletic events, and discounts at local business. Also, the membership fee funds ASU-sponsored events and the Lion's Den.

The ASU operates a student lounge, the Lion's Den, which features 16 computers in the cyber lounge and a pool table, air hockey, big screen television and comfortable couches.

In addition, the ASU provides supplemental funding to a variety of programs and departments as listed below that enhance learning by providing tutoring, field trips, transfer activities, musical performances and intercollegiate athletics:

- Astronomy Department
- Cheerleaders
- Music Department
- Supplemental Instruction
- Transfer Alliance Program
- Transfer/Career Center

### 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.

## 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.

1. The following standards governing candidate and officer (as defined by the ASO constitution and by-laws) eligibility for appointed and elected Associated Student Organization officers (ASO), must be met:
  - A. The candidate or officer must be a currently paid member of the ASO, at the college where the election is being held and have successfully completed no more than 80 degree-applicable units in the District.
  - B. The candidate may seek only one campus office within the District.
  - C. The candidate or officer must have and maintain a cumulative and current GPA of at least 2.0 in units completed at all the colleges in the District during the semesters in which the student government office is applied for and held. Current means the most recently completed semester or session.
  - 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. At the time of election, or appointment, and throughout the term of office, the candidate or officer must be actively enrolled in, and must successfully complete a minimum of six (6) units per semester. Students falling below this requirement will automatically 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 associate degree major, certificate and/or transfer objective, as specified in the college catalog, caused the student to enroll in courses that exceeded the 80 degree-applicable unit maximum.
  2. Program prerequisites, as specified in the college catalog, caused the student to exceed the 80 degree-applicable unit maximum.
2. A candidate or officer is ineligible for ASO office:
  - A. If he/she has served more than four (4) semesters in any one (1) or more student government elected or appointed offices in the District.
  - B. If a candidate or officer, who exceeded the unit maximum in Section 1a of this regulation and was granted an exception, fails to be enrolled in courses that are specifically required for his or her declared associate degree, certificate or transfer objective requirements, as specified in the college catalog.
3. 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).

4. The Chief Student Services Officer and/or designee will verify a candidate or officer's eligibility. If the student should disagree with the findings of the Chief Student Services Officer and/or designee, he/she can appeal the decision through the student grievance procedures contained in LACCD Administrative Regulation E-55. Officers not adhering to the standards for office will be required to forfeit their positions.
5. 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, Sections 9801-9806).
6. Any candidate or officer with a disability may request an accommodation for the requirements of Section 1e:
  - 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.
7. 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.

### 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 Board Rule 21001 provides for a thorough evaluation of the candidates qualifications and insures an equal opportunity for any individual from any District college seek the position of student representative to the Los Angeles Community College District Board of Trustees.

In accordance with the existing Board Rule 21001, candidates for Student Trustee must:

1. Be currently enrolled and in good standing (i.e., not on academic or progress probation) at one or more colleges in the District.
2. Be currently enrolled in 6 units.
3. Have completed a minimum of 12 units in the Los Angeles Community College District and a maximum of 80 transferable units of college work within the Los Angeles Community College District. Exceptions on the maximum unit requirement may be considered according to Board Rule 21001.

For more information, contact the Associated Student Union Office in Campus Center 102.

## Intercollegiate Athletics and Eligibility

### Athletic Program

Valley College is a member of the Western State Conference (WSC) 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, softball, and women's soccer.

## Athletic Eligibility

COA and WSC 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 four weeks after the first day of instruction during his/her season of competition
- be enrolled in a minimum of 12 units, during competition in a sport (see Commission on Athletics, COA Constitution, Bylaw 1)\*.

\* Questions regarding eligibility should be directed to the Athletic Director or to the Office of Administrative Services.

## Alumni Association

### 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 LAVC Foundation Office (Admin. Bldg., Rm. 100), or you may download online at: [www.lavcfoundation.org](http://www.lavcfoundation.org). For information, please call (818) 947-2700.

### 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) 947-2619, or write:

The Los Angeles Valley College Foundation  
5800 Fulton Avenue  
Valley Glen, CA 91401-4096



LAVC Football Team

# ACADEMIC POLICY

## 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/I.D.

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 Load Limitations

Maximum unit requirements are as follows:

#### Fall/Spring Semesters:

1. The maximum study load is 18 units during a regular semester. The normal class load for students in the Fall or Spring semester is 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.
2. Students who desire to take 19 or more units must obtain counselor approval after the semester begins by presenting an add card signed by the instructor for each class they wish to add.
3. The maximum study load for a student who has been on academic and progress probation for two consecutive semesters is **6 units**. Students who desire to enroll in more than 6 units must obtain counselor approval.



**Summer and Winter Sessions:**

1. Students are limited to a maximum study load of 8 units per session.
2. To enroll in two courses per session that total more than 8 units but do not exceed 10 units, students must go to the Admissions Office. No other enrollment unit requests will be considered until the session begins.

Students must see a counselor with an add card signed by the instructor for each class they wish to add.

**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.

## Challenging a Prerequisite (see pages 14 & 15)

### 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.

- 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.

For completion of military basic training, students will be granted one unit of Physical Education credit and 6 units of elective credit. Students may also request an evaluation of credit earned at other military service schools and/or occupational specialties. Credit units may be granted up to the number recommended by the American Council on Education.

### 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 Science 101, 102, 103, 104, 105
- Oceanography 1
- Physics 5, 12
- Physical Science 1
- Photography 10

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 policy is to provide a process for granting Associate Degree credit for course work completed at institutions of higher education outside the United States, which are deemed comparable or equivalent to the first two years of college. Credit is authorized for work completed at these institutions under the provisions of this regulation. For more information and to obtain a copy of the LAVC procedures, students should see a counselor.

1. After completion of 12 units within the Los Angeles Community College District with a "C" (2.0) or higher grade point average, students may submit a petition to have course work completed at institutions of higher education outside the United States accepted by the college.
2. A maximum of the equivalent of 30 semester units may be accepted for course work completed at an institution of higher education outside the United States.
3. Students petitioning for credit must provide an evaluation of their transcripts completed by an independent transcript evaluation service approved by the by the California Commission on Teacher Credentialing.
4. In order to be considered for UNIT credit, the evaluation of the student's transcript, conducted by the independent transcripts evaluation service required by section 3 of this regulation, must include the following:
  - a. Description of the country's higher education system and the role of the institution in that system.
  - b. Verification that the institution is approved by the country's approving/accrediting agency (e.g., ministry of education).
  - c. The hours completed and their semester-unit equivalencies.

- d. Grades -- U.S. equivalent (i.e., A-F), pass/no pass, or percentage, including the percentage required for a passing grade.

Unless the provisions of section 5 of this regulation are met, only elective credit may be granted.

5. In order to be considered for COURSE credit, in addition to the requirements of section 4 of the regulation, the evaluation must include the following for each course:
  - a. course description
  - b. topics covered
  - c. hours (lecture hours and/or lab hours)
  - d. prerequisite(s), if applicable  
If the student did not take discrete, identifiable courses, the evaluation of the students transcript must provide a list of the topics covered by the curriculum, total hours for each topic, and information as to whether the student passed the curriculum or portions thereof.

6. The college will develop procedures for determining whether the courses taken at the institution of higher education outside the United States are equivalent to courses in the college's curriculum. Specific course credit may be granted for equivalent work taken at an institution of higher education outside the United States, based on a comparison of course descriptions. These procedures shall be developed in consultation with the college's Academic Senate in accordance with the provisions Chapter XVIII of the Board Rules -- Academic Senate and the Board of Trustees Shared Governance Policy.
7. If course equivalency is granted, the courses shall be used for all degrees and certificates awarded by colleges in the LACCD, except that:
  - a. No course taken outside the United States, may be used to satisfy the Associate Degree's Reading and Written Expression or Oral Communication requirement.
  - b. No course taken at institutions of higher learning outside the United States may be used to satisfy Associate Degree's American Institutions requirement.
  - c. In cases where course credit is not granted for the Written Expression, Oral Communication, or American Institutions requirements, students may petition to receive elective credit.
  - d. Courses that are part of a program that also meets licensing requirements, must be approved by the receiving college, in accordance with college policies developed in consultation with the college's Academic Senate in accordance with the provisions Chapter XVIII of the Board Rules -- Academic Senate and the Board of Trustees Shared Governance Policy.

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

### 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	Elective units only
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
Environmental Science	5	Environmental Science 1 + two electives
European History	6	History 2 + three elective units
French Language or Literature	5	French 4
Geography	3	Geography 2
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

### 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
- Dance: All Courses
- 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, 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
- Learning Skills 41
- 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
- Nursing Science: 101, 102, 103, 104, 105
- Oceanography: 1, 2, 10
- Personal Development 20
- Philosophy: All Courses
- Photography: 9, 10, 20, 21, 23
- Physical Education: All Courses
- Physical Science: 1, 14
- Physics: 5, 12
- 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, 120, 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 student's record:

SYMBOL	DEFINITION
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### **I Incomplete**

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 student's 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 student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required 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 student's 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 extenuating 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 student's grade-point-average.

W's are used as factors in probation and dismissal.

SYMBOL	DEFINITION
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**RD Report Delayed**

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.

**How To Access Your Grades**

Students are able to receive information on their grades through the Student Telephone Enrollment Process (STEP) on our homepage. 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 an additional \$7 and are processed in 2 working days.

**Access Grades Online:**

Please go to the student information log on page at: [www.laccd.edu/Studentinformation/SIS\\_logon.asp](http://www.laccd.edu/Studentinformation/SIS_logon.asp) or follow the steps below:

1. Go to the LAVC homepage at [www.lavc.edu](http://www.lavc.edu)
2. Right click on [Register for Classes](#)
3. You are now in the Student Information log-on page. Right click on: [Log-on to the Student Information System here.](#)

4. Right click on Student Information System
5. Enter your Student ID or Social Security # and 4 digit pin #. Right click on submit.

**Grading Standard**

A course grade of "C-" does not satisfy the "C or better" requirement for purposes of prerequisites, competencies or transfer to UC or CSU.

**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%).

### Intervention for Students on Probation

The maximum study load for a student who has been on academic or progress probation for two consecutive semesters is 6 units during a regular (fall or spring) semester. Students who desire to enroll in more than 6 units must obtain counselor approval.

### 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 for the initial grade to be disregarded in the grade point average calculations, the student must file a Grade Forgiveness Petition which is available in the Admissions and Records Office and 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.

## Transcript

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 not returned, 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

## Transcript Acceptance Policy

Official academic transcripts shall be received only by the Admissions and Records Office, unopened, via U.S. mail. No transcripts are accepted directly from students.

## 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.*

### President's Honors List

Students who have appeared on the college's full or part time Deans Honors List for three (3) consecutive semesters 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.

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

### Informal Process

Often student grievances are resolved through an informal process where the student meets with the instructor to discuss the problem. If the issue is not resolved, or the student is unable to meet with the instructor, then the next step in the informal process is to discuss the problem with the Department Chairperson. If a resolution is not obtained in meeting with the Department Chairperson, then the next step is to meet with the Dean of Academic Affairs.

### Formal Process

The Student Grievance Procedures state that in the pursuit of academic goals, students should be free of unfair or improper action by any member of the academic community. At any point up to 120 calendar days after an incident (i.e. grading error), a student can file a formal "Statement of Grievance" and a "Request for Hearing" with the Compliance Officer. If there is a complaint about discrimination, including sexual harassment, the Compliance Officer should be informed immediately. (See contact information below.)

The Education Code specified that the instructor's determination of student grades shall be final, except in the cases of:

*Mistake*—some unintentional act, omission, or error;

*Bad faith*—an attempt to deceive; neglect or refusal to fulfill some duty;

*Fraud*—a deliberate misrepresentation of the truth to induce another to surrender something valuable or a legal right;

*Incompetence*—lack of ability, legal qualification, or fitness to discharge a required duty.

A student who feels that an instructor has given an evaluative grade on any of the above four bases, and has evidence to substantiate the claim, may take the following steps under the Student Grievance Procedure.

**First Step**—File a "Statement of Grievance" within 120 calendar days after the incident giving rise to the grievance. The "Statement of Grievance" form is available at the Compliance Office, Campus Center Room 108.

**Second Step**—A student has until 120 calendar days after the incident to file a "Request for Hearing" form, which is available in the Compliance Office. If time permits, a student should allow the Compliance Officer 30 instructional days to resolve the matter before requesting a hearing.

**Third Step**—A Hearing Committee meets to determine whether the student has met the burden of proof to go forward with a hearing.

**Final Steps**—A hearing may be granted and the decisions of the Hearing Committees may be appealed. The College President makes the final decision.

Details about the Student Grievance Procedure are available in the Compliance Office, Campus Center Room 108 (818-947-2462).

## 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 2003, 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, 31.8 percent attained a certificate or degree or became transfer prepared during a three-year period, from Fall 2003 to Spring 2006. Students who are transfer-prepared have completed 56 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 29.2 percent transferred to another post secondary 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 2001 to Spring 2004.

Further information about Student Right-to-Know Rates and how they should be interpreted can be found at the California Community Colleges Chancellor's Office Student Right-to-Know Disclosure website located at <http://srtk.cccco.edu/index.asp>.

# COURSE DESCRIPTIONS

## (CREDIT)

The following pages contain descriptions of the courses offered at Valley College.

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 (ACCTG)

### 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 I 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.

**18 Computerized Payroll Accounting (3)***Prerequisite: Accounting 1 or Accounting 21 and 22 with a grade of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

This course will cover procedures and practices involved in a manual or automated payroll system. Students will become familiar with current Federal and California laws affecting payroll, computation of payroll taxes and preparation of required payroll tax returns/forms.

**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 68, for prerequisite, course description and credit limits.

**ADMINISTRATION OF JUSTICE (ADM JUS)****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. 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 justice system; 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, and corrections. A past, present and future exposure to each sub-system's 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 and the techniques of crime scene recording and search. The collection and preservation of physical evidence; method of operation processes, sources of information; interview and interrogation; follow-up, and case preparation.

**6 Patrol Procedures ‡ (3) CSU**

*Prerequisite:* None.

**Lecture, 3 hours.**

This course will cover the law, policies, techniques, and procedures used by law enforcement agencies across the country, as well as internationally. Topics included are powers of police, types of patrol, types of service calls, equipment and technology, search and seizure, interview and interrogation, and alarm.

**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 procedures and practices commonly used to gather data and prepare a variety of police reports. Emphasis will be placed upon the need to use correct spelling, sentence structure, punctuation and vocabulary in criminal justice reports to meet statistical, legal and prosecution requirements of the criminal justice system.

**24 Introduction to Counseling ‡ (3) CSU**

*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.

**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 examines the history, identification, and effects of vice and narcotic problems. It explores these problems as they exist within society, and the penal statutes and other laws that attempt to control them.

**54 Interrogation ‡ (3) CSU**

*Prerequisite:* None.

**Lecture, 3 hours.**

A study of prevailing techniques of interrogation, including the following: legal aspects of interrogation; questioning of suspects; preparation of statements, admissions, declarations and confessions; the use of the polygraph as a tool of investigation.

**67 Community Policing 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. The student will become aware of the interrelationships and role expectations among those agencies and the public. Principal emphasis will be placed upon the professional image of the system and the development of positive relationships between its members 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 parole; 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.

**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 68, for prerequisite, course description and credit limits.

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**ADVERTISING**

(See Art, Journalism and/or Marketing)

## AFRICAN AMERICAN STUDIES (AFRO AM)

### 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 issues, public policy solutions, civil rights, and equality of opportunity. Issues include education, housing, economics (welfare, poverty, and employment), politics, justice and law enforcement, urban and community development, and family.

### 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 Pre-Colonial Africa, 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 the students majoring in the social sciences and for those who wish to gain a better understanding of the African American civilization. Included is a survey of the U.S. Constitution and the Declaration of Independence. This course fulfills the state graduation requirement in U.S. History.

### 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 social and political development of American civilization. This course fulfills the state graduation requirements in U.S. History.

### 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 68, for prerequisite, course description and credit limits.

## 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 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 (ANTHRO)

### 101 Human Biological Evolution (3) UC:CSU ☉

*(CAN ANTH 2)*

*Prerequisite:* None.

**Lecture, 3 hours.**

Introduction to the anthropological study of human evolution. Topics include the mechanisms of evolutionary change, genetics, human variation, and the reconstruction of human evolutionary history through an examination of the fossil record and through the use of comparative studies of our closest biological relatives, the living monkeys and apes.

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

*(CAN ANTH 4)*

*(May be taken before Anthropology 101)*

*Prerequisite:* None.

**Lecture, 3 hours.**

An examination of the diverse cultural life-ways that contribute to the greater global picture. Analogies are drawn from small-scale to large-scale societies. Topics include: culture, language and society, ethnicity, multiculturalism, kinship and marriage, religion and political organization and culture change.

### 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 and preserving human culture.

### 104 Human Language and Culture (3) UC:CSU

*Prerequisite:* None.

**Lecture, 3 hours.**

An introduction to linguistic anthropology, the study of language, culture, and society from an anthropological perspective.

Language as a form of social interaction in which participants do things with and through everyday talk. Topics include the biological basis of communication and speech, the relationship between language and culture, the structure of language, language origins, language through time, language variation, language in social context, the ethnography of communication, nonverbal communication and writing, oral folklore and spoken art, and linguistic anthropology in the contemporary world. Special topics include pidgins and creoles, language death and revival, and the relationship between language, identity, and power

### 109 Gender, Sex and Culture ‡ (3) UC:CSU ☉

*Prerequisite:* None.

**Lecture, 3 hours.**

This course provides a world-wide comparison of sexuality and gender as viewed from various perspectives, including the biological/evolutionary, the cultural, the psychological, the historic, and the pre-historic, especially as they relate to the experiences of males and females in contemporary Western society.

**110 Food and Culture (3) CSU***(Same as Geography 45)**Prerequisite: None.***Lecture, 3 hours.**

A geographical overview of the role of food in culture and the development of civilization from an anthropological perspective. The ecological, economic, social and political aspects of food production are discussed. The formation of regional cuisine is considered as well as food security, globalization of food production, over-fishing, food safety and other current issues. Optional field trips are included.

**111 Laboratory in Human Biological Evolution (2) UC:CSU***Prerequisite: None.**Corequisite: Anthropology 101.***Lecture, 1 hour; laboratory, 2 hours.**

A hands-on laboratory experience in selected topics related to human evolution including: molecular, Mendelian, and population genetics; modern human variation; geological time and fossilization; modern primates studies; human fossil record; 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 cross-culturally. Topics include mythology, symbolism, shamanism, altered states of consciousness, magic, divination, witchcraft and the question of cults.

**132 Native People of North America (3) UC:CSU***Prerequisite: None***Lecture 3 hours**

Presents a survey of the Native Peoples living north of Mexico. Nations of the various culture areas are discussed as they existed at the time of European contact, during the historic period, and as they live in contemporary society.

**141 Culture, Illness and Healing UC:CSU ☉***Prerequisite (s): None***Lecture 3 hours**

Looks at the cultural, psychological, and biological aspects of the definition, causes, symptoms, and treatment of illness. Shamanism, faith healing and new age ideas are discussed. Emphasis is placed on the ritual aspects of all healing systems, including that of our own society, and on understanding illness and healing as having both cultural and biological dimensions.

**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 68, for prerequisite, course description and credit limits.

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**ARCHITECTURE (ARC)****161 Introduction to Computer Aided Architectural Drawing ‡ (2) CSU***(Formerly Architecture 36)**Prerequisite: None.***Lecture, 1 hour; laboratory, 2 hours.**

Using Autocad software on computers to design houses and other structures.

**172 Architectural Drawing I (3) CSU***(Formerly Architecture 5)**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.

**173 Architectural Drawing II (3) CSU***(Formerly Architecture 6)**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

**221 Architectural Rendering ‡ (2) CSU***(Formerly Architecture 12)**Prerequisite: None.***Lecture, 1 hour; laboratory, 3 hours.**

Teaches the techniques of graphic rendering using various media. Stresses both freehand drawing and drafting board methods.

**271 Architectural Drawing III (3) CSU***(Formerly Architecture 7)**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.

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**ARMENIAN (ARMEN)****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 with a 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 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.**

Selected topics in the history of Western European art from the chronological period ranging from the Stone Age, Egyptian civilization, Mesopotamian civilization, the Greek (Hellenic) civilization, the Roman civilization, the Byzantine period, and the Middle Ages. The course will examine the social, economic, political and religious context of the production and use of the works of art considered. Students will learn about different art historical methodological approaches to the analysis of the material considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and architecture.

**102 Survey of Art History II (3)****UC:CSU** ☉

(CAN ART 4)

*Prerequisite:* None.**Lecture, 3 hours.**

Selected topics in the history of Western European art from the Early Renaissance to the Modern Era. The course will examine the social, economic, political and religious context of the production and use of the works of art considered. Students will learn about different art historical methodological approaches to the analysis of the material considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and architecture.

**103 Art Appreciation I ‡ (3)****UC:CSU** ☉*Prerequisite:* None.**Lecture, 3 hours.**

Appreciation and criticism of art forms and media. A cross-cultural comparative exploration of the origins and meaning of art of a wide variety of historical periods and cultures. Topics include definitions of art, use and function of art, symbolic meaning of art, art terminology, style, design, color theory, methods of production, art criticism, architectural forms.

**105 History of Asian Art ‡ (3)****UC:CSU***Prerequisite:* None.**Lecture, 3 hours.**

An introductory survey of the arts of India, China and Japan. Discussion of technical procedures of art production, religious and philosophical influences on art and architecture, as well as the interchange of cultural influence and artistic expression. The course will examine the social, economic, political and religious context of the production and use of the works of art considered. Students will learn about different art historical methodological approaches to the analysis of the material considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and architecture.

**109 The Arts of Africa, Oceania, and Ancient America ‡ (3) UC:CSU***Prerequisite:* None.**Lecture, 3 hours.**

Selected topics in the history of Non-Western art from the indigenous cultures of Africa, the islands of the South Pacific (Oceania), and pre-European contact North America and Mesoamerica. The course will examine the social, economic, political and religious context of the production and use of the works of art considered. Students will learn about different art historical methodological approaches to the analysis of the material considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture, architecture, arts of the body and other media.

**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 art 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 Western art and its relationship to social, political, and economic aspects of modern society from the mid-nineteenth through the twentieth century. The influence of the Industrial Revolution, cross-cultural influences of Western and non-Western cultures, artistic response to new intellectual trends and disciplines, impact of the two World Wars, the rise of the Civil Rights and Feminist movements, innovations in technology, various stylistic movements, as well as methodological approaches to analysis of the subject will be considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and other forms of visual art.

**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 with emphasis on socio-political factors that impacted the historical role of women in the patronage and production of art. The social, economic, political and religious context of the production and use of the works of art considered. A variety of art historical methodological approaches to the analysis of the material considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and other forms of visual art.

**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. "Window space," light logic and perspective will be emphasized while exploring 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. A broader range of media will be utilized and color and composition will be heavily emphasized. A higher standard of craft will be applied to the work.

**203 Drawing III ‡ (3) UC:CSU***Prerequisite: None.***Lecture, 2 hours; laboratory, 2 hours.**

A continuation of Art 202 into more complex problems and with a higher degree of technical refinement. A broader range of media will be utilized and color, composition and conception will be heavily emphasized.

**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.

**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. A survey of methods 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 watercolor techniques with emphasis on the materials used in acquiring these skills, both contemporary and traditional.

**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 used in acquiring these skills.

**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 on various concepts styles and techniques.

**310 Beginning Oil Painting ‡ (2) UC:CSU***Prerequisite: Art 300.***Lecture, 1 hour; laboratory, 3 hours.**

An overview of basic oil painting techniques and materials. Composition, color, and form are studied through a range of projects in historical context to bring the individual in touch with contemporary ideas in the field of oil painting.

**311 Intermediate Oil Painting ‡ (2) UC:CSU***Prerequisite: Art 310.***Lecture, 1 hour; laboratory, 3 hours.**

A continuation of various historical techniques in oil painting. An extension of Beginning Oil Painting focusing on a broader range of contemporary issues with an emphasis on the figure. Historical oil painting techniques are explored.

**312 Advanced Oil Painting ‡ (2) UC:CSU***Prerequisite: Art 311.***Lecture, 1 hour; laboratory, 3 hours.**

A continuation of Intermediate Oil Painting with emphasis on portraiture through various styles and techniques. A further exploration of the medium in the direction of more personal means of expression.

**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 course in basic fine art 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 technologies and refinement of printing skills.

**402 Etching II ‡ (3) UC:CSU***Prerequisite: None.***Lecture, 1 hour; laboratory, 5 hours.**

A more advanced course in intaglio processes. Students will explore a few processes in depth with particular emphasis on multi-plate, multi-color and cross-process work, while deepening their conceptual skills.

**403 Lithography I ‡ (3) UC:CSU***Prerequisite: None.***Lecture 1 hour; laboratory, 5 hours.**

An introductory course in basic flat bed lithographic printmaking including both metal and stone processes.

**404 Lithography II ‡ (3) UC:CSU***Prerequisite: None.***Lecture, 1 hour; laboratory, 5 hours.**

A more advanced course in flat bed lithographic processes. Students will explore color processes in depth as well as cross-process work, while deepening their conceptual skills.

**407 Relief Printmaking I ‡ (3) UC:CSU***Prerequisite: None.***Lecture, 1 hour; laboratory, 5 hours.**

An introductory course in basic relief printmaking processes. Students explore a wide range of relief printmaking processes and techniques from traditional woodcut to polymer plate while refining their printing and conceptual skills.

**408 Relief Printmaking II ‡ (3)  
UC:CSU**

*Prerequisite:* None.

**Lecture, 1 hour; laboratory, 5 hours.**

A more advanced course in relief printmaking processes. Students will explore color processes in depth, as well as cross-process work, while deepening their conceptual skills.

**411 Printmaking Studio ‡ (1)  
UC:CSU RPT3**

*Prerequisite:* None.

**Laboratory, 3 hours.**

A course providing serious beginning and more advanced printmaking students the opportunity to explore processes in greater depth with the full resources of the printmaking laboratory.

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

(CAN ART 14)

*Prerequisite:* None.

**Lecture, 2 hours; laboratory, 2 hours.**

A fundamental course presenting the elements and principles common to the visual arts, with special emphasis on application to the two-dimensional arts. Primary focus will be on compositional and color theory and practice.

**502 Beginning Three-Dimensional Design ‡ (3) UC:CSU**

(CAN ART 16)

*Prerequisite:* None.

**Lecture, 2 hours; laboratory, 2 hours.**

A fundamental course involving relationships of elements common to three-dimensional visual arts. Exercises will be given in geometric and biomorphic shapes. Various mediums and fabrication techniques will be explored, including the use of mat-board, wood, plaster and paint.

**600 Lettering I (3) CSU**

*Prerequisite:* None.

**Lecture, 2 hours; laboratory, 2 hours.**

A study of letterforms with emphasis on their use in graphic communication. Focus is placed on style, spacing, proportion and their applied use in Graphic Design. Technical and conceptual skills in the use of typography are stressed.

**604 Graphic Design I (3) CSU**

*Prerequisite:* Art 501 and 600.

**Lecture, 2 hours; laboratory, 2 hours.**

Introduction to Graphic Design: Beginning studies in graphic communication combining typography and art, applying principles of beginning 2-dimensional design. Communication problems are solved graphically using the computer as a tool for presentation and production.

**605 Graphic Design II (3) CSU**

*Prerequisite:* Art 604.

**Lecture, 2 hours; laboratory, 2 hours.**

A continuing study of graphic communication with an introduction to the interaction between designer and client. Continued emphasis on the computer as a tool with focus on integration of QuarkXpress, Illustrator and PhotoShop.

**606 Graphic Design III (3) CSU**

*Prerequisite:* Art 605.

**Lecture, 2 hours; laboratory, 2 hours.**

Advanced exploration of graphic communication. Assignments will focus on complex problems in Graphic Design. Students portfolio make-up begins with evaluation of past and current work. Advanced software techniques are presented.

**609 Advertising Design Field Work I (2)**

*Prerequisite:* None.

**Conference, 2 hours.**

Beginning explorations of professional Graphic Design activities in a supervised study. Actual design projects from the community are brought to the classroom to be designed.

**610 Advertising Design Field Work II (2)**

*Prerequisite:* None.

**Conference, 2 hours.**

Intermediate explorations of professional Graphic Design activities in supervised study. Actual design projects from the community are brought to the classroom to be designed.

**618 Advertising Photo/Graphics I ‡ (4)**

*Prerequisite:* None.

**Lecture 2 hours; laboratory, 4 hours.**

An introduction to photographic imaging for graphic design; an exploration of the technical, aesthetic and organizational aspects of photography for graphic communication.

**619 Advertising Photo/Graphics II ‡ (4)**

*Prerequisite:* None.

**Lecture, 2 hours; laboratory, 4 hours.**

Advanced photographic imaging for graphic design; a detailed exploration of the technical, aesthetic and organizational aspects of photography for graphic communication focusing on the computer as an essential tool.

**620 Illustration I ‡ (3) CSU**

*Prerequisite:* Art 201 and 501.

**Lecture, 2 hours; laboratory, 2 hours.**

An introduction to the design, production and concept formulation of contemporary illustration. Through a series of projects, various mediums are explored, as well as the symbolic interpretation and translation of written material into visual form.

**621 Illustration II ‡ (3)**

*Prerequisite:* None.

**Lecture, 2 hours; laboratory, 2 hours.**

A continuing study of contemporary illustration through a series of projects with a focus on nontraditional media. Additional emphasis is placed upon the individual needs and skills of each student. Preparing studies for client meetings is covered at the conclusion of the class.

**626 Art Production Methods I (3) CSU**

*Prerequisite:* None.

**Lecture, 2 hours; laboratory, 2 hours.**

Preparing art for reproduction in print media. A study of commercial printing processes, the paper industry, photo/art editing, color separation and layout preparation with emphasis on the needs of the graphic designer. The computer serves as a primary tool.

**700 Introduction to Sculpture (3) UC:CSU**

(CAN ART 12)

*Prerequisite:* None.

**Lecture, 1 hour; laboratory, 5 hours.**

Students will create three-dimensional structures while refining their artistic expression, with sensitivity to materials and concepts. The course focuses on a variety of traditional and nontraditional sculptural techniques and philosophies designed to introduce a range of sculptural expressions and media.

**701 Sculpture I ‡ (3) UC:CSU***Prerequisite: None.***Lecture, 1 hour; laboratory, 5 hours.**

Students will explore more extensive sculptural techniques, including modeling, carving, moldmaking, fabrications, environmental and conceptual art. Students will infuse meaningful content into their works using the most appropriate materials to convey their sculptural expressions. The course focuses on a variety of traditional and nontraditional sculptural techniques and philosophies, in greater depth.

**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. This course will focus on the changing definition of sculpture, from the finished single object placed on a pedestal to a wider range of formats including sculpture as Sites or Environments viewers walk into.

**708 Introduction to Ceramics (3) UC:CSU***Prerequisite: None.**Recommended: Art 501.***Lecture, 1 hour; laboratory, 5 hours.**

Introductory course in ceramic art. Fabrication techniques: Hand-building, wheel throwing, Relationships of surface enrichment of form: technical understanding of the behavior of clay and glazes.

**709 Ceramics I (3) UC:CSU***Prerequisite: Art 708 and 501.***Lecture, 1 hour; laboratory, 5 hours.**

Continuing course in ceramic processes with emphasis placed on ceramic design and glaze chemistry. 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.**

Continuing practice in forming processes and surface treatments with emphasis on three-dimensional design.

**711 Ceramics III (3) UC:CSU***Prerequisite: Art 710.***Lecture, 1 hour; laboratory, 5 hours.**

A course offering advanced forming techniques, history of ceramics, advanced glazing techniques, 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.*

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**911-921-931-941 Cooperative Education - Art (1-4) CSU**

Art is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 68, for prerequisite, course description and credit limits.

**ASTRONOMY (ASTRON)****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.

**12 Scientific Visualization (3) CSU (Same as Earth Science 10)***Prerequisite: None.***Lecture, 3 hours.**

A course in communicating science content through a combination of visual and audio techniques for flat screens, planetariums, kiosks and live presentations. Topics include writing for scientific presentations, choosing the appropriate technology for a presentation, and how to bring together visual and audio elements. Considerations for ADA compliance will be included. The student will have an opportunity to prepare a short program which will include visual and audio elements for presentation in the planetarium.

**911-921-931-941 Cooperative Education - Astronomy (1-4) CSU**

Astronomy is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 68, for prerequisite, course description and credit limits.

## ATHLETIC TRAINING (ATH TRN)

(See Physical Education 178 and 719)

### 1 Introduction to the Care and Prevention of Athletic Injuries (3) (CSU)

*Prerequisite:* None.

**Lecture, 2 hours; laboratory, 3 hours.**

This course is designed for further athletic trainers, physical educators, coaches, physical therapists and any one else who plans on working with active individuals who are prone to injury. This course introduces the concepts and practical skills of athletic training, including the prevention, recognition, evaluation, and management of athletic injuries.

### 2 Advanced Concepts in the Care and Prevention of Athletic Injuries(3) CSU

*Prerequisite:* Athletic Training 1.

**Lecture, 2 hours; laboratory, 3 hours.**

This course will build on the knowledge and skills introduced in Athletic Training 1. The student will acquire more hands on experience and learn advanced techniques in the prevention, recognition, evaluation, and management of athletic injuries.

## 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, evolution, ecology and the organization of plants, animals and the human organism. 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 101, or 60, or 68 and Mathematics 125.

*Note:* UCLA and CSUN recommend the completion of both Biology 6 and Biology 7.

**Lecture, 3 hours; laboratory, 6 hours.**

This course is intended for biology majors, pre-medical, pre-dentistry, pre-pharmacy and pre-veterinary students. It deals with selected topics illustrating the major concepts in biology, including molecular structure, cell structure and physiology, bioenergetics, Mendelian genetics, molecular genetics, development, and animal form and function. Laboratory experimentation in chemical analysis, microscopy, chromatography, cell structure and physiology, genetics, development, and DNA technology.

### 7 General Biology II (5) UC:CSU ☉

(BIO 6 & 7=CAN BIO SEQ A)

(Biology 7 may be taken before Biology 6.)

*Prerequisite:* Mathematics 125.

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

**Lecture, 3 hours; laboratory, 6 hours.**

Intended for biology majors, pre-medical, pre-dentistry, pre-pharmacy and pre-veterinary students. 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 along with field trips to reinforce major topics.

### 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 and man. Includes ecological problems associated with the physical and biological environment. Field trips to High Sierra, Mojave Desert, Gold Creek Field Station.

### 22 Marine Biology (4) UC:CSU

*Prerequisite:* None.

**Lecture, 3 hours; laboratory 3 hours.**

The major principles of biology will be studied in relation to marine plants and animals. Intertidal, subtidal and offshore marine habitats will be investigated from an ecological perspective. Human impact on the marine environment will be studied. Field trips will be offered which may include: tide pools, Cabrillo Beach Aquarium or the Aquarium of the Pacific, Morro Bay or one of the Channel Islands. (credit not given if Oceanography 2 course has been taken).

### 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; mans 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, root words and combining forms. Training in the spelling, pronunciation and definitions of medical terms is provided.

### 40 The Science of Biotechnology (3) UC:CSU

*Prerequisite:* Biology 6 and Chemistry 101

**Lecture, 2 hours, laboratory, 2 hours.**

This is a comprehensive introductory course to the science of biotechnology. It involves the learning of theory and offers hands-on laboratory experience. Examples of the basic tools of Biotechnology covered by this course are gel electrophoresis, transformation, purification of DNA, restriction analysis, construction of a genomic library, DNA hybridization, sequencing and fingerprinting, cloning by using PCR, Western Blot and Bioinformatics.



**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 student to pursue Directed Study in Biology on a contact basis under direction and supervision of an 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 68, for prerequisite, course description and credit limits.

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**BIOLOGY, MARINE**

(See Biology 22)

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**BROADCASTING  
(BRDCSTG)****1 Fundamentals of Radio and  
Television Broadcasting (3) CSU**

*Prerequisite: None.*

**Lecture, 3 hours.**

Basic phases of radio, television and mass media broadcasting, focusing on history, theory, and legal aspects. Different forms of broadcasting will be highlighted from network to cable to first run syndication, concluding with an overview of developing technologies such as VOD and HiDef. Classes will include debate on the innovators and some of the issues that have arisen recently with the demise of financial interest in syndication rules, vertical integration, and the rise of broadband and its resultant changes in what constitutes a "broadcast."

**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, such as 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 basic fundamentals of acting are explored in the first semester.

Demonstration, exercises, improvisations are used to practice techniques taught. Scenes are used in the second semester for the student to put into full practice their techniques. Greater emphasis is placed on character analysis and development of the actor for television.

*NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.*

**10 Radio Programming and  
Production (3) CSU RPT1**

*Prerequisite: None.*

**Lecture, 2 hours; laboratory, 3 hours.**

Introduction, 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 by means of working on campus radio station KVCM.

*NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.*

**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. Includes the development and use of some world dialects and an in-depth study of microphone techniques.

*NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.*

**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.

*NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.*

**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.

**26 TV-Film Aesthetics (3) CSU**

*Prerequisite: None.*

**Lecture, 3 hours.**

This is a survey course that teaches proper terminology, and categories for analyzing television and films. Through lecture, visual presentations, and discussion, the student will learn how television programs and films are made, both technically and creatively. The student will also learn how television and film influence our social values and ethics.

**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.

*NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.*

**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.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

**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.

There is extensive use of videotape recording equipment by each student.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

**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.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

**81 Field Work I - Broadcasting (1) CSU**

*Prerequisite:* Broadcasting 10 or 46, or equivalent skills.

**Field work, 2 hours.**

Allows student to pursue Field Work in Media Arts on a contract basis under the direction of a supervising instructor.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

**82 Field Work II - Broadcasting (2) CSU**

*Prerequisite:* Broadcasting 10 or 46, or equivalent skills.

**Field work, 4 hours.**

Allows student to pursue Field Work in Media Arts on a contract basis under the direction of a supervising instructor.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

**83 Field Work III - Broadcasting (3) CSU**

*Prerequisite:* Broadcasting 10 or 46, or equivalent skills.

**Field work, 6 hours.**

Allows student to pursue Field Work in Media Arts on a contract basis under the direction of a supervising instructor.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

**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 68, for prerequisite, course description and credit limits.

**BUSINESS (BUS)**

(For Business, see also Accounting, Cooperative Education, Finance, Law, International Business, Management, Marketing, Real Estate, and Supervision.)

**1 Introduction to Business (3) UC:CSU**

**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, 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.

**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 68, for prerequisite, course description and credit limits.

**CHEMISTRY (CHEM)****51 Fundamentals of Chemistry I (5) CSU***Prerequisite: None. Recommended: Mathematics 115.***Lecture, 5 hours; laboratory, 2 hours.**

A descriptive course encompassing 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 techniques. Lecture, discussion and lab all include collaborative learning experiences. 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 enroll in Chemistry 101.

**60 Introduction to General Chemistry ‡ (5) UC:CSU***Prerequisite: None. Recommended: Mathematics 120. Corequisite: Recommended: Concurrent enrollment in Mathematics 125.***Lecture, 5 hours; laboratory, 2 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 introductory college level chemistry must take this course or Chemistry 68 prior to enrollment in Chemistry 101. This course is recommended for students who have never taken a college level chemistry course. 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: None. Recommended: Mathematics 120. Corequisite: Recommended: Concurrent enrollment in Mathematics 125.***Lecture, 5 hours; laboratory, 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 introductory college level chemistry must take this course or Chemistry 68 prior to enrollment in Chemistry 101. This course is recommended for students who have never taken a college level chemistry course. 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, 3 hours.**

A descriptive course designed primarily for transfer students seeking Baccalaureate degrees and/or majoring in Dietetics and Nutrition, Nursing, Dental Hygiene, Respiratory Therapy and the related Health Sciences. 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, 5 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, 5 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.

**211 Organic Chemistry for Science Majors I ‡ (5) UC:CSU***Prerequisite: Chemistry 101 and 102, with grades of C or better.***Lecture, 5 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, 5 hours; laboratory, 4 hours.**

A continuation of Chemistry 211 with emphasis on the structural, physical and chemical properties of organic compounds and molecules of biological importance. Laboratory emphasis on the preparation, isolation and purification of carbon-containing compounds.

**221 Biochemistry for Science Majors ‡ (5) UC:CSU***Prerequisite: Chemistry 102, with a grade of C or better.***Lecture, 5 hours; laboratory, 4 hours.**

Introduces the student to the chemistry and metabolism of biological substances. Topics include the structure and function of proteins, polynucleotides and membranes; the chemistry of amino acids, saccharides and nucleotides; and the primary anabolic and catabolic pathways of intermediary metabolism. Physiological aspects of sugar and nitrogen and the role of hormones in regulating these processes will be discussed. The chemistry of replication, transcription and translation will be discussed.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF CHEM 70, 210, OR 221 IS TWO COURSES.

**911-921-931-941 Cooperative Education - Chemistry (1-4) CSU**

Chemistry is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 68, for prerequisite, course description and credit limits.

**CHICANO STUDIES (CHICANO)**

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.**

This course investigates the most relevant issues facing the Chicano community today. Special attention will be given to the growth and impact of political behavior and under-representation, public health concerns, educational inequities, and immigration policies affecting Mexicans, Chicanos, and other Latinos.

**7 The Mexican-American in the History of the United States I (3) UC:CSU ☉***(Same as History 43)***Lecture, 3 hours.**

A survey of 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 Pre-Columbian and Spanish colonial eras, the Spanish northward advance and settlement of the present day U.S. Southwest. Topics also include the Independence Wars of Mexico and the U.S., the role and impact of the American Revolution, the U.S. Constitution, the Bill of Rights. Also, U.S. concepts: manifest destiny, American secular humanism, westward movements, the European Scientific Enlightenment period, U.S. Wars of Conquest, U.S. Treaties, American Expansionism.

**8 The Mexican-American in the History of the United States II (3) UC:CSU ☉***(Same as History 44)***Lecture, 3 hours.**

This course concentrates on the historical evolution of the Chicano in nineteenth and twentieth century America. Discussion centers on the participation, contributions, experiences of and by the Chicano community. Major areas include the historical socio-political, economic and educational struggles of Mexican-Americans since the mid 19th century. Topics include the Mexican American Southwest, the Post War conflict, American Expansionism, Westward Movements, U.S. Treaties of Cahuenga & Guadalupe Hidalgo, U.S. Constitution, Bill of Rights, Mexican Revolution, immigration, the Great Depression, Desegregation struggle, American Nativism, Mexican Repatriation and Deportations, WWII, Zoot-Suit Riots, Acculturation period, Bracero Program, Mexican American Labor Movement, Chicano Movement, and the Post Civil Rights Era. This course fulfills the state graduation requirement in U.S. History.

**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 (CH DEV)

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 I

**Lecture, 3 hours.**

Exploration of developmentally appropriate management techniques for children in early childhood settings.

**65 Adult Supervision/Early Childhood Mentoring ‡ (2) 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.

**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.

**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 68, for prerequisite, course description and credit limits.

## CINEMA

### 101 Beginning Film Production Workshop (3) UC:CSU

*Prerequisite:* Cinema 107 with a grade of C or better.

*Co-Prerequisite:* 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 basic film theory and its application via exams, exercises, and "hands-on" exercises culminating in a 1-minute 16 mm TV-commercial.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

### 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, docudrama, 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 with an emphasis on the first 75 years, 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, atmospheric, 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

(Same as Media Arts 110)

*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.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

### 111 Developing Content for Movies (3) CSU

*Prerequisite:* None.

**Lecture, 3 hours.**

This survey course presents an overview of the film industry. It introduces the student to the art of creating and selling for the entertainment industry. Students will learn how to acquire, develop, create and pitch material, as well as gain an understanding of the structure of the industry.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

### 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.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

### 117 Creative Cinematography Techniques (3) CSU

*Prerequisite:* Cinema 115 and 106 with a grade of C or better, or concurrent enrollment

**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.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

### 120 Film Editing (3) CSU

(Same as Media Arts 120)

*Prerequisite:* Cinema 101 with a grade of C or better.

**Lecture, 2 hours; laboratory, 2 hours.**

Intermediate course covering theory, techniques and aesthetics of film/digital video non-linear editing. A variety of industry-oriented digital applications, with emphasis on Final Cut Pro, will be utilized in the editing exercises.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

### 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 16mm, film, as well as to crew for other assigned films.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

### 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 16mm, film shot in Cinema 123.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

### 125 Film Production Workshop I (3) CSU RPT1

*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 filmmaking, with each student required to produce/write/direct and tech a professional 16mm PSA commercial with sound, as well as crew for other assigned films. When the course is repeated, the project may be a 16mm sync-sound production. (Cinema 123 and 124 together equal Cinema 125).

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

### 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 62, for prerequisite, course description and credit limits.

## COMPUTER APPLICATIONS OFFICE TECHNOLOGY (CAOT)

### 1 Computer Keyboarding I (3)

*Prerequisite:* None.

**Lecture 2 hours, and laboratory, 3 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; 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 1 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.

### 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.

**66 Voice-Recognition Software for Computer Input (1) RPT1**

*Prerequisite:* None.

**Laboratory, 3 hours.**

Uses voice-recognition software to input information into the computer by voice rather than by keyboard. Focuses on learning dictation commands and techniques for continuous voice dictation. Covers voice commands for formatting and editing documents as well as for all menu and keyboard manipulations.

**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 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 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 simplify 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 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.

### 123 Web Applications for the Office Professional(3) RPT2

*Prerequisite:* None. *Recommended:* CAOT 97  
Lecture, 2 hours; laboratory, 2 hours.

This course is designed to provide students who are familiar with creating Web pages with ability to add dimensions of time, sound, motion, and interactivity to Web pages via a variety of authoring tools. Through lectures and demonstrations, students learn the basics of how to create multimedia presentations on workstations and for the World Wide Web. Dreamweaver, Flash and Fireworks will be used.

### 124 Introduction to Image Creation for the Office Professional (3) RPT1

*Prerequisite:* None.  
*Recommended:* CAOT 97.

Lecture, 2 hours; laboratory 2 hours.

This course will cover importing, correcting, and manipulating images using Adobe Photoshop or a similar software. The course includes scanning, planning, and modifying images that can be used for a variety of business applications.

### 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 68, for prerequisite, course description and credit limits.

## COMPUTER SCIENCE- INFORMATION TECHNOLOGY (CO SCI)

The departments curricula are designed for the following career paths: A.S. degree candidate, transfer core to four-year colleges and universities, programming and micro-computer certificates emphasizing software in the information processing environments, and a joint interdepartmental microcomputer systems certificate with the Electronics Department for microcomputer systems technicians.

### 800 Practical PC (1)

*Prerequisite:* None

Lecture, 1 hour; Laboratory 1 hour.

This course will familiarize the student with Windows-based PCs. Basic Microsoft Windows, installing software, naming and saving files, compressing and decompressing files, downloading files, organizing files in folders, as well as protecting files will be introduced. The class will also cover how to connect to and search the internet, and how to send e-mail with attachments. The use of application software, graphics, sound and video are introduced. Buying and expanding your PC will be taught.

### 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:* None. *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 LINUX System divided into two parts: (1) the basic aspects of the LINUX operating system environment, and (2) the LINUX utility programs. Students will write LINUX shell scripts. It is designed for students with some computer programming experience but little or no experience using the LINUX 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/NTM 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.

**870 Windows and Web Database Programming (3) UC:CSU**

*Prerequisite:* CSIT 808 and CSIT 895.

Lecture, 2 hours; laboratory 2 hours.

An introduction to programming application that use a graphical user interface (GUI) in a Windows or Web environment to access and modify data in Relational Database Management Systems (RDBMS) such as SQL Server using object-oriented programming (OOP) principles and Structured Query Language (SQL). The class will be taught using one or more of OOP programming languages currently used in the business world, such as Visual Basic.NET or C#.

**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) UC: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 (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 68, for prerequisite, course description and credit limits.

**COOPERATIVE EDUCATION (COOP ED)****195-295-395 Work Experience, General I (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.

**DANCE STUDIES (DANCEST)**

The following courses have lecture and laboratory components, all meet the requirement for Physical Education activity, but all may not be offered each semester.

**452 Introduction to Choreography (1) UC:CSU**

(Formerly: Physical Education 452, Dance 452).

*Prerequisite:* None.

Lecture, 0.5 hours; activity, 1.5 hours

Introduction to basic principles of dance composition and choreography. Includes theory and practice using improvisation, critical analysis and implementation of the elements of space, time, and energy in student projects.

**801 Modern Dance 1 (3) CSU**

*Prerequisite: None.*

**Lecture, 2 hour; activity, 4 hours.**

Offers in depth instruction and practice in the fundamentals of modern dance technique. Course includes theory, historical context, improvisation, and instruction in the elements of space, time, and energy.

**814 Dance Production 1 ‡ (2) UC:CSU RPT3**

*(Formerly: Physical Education 814, Dance 814).*

*Prerequisite: Audition required.*

**Lecture, 1 hour; activity, 2 hours.**

Provides instruction and laboratory experience in methods and techniques involved in producing a dance concert: including publicity, lighting, costuming, audition and performance skills, and dance critique and assessment.

**819 Choreography ‡ (4) UC:CSU RPT3**

*(Formerly: Dance 819)*

*Prerequisite: Audition required.*

**Lecture, 2 hours; activity, 4 hours.**

Study and practice of basic principles of dance composition and choreography. Includes theory and application of choreographic principles, including improvisation and critical analysis, culminating in a presentation of choreographic projects.

**820 Dance Production II (4) UC:CSU**

*(Formerly: Physical Education 820 Dance 820).*

*Prerequisite: Audition required.*

**Lecture, 2 hours; activity, 4 hours.**

Provides instruction and laboratory experience in methods and techniques involved in producing a dance concert: including rehearsal management and scheduling, choreographic applications, lighting, costuming, publicity, audition and performance skills, and dance critique and assessment.

**822 Dance Rehearsals and Performance (1) UC:CSU**

*Prerequisite: Audition required.*

**Activity, 3 hours.**

This course is structured rehearsal time culminating in a performance. Students participate as performers in the student dance concert.

**860 Dance and Creative Movement for Educators (3) CSU**

*Prerequisite: None.*

**Lecture, 2 hours; activity, 2 hours.**

Course is designed for educators and parents interested in utilizing creative movement and dance as a tool for teaching. Learn to develop your students' artistic perception, create movement experiences that enhance early childhood and academic lessons, and facilitate kinesthetic learning, awareness, and expression.

**185 Directed Study - Dance (1) UC:CSU RPT3****285 Directed Study - Dance (2) UC:CSU****385 Directed Study - Dance (3) UC:CSU**

*Prerequisite: None.*

**Lecture 1 hour per unit.**

This course allows students to pursue directed studies in Dance on a contract basis, under the direction of a supervising instructor.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185 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.

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**DANCE TECHNIQUES (DANCETQ)****225 Yoga Skills (1) UC:CSU**

**Lecture .5 hour; Laboratory 1.50 hours**

Provides instruction and practice in yoga skills that facilitate body conditioning, endurance, flexibility, balance, and alignment, to supplement and enhance dance technique or other fitness activities.

**440 Social Dance (1) UC:CSU**

**Lecture .5 hour; laboratory 1.5 hours**

This course is an introduction to the basic forms of social dance, with emphasis on Salsa and Latin forms. The history, music, basic rhythms, and cultural influence of the dances are covered.

**446 Tap Dance (1) UC:CSU**

**Lecture .5 hour; activity 2.5 hours**

Course introduces students to tap dance with an emphasis on basic steps, rhythms, combinations, terminology, musical applications, and appreciation of dance as a performing art.

**460 Ballet Techniques (1) UC:USC**

**Lecture .5 hour; activity 2.5 hours**

This course teaches traditional ballet techniques and principles. The course will emphasize not only the correct placement and execution of a wide variety of ballet movements, but will also teach the terminology and history of the movements.

**462 Modern Dance (1) UC:CSU**

**Lecture .5 hour; activity 2.5 hours**

This course teaches techniques, principles, terminology and the practice of modern dance. The course will emphasize not only the correct placement and execution of a wide variety of modern dance movements, but will also teach the history of the movements, and focus on the elements of space, time, and energy. Students will develop coordination, flexibility, and cardiovascular strength using various movement combinations.

**463 Modern Jazz (1) UC:CSU**

**Lecture .5 hour; activity 2.5 hours**

This course teaches technique, principles, terminology and the practice of jazz dance. The course will emphasize not only the correct placement and execution of a wide variety of jazz movements, but will also teach various styles, and the history of the movements.

**487 Hip Hop Techniques (1) UC:CSU**

**Lecture .5 hour; activity 1.5 hours**

This course offers instruction in the fundamentals of Hip Hop dance technique.

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**DEVELOPMENTAL COMMUNICATIONS (DEV COM)****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 who score at the intermediate or advanced levels of the Reading Assessment Test.*

**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 who score in the appropriate range on the Reading Assessment 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 who score in the appropriate range on the Reading Assessment 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.

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**DRAFTING (DRAFT)**

(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 68, for prerequisite, course description and credit limits.

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**EARTH SCIENCE (EARTH)****4 Introduction to Planetary  
Science (3) UC:CSU**

*Prerequisite:* None.

**Lecture, 3 hours.**

A multi-disciplinary introduction to planetary science employing basic concepts of the earth sciences including the processes responsible for the formation and modification of terrestrial planets. Topics covered include remote sensing, impact craters, surface erosion, atmospheric phenomena, tectonics, volcanism and recent discoveries from unmanned and human exploration of our solar system.

**10 Scientific Visualization (3) CSU**

*(Same as Astronomy 12)*

*Prerequisite:* None.

**Lecture, 3 hours.**

A course in communicating science content through a combination of visual and audio techniques for flat screens, planetariums, kiosks and live presentations. Topics include writing for scientific presentations, choosing the appropriate technology for a presentation, and how to bring together visual and audio elements. Considerations for ADA compliance will be included. The student will have an opportunity to prepare a short program which will include visual and audio elements for presentation in the planetarium.

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**ECONOMICS (ECON)****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; given scarcity of resources; resource allocation; value and price theory in a free-enterprise economy; income distribution; poverty and its 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 1.

**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.

**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***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 market and planned command economies 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.

**40 History of Economic Thought (3) UC:CSU***Prerequisite: None.***Lecture, 3 hours.**

This course studies the history and evolution of economic ideas starting with early beginners, Adam Smith, Ricardo and continues with Marx to modern times. Course covers competing paradigms in economics, including neoclassicism, monetarism, American Institutional school, Keynesian school and others and establishes a link between evolution of economic ideas and the economic history of Europe and the United States. A special attention is paid to methodology of economics.

**50 Principles of Financial Economics (3) CSU***Prerequisite: None.***Lecture, 3 hours.**

Examination of financial problems of economics, including history and evolution of money, commercial banking systems, the Federal Reserve System, theories of money and monetary policies, the capital markets, mortgage markets, stock and bond markets and the international and foreign exchange markets.

**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 68, for prerequisite, course description and credit limits.

**EDUCATION (EDUC)****2 Introduction to Education I (1) 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) UC: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 68, for prerequisite, course description and credit limits.

**ELECTRONICS (ELECTRN)****2 Introduction to Electronics (3) CSU***Prerequisite: None.*

*Corequisite: Electronics Technology majors enroll in Electronics 10 concurrently.*

**Laboratory, 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 transferring 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 69.

**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.

**201 Introduction to Nanotechnology (3)**

*Prerequisite:* None.

**Lecture, 3 hours.**

Class focuses on nanoelectronics, with an emphasis on scanning probe microscopy, carbon nanotubes, nanowires, and molecular electronics. Other topics covered are nanofabrication techniques, lithography, self assembly, fabricating integrated circuits with molecular devices and Micro Electro Mechanical Systems (MEMS).

**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 68, for prerequisite, course description and credit limits.

## ENGINEERING, GENERAL (ENG GEN)

### 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:* Math 240, Math 245 and Math 266, Physics 37 with a grade of C or better.

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 68, for prerequisite, course description and credit limits.

## ENGINEERING, GENERAL TECHNOLOGY (EGT)

### 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 62, 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) NDA

*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: English 33 with a C grade or higher or the appropriate skill level demonstrated through the placement process.*

*This course is offered on a Credit/No Credit basis only.*

**Lecture, 3 hours.**

This course 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.**

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) NDA

*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

*Prerequisite: None. This course is offered on a Credit/No Credit basis only.*

**Lecture, 3 hours.**

This course enlarges and enriches a student's vocabulary through reading and the study of word meanings, structure, and origins. It develops a student's ability to spell, read aloud, paraphrase, summarize, respond to readings, and use context as well as dictionaries and other tools for vocabulary building.

### 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 be taken by students at any level of English skills.

### 69 Writing and Revising on the Computer (1) NDA 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.

### 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.

**PRINTER INSERTS  
“ROAD MAP TO  
SUCCESS” CHART  
ON PAGES 132-133**

**PRINTER INSERTS  
“ROAD MAP TO  
SUCCESS” CHART  
ON PAGES 132-133**

### 83 College Conversational English as a Second Language (3) NDA RPT 1

*Prerequisite:* None. *Recommended:* Speech 61 and 64.

**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 or English 363 with a grade of C or better.

Cannot be taken for CR/NC.

**Lecture, 3 hours.**

This course teaches students to write college-level essays in response to reading and analyzing college-level texts. The course focuses equally on writing and critical reading, and students will write at least 8700 words. Students will learn to prepare a substantial research paper in which they accurately, clearly, and coherently synthesize ideas and information from a variety of sources and points of view.

### 102 College Reading and Composition II (3) UC:CSU ☉

(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 grade 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 English 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) NDA**

*Prerequisite:* English 361 or English 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 English 85 or successful completion of the English placement process. English 363 now meets the competency requirement and is completely equivalent to English 28.

**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. English 363 now meets the competency requirement and is completely equivalent to English 28.

**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 68, for prerequisite, course description and credit limits.

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**ENVIRONMENTAL  
SCIENCE (ENV SCI)****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 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-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 The Human Environment:  
Biological Processes Lab (1)  
UC:CSU**

*Prerequisite:* None.

*Corequisite:* Environmental Science 2:  
Biological Processes Lecture

**Laboratory 3 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.

**22 The Human Environment:  
Physical Processes Lab (2) UC:CSU**

*Prerequisite:* None.

*Corequisite:* Environmental Science 1

**Lecture, 1 hours, laboratory 2 hours.**

An introduction to processes in the physical environment through laboratory exercises and field observation using the scientific method. Topics include resources, energy, pollution, waste treatment and remediation, field and lab techniques, and environmental change. The use of monitoring equipment and computer data analysis is emphasized.



## FAMILY AND CONSUMER STUDIES (FAM & CS)

### 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.

### 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 68, for prerequisite, course description and credit limits.

## FIRE TECHNOLOGY (FIRETEK)

(Also See Wildland Fire Technology)

### 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 Firefighting. It combines classroom instruction with hands-on training. A certificate of completion is awarded.

### 30 Fire Marshal Certification: Instructor 1A (2.25) CSU

*Prerequisite:* None.

Lecture, 2.25 hours.

This course introduces fire service training methods to firefighters. Emphasis is placed on using occupational analysis, identifying training needs, and training others to perform manipulative skills. This is the first course in a series that leads to becoming a State Fire Marshal, Fire Instructor certification.

### 31 Fire Marshal Certification: Instructor 1B (2.25) CSU

*Prerequisite:* Fire Technology 30.

Lecture, 2.25 hours.

This course introduces advanced fire service training methods to firefighters. Emphasis is placed on using occupational analysis, identifying training needs, and training others to perform manipulative skills. This course is the second in a series that leads to State Fire Marshal Instructor certification. This course enables students to obtain State Fire Marshal Fire Instructor status.

### 40 Fire Marshal Certification: Fire Prevention 1A (2.25) CSU

*Prerequisite:* None.

Lecture, 2.25 hours.

This course provides the student with knowledge on how to conduct basic fire prevention inspections. This is a first course in a series that leads to State Fire Marshal certification as Fire Prevention Officer.

### 41 Fire Marshal Certification: Fire Prevention 1B (2.25) CSU

*Prerequisite:* Fire Technology 40.

Lecture, 2.25 hours.

This course provides the student with information on extinguishment systems, responsibility and authority for inspections, handling and storage of materials, and life safety considerations. This is the second course in a series that leads to State Fire Marshal certification as a Fire Prevention Officer.

### 60 State Fire Marshal: Command 1A (2.25) CSU

*Prerequisite:* None.

Lecture, 2.25 hours.

This course provides the student with an introduction to organizational structure and basic communication and leadership skills for fire personnel. This is the first course in a series that leads to the certified fire officer designation by the California State Fire Marshal.

### 61 Fire Marshal Certification: Command 1B (2.25) CSU

*Prerequisite:* Fire Technology 60.

Lecture, 2.25 hours.

This course provides the student with information and direction for initial operations of multi-casualty, hazardous materials, and wildland fire incidents. This course is in a series that leads to the certified fire officer designation by the California State Fire Marshal.

### 96 Emergency Medical Technician 1 (7) 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, 6 hours; Laboratory, 1 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)**

*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.

**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, CO<sub>2</sub>, 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.

**208 Fire Hydraulics ‡ (3)**

*Prerequisite:* None

**Lecture, 3 hours.**

A foundation of theoretical knowledge to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and solve water supply problems.

**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)**

*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.

**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 68, for prerequisite, course description and credit limits.

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**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&amp;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 68, for prerequisite, course description and credit limits.

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**GEOGRAPHY (GEOG)****1 Physical Geography (3)****UC:CSU ☉**

(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. 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 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 stand-point. 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.

### 36 Cartography and Base Map Development (3) CSU

Prerequisite: Geography 32.

Lecture, 2 hours; laboratory, 2 hours.

A hands-on, comprehensive look at GIS cartographic principles and practices, data acquisition methods (such as remote sensing, GPS and aerial imagery), base map development (scanning, digitizing and coordinate geometry) and map production using ArcGIS software. Field trips and lab work required.

### 37 Introduction to Global Positioning Systems (GPS) (1) CSU

Prerequisite: None.

Laboratory, 1 hour.

An introduction to Global Positioning Systems technology, terminology, equipment, and techniques. The course provides hands-on experience with a GPS unit in determining location, completing a traverse using a GPS unit and map, as well as collecting data to be used in production of a GIS-generated map.

### 40 GIS Internship (1) CSU

Prerequisite: None.

Laboratory, 2 hour.

A field study/internship in which students apply classroom instruction to real-world GIS projects in the community in a business, government or non-profit agency under the supervision of an advisor from the college. The short-term internship will include periodic meetings with the advisor, the completion of interim reports, and the presentation of a final report at the completion of the internship.

### 45 Food and Culture (3) CSU

(Same as Anthropology 110)

Prerequisite: None.

Lecture, 3 hours.

A geographical overview of the role of food in culture and the development of civilization from an anthropological perspective. The ecological, economic, social and political aspects of food production are discussed. The formation of regional cuisine is considered as well as food security, globalization of food production, over-fishing, food safety and other current issues. Optional field trips are included.

### 185 Directed Study - Geography (1) UC:CSU RPT

### 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. 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 - Geography (1-4) CSU**

Geography is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 68, 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**

*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)

*Corequisite:* 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**

*Corequisite:* 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. 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 - Geology (1-4) CSU**

Geology is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 68, 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 68, for prerequisite, course description and credit limits.

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**HEALTH**

There are no prerequisites for any Health class.

**3 Cardiopulmonary Resuscitation (1) CSU****Lecture and directed practice, 1 hours, 5 weeks.**

This course will teach students the steps to follow in a life-threatening emergency situation (i.e. no pulse, not breathing) using the American Red Cross Community CPR skills for the adult, child and infant.

**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 offers concepts to use today and tomorrow as guidelines for self-directed responsible living. Emphasis is placed on relating health concepts to the individual's well-being in personal, community, vocational and leadership roles.

**12 Safety Education and First Aid (3) UC:CSU***Lecture and directed practice, 3 hours.*

This course will cover the American Red Cross First Aid Responding to Emergencies course. An American Red Cross certificate will be issued upon successful completion of all skills and the written exam.

**185 Directed Study - Health (1) CSU****285 Directed Study - Health (2) CSU****385 Directed Study - Health (3) 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 68, for prerequisite, course description and credit limits.

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**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: Hebrew 1***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: Hebrew 2***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: Hebrew 3

Lecture, 5 hours.

Completes the presentation 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.

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 - Hebrew (1-4) CSU

Hebrew is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 68, 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 human 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 of Western Civilization on American culture.

#### 3 History of England and Great Britain I ‡ (3) UC:CSU ☉

Lecture, 3 hours.

A survey of British culture, emphasizing social, constitutional, and economic themes from earliest times to 1500.

#### 4 History of England and Great Britain II ‡ (3) UC:CSU ☉

Lecture, 3 hours.

A survey of British culture, emphasizing social, political and economic themes from 1500 to the present.

#### 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. Emphasis is placed on development and structure of the United States Constitution. This course fulfills the graduation requirements 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, stressing Latin American development, inter-American relations, and constitutional patterns. Emphasis is placed on California constitutional and political processes in relating to the U.S. Constitution. This course fulfills the graduation requirement in U.S. History and local government.

**7 The Worlds Great Religions (3) UC:CSU ☉***(Same as Philosophy 33)***Lecture, 3 hours.**

The historical development of the world's 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.

**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 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 California 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.

**17 American Civilization I (3) CSU****Lecture, 3 hours.**

A survey of the cultural development of American society from the beginning to 1865 with particular emphasis on social, intellectual and artistic trends.

**18 American Civilization II (3) CSU****Lecture, 3 hours.**

A survey of the cultural development of American society from 1865 to the present with particular emphasis on social, intellectual and artistic trends.

**20 History of California and the Pacific Coast (3) UC:CSU****Lecture, 3 hours.**

History of California and the Pacific Coast from 1542 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.

**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, development of the Islamic faith, complexities within Islamic society, and relationships of the Islamic world with the West.

**38 Introduction to Chinese Civilization (3) UC:CSU****Lecture, 3 hours.**

The study of the transformation of China in the 20<sup>th</sup> Century with major emphasis on the revolutionary changes which have occurred in people's lives since the Revolution of 1911.

**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 expression since the colonial period, from Native American to New Age.

**86 History: Introduction to World Civilization I (3) UC:CSU***Prerequisite: None***Lecture, 3 hours.**

Traces the development and relationships of major world civilizations, their traditions and contributions, from earliest times to the of European expansion in the sixteenth century.

**88 Sex in History (3) UC:CSU****Lecture, 3 hours.**

Explores how various western societies throughout history have dealt with sexual roles and the sex drive in their 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 68, for prerequisite, course description and credit limits.

**HUMANITIES (HUMAN)**

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) CSU RPT1**

Lecture, 3 hours.

A study in some depth of a particular period or tradition, such as Imperial China, the Middle Ages, Renaissance, Victorian England, the Age of Reason and others. Historical background, key personalities, contribution 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 North 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 People, Great Ages ‡ (3) UC:CSU RPT1**

Lecture, 3 hours.

A cultural survey of the lives and contributions of selected individuals such as 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 man's cultural heritage from prehistoric times to the early civilizations of Sumeria, Babylonia, Assyria and Egypt. Emphasis will be placed on the arts, literature, religion, cultural traditions and contributions made by these civilizations to man's historical and cultural heritage.

**31 People in Contemporary Society ‡ (3) UC:CSU**

Lecture, 3 hours.

A study in some depth of cultural history from the Industrial Revolution to the present. The approach is interdisciplinary, involving art, music, literature, drama, philosophy and history. The emphasis is upon the evolutionary development which has influenced and shaped modern culture.

**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 Humanities processes. Surveys man's creativity as expressed in myths and dreams and explores works of art and literature to discover the range of man's creative instinct. The approach is interdisciplinary involving a presentation made up of the following disciplines: art, literature, psychology, drama and history.

**INDUSTRIAL TECHNOLOGY (IND TEK)****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 (INTBUS)****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 68, for prerequisite, course description and credit limits.

## JEWISH STUDIES

### (JEWISH)

(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, Wiesel, Malamud, Roth, Potok, Wouk, Ozick, etc.). Some earlier American-Jewish writing is currently being rediscovered (e.g. 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 1)*

*Prerequisite:* None.

**Lecture, 3 hours.**

This beginning course in the Yiddish language teaches basic reading, writing; speaking, and comprehension; 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 2)*

*Prerequisite:* Jewish Studies 7.

**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.

**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. 3000 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:* Jewish Studies 11 with a grade of C or better or equivalent skill level.

**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.

**13 Intermediate Hebrew I ‡ (5) UC:CSU**

*(Same as Hebrew 3)*

*Prerequisite:* Jewish Studies 12 with a grade of C or better or equivalent skill level.

**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:* Jewish Studies 13 with a grade of C or better or equivalent skill level.

**Lecture, 5 hours.**

Completes the presentation 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 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.

**35 Judaism, Christianity, and Islam ‡ (3) UC:CSU**

*(Same as Philosophy 35.)*

*Prerequisite:* None.

**Lecture, 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.

**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 68, for prerequisite, course description and credit limits.

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**JOURNALISM (JOURNAL)****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 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 are 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 and print media. Students will survey newspapers, magazines, film, radio and television. New media such as the world wide web will also be discussed. 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 of words, phrases, and clauses in the correct and effective expression and transference of thoughts in written English. Emphasizes journalistic style and copy editing techniques.

**108 Article Writing (3) CSU**

*Prerequisite:* None.

*Required of all magazine journalism majors.*

**Lecture, 3 hours.**

A course for journalism majors, freelance writers and anyone who wants to learn to write materials for magazines. Emphasis is placed on writing articles features, editorials, or reviews suitable for publication. Students also receive practice in editing and the use of illustrations.

**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.

**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 for writing and producing the campus magazine. Magazine design and layout creativity are stressed. Writing and editing of copy, page design, preparing photographs, illustrations and other materials for publishing are practiced.

**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 68, for prerequisite, course description and credit limits.

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**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.

**911-921-931-941 Cooperative Education - Law (1-4) CSU**

Law is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 68, for prerequisite, course description and credit limits.

**LEARNING SKILLS (LRNSKIL)****1 Reading (3) NDA RPT3***Prerequisite: None.***Laboratory, 9 hours.**

Students receive group and individualized instruction in reading/English comprehension skills to the level at which they will be able to succeed in college/vocational coursework. Credit/ No Credit only.

**2 English Fundamentals (3) NDA RPT3***Prerequisite: None.***Laboratory, 9 hours.**

Students receive individualized English instruction with emphasis on grammar, punctuation, and sentence structure. Paragraph structure is introduced. Credit/No Credit only.

**4 The Mechanics of Spelling (1) NDA RPT3***Prerequisite: None.***Laboratory, 3 hours.**

Students 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 only.

**10 Mathematics Fundamentals (3) NDA RPT3***Prerequisite: None.***Laboratory, 5 hours.**

Students receive individualized instruction in math fundamentals so that they can succeed in college/vocational courses requiring computational skills. Credit/No Credit only.

**13 Learning Skills in English as a Second Language (1)***Prerequisite: None.***Laboratory, 3 hours.**

Based on diagnostic assessment the ESL student will receive individualized instruction in English with an emphasis on reading, vocabulary, grammar, punctuation, listening and speaking skills.

**26 Math Tutoring Strategies (.5)***Prerequisite: None.***Lecture, .5 hour.**

This course teaches our students how to tutor in the Math Lab. Primarily it covers tutoring pedagogies in the context of tutoring Math. Secondly it covers tutoring in a culturally diverse world, sexual harassment issues, and log-in procedures in the Math Lab.

**28 General Tutoring Strategies (.5)***Prerequisite: None.***Lecture, .5 hour.**

This course trains new tutors in theory and practice in tutoring techniques, group dynamics, interpersonal skills, study skills, learning styles, compliance issues and record keeping. Tutors will be trained to work with subject specific textbooks, self-instructional materials and will tutor students enrolled in Supervised Learning Assistance.

**40 Introduction to Learning Disabilities (1) NDA RPT1***Prerequisite: None.*

Students should obtain add cards from the Disabled Student Programs and Services Office. Credit/No credit only.

**Laboratory, 2 hours.**

Individualized diagnostic assessment processes are administered. Students with learning disabilities identify strengths and weaknesses in achievement and learning skills. Individual educational plans are developed outlining goals, objectives, strategies, and recommendations.

**41 Study Strategies for the Learning Disabled (3) NDA RPT2***Prerequisite: None.**Class is designed for students with disabilities.***Lecture, 3 hours.**

Students with identified learning disabilities are taught skills and compensatory strategies for successful completion of educational goals.

**43 Adaptive Word Processing Operations(1) NDA RPT2***Prerequisite: None.**Class is designed for students with disabilities.*

Students should obtain add cards from the Disabled Student Programs and Services Office. Credit/No Credit only.

**Laboratory, 3 hours.**

Designed for eligible students with verified disabilities, this class provides individual assessment and training in the use of word computers with adaptive hardware and software for students with disability-related educational limitations that warrant this accommodation. The type of equipment and/or programs and the extent of the training will depend on the student's disability, academic and vocational goals, and individual disability-related educational limitations.

**44 Adaptive Computer Operations (1) NDA RPT3***Prerequisite: None.**Class is designed for students with disabilities.*

Students should obtain add cards from the Disabled Student Programs and Services Office. Credit/No Credit only.

**Laboratory, 2 hours.**

Open to eligible students with verified disabilities, this class provides individual assessment of adaptive computer needs. The type of equipment and/or programs and the extent of training will depend on the student's disability, academic and vocational goals.

### 185 Directed Study – Learning Skills (1) RPT

*Prerequisite:* None. *Credit/No Credit only.*  
Conference, 1 hour.

This course is designed for students with disabilities and consists of Directed Study in Learning Skills on a contract basis under the supervision of instructor.

## LIBRARY SCIENCE (LIB SCI)

### 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 68, for prerequisite, course description and credit limits.

## LINGUISTICS (LING)

### 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 (MGMT)

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; organizational charts; controlling - including standards, budgeting, 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.

Introductory course in principles of management. Detailed analysis of management function: planning-including objectives, policies, methods, and procedures; organizing-including authority, responsibility, and organization charts; controlling-including standards, budgeting, production and cost.

### 13 Small Business Entrepreneurship (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 one's 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 computer systems, 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 68, for prerequisite, course description and credit limits.

## MARKETING (MARKET)

### 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 salesperson'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 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.**

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 and fashion field.

**33 Retail Buying ‡ (3) CSU**

*Prerequisite: None.*

**Lecture, 3 hours.**

Deals with all aspects of the buying function for all types of retail outlets. The material stresses the management responsibilities of the buyer in determining customer demand planning, merchandise assortments, selection of resources, timing of purchases and shipments, and the development of programs to stimulate the sale of fashion goods.

**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 68, for prerequisite, course description and credit limits.

**MATHEMATICS (MATH)**

**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 A (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 B (3)**

*Prerequisite:* A grade of C or better in Math 113.

**Lecture, 3 hours.**

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.

**238 Calculus for Business and Social Sciences I (5) UC:CSU**

*Prerequisite:* 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.

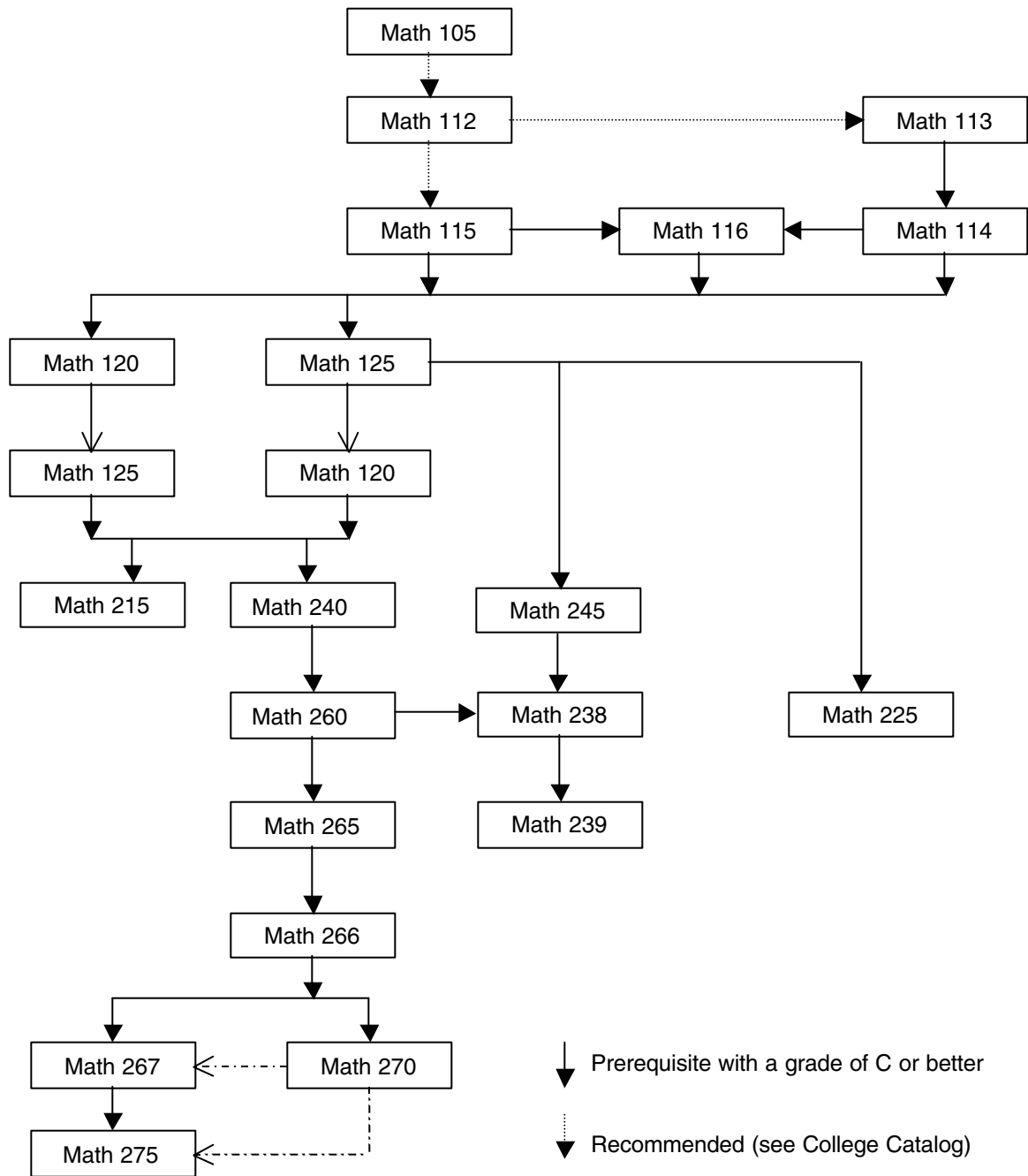
**Lecture, 3 hours.**

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.



# Math Course Sequence



↓ Prerequisite with a grade of C or better

⋯ Recommended (see College Catalog)

- - - Recommended prerequisite or corequisite

Math 240 may be taken concurrently with Math 260

↓ Both Math 120 & Math 125 must be completed with grades of C or better.

**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 MA TH 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.

**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****285 Directed Study - Mathematics ‡ (2) UC:CSU****385 Directed Study - Mathematics ‡ (3) UC:CSU**

*Prerequisite:* Mathematics 265.

**Lecture, 3 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 68, for prerequisite, course description and credit limits.

**MEDIA ARTS (MEDIART)****100 Introduction to Media Arts (3) CSU**

*Prerequisite:* None.

**Lecture, 3 hours.**

Introductory, interdisciplinary survey of the media arts in the entertainment industry: through the creative process from start to finish, from development and pre-production (idea to script) to production (casting, story-boarding, acting and shooting), post-production (editing, visual effects, sound/music), and distribution. Changes in the media owing to new technology and various other forms of production, including but not limited to, video games and Internet direct projects will be covered.

**NOTE:** Students will be required to provide instructional materials to complete class assignments. Additional time required.

**101 Introduction to Digital Film/Video Production (3) CSU**

*Prerequisite:* Media Arts 100 or Cinema 107 with a grade of C or better or concurrent enrollment in either course.

**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 digital media exercises.

**NOTE:** Students will be required to provide instructional materials to complete class assignments. Additional time required.

**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, scripting and production management.

**NOTE:** Students will be required to provide instructional materials to complete class assignments. Additional time required.

### 103 Digital Imaging and Motion Graphics for Film and Television (3) UC:CSU

*Prerequisite:* Media Arts 102 or Media Arts 120 with a grade of C or better.

**Lecture, 2 hours; laboratory, 2 hours.**

Intermediate level course dealing with motion graphics for film and television using digital imaging and animation software, with an emphasis on Photoshop and After Effects, including layers, masks, filters, animation techniques and output to video, via demonstrations, practicums, and exercises.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

### 110 Digital Film/Video Audio (3) CSU

(Same as Cinema 110)

*Prerequisite:* Media Arts 101.

**Lecture, 2 hours; laboratory, 2 hours.**

Intermediate course dealing with all aspects of film/video sound recording, mixing, and editing from theory to application, centering on learning the basic parts and functions of professional motion picture and digital video sound equipment, as well as sound techniques and aesthetics.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

### 113 Low Budget Filmmaking (3) CSU

*Prerequisite:* None.

**Lecture, 3 hours;**

Overview of the administrative and creative aspects of producing low-cost motion pictures from budgeting, financing pre-production to completion, distribution and marketing. Students will prepare an actual film proposal, budget and schedule.

### 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, cameras, and accessories.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

### 118 Directing (3) CSU

*Prerequisite:* Media Arts 100 or Cinema 107.

**Lecture, 3 hours;**

Introduction to the art and craft of film directing, with emphasis on the role of the director as a storyteller, the visualization of the script, directing the actors, and the creative interaction with above and below the line personnel. Visual presentations, discussions and exercises will illustrate the director's process during pre-production, production and post-production as well as the beginning steps toward a directing career.

### 120 Digital Film/Video Editing (3) CSU

(Same as Cinema 120)

*Prerequisite:* Cinema 101 with a grade of C or better.

**Lecture, 2 hours; laboratory, 2 hours.**

Intermediate course covering theory, techniques and aesthetics of film/digital video non-linear editing. A variety of industry-oriented digital applications, with emphasis on Final Cut Pro, will be utilized in the editing exercises.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

### 121 Advanced Digital Film/Video Editing (3) CSU

*Prerequisite:* Media Arts 120 with a grade of C or better.

**Lecture, 2 hours; laboratory, 2 hours.**

Advanced level course dealing with theory, techniques, and aesthetics of digital film/video editing, with emphasis on advanced features of Final Cut Pro including titling/graphics, audio filtering/mixing, and advanced compositing techniques, via demonstrations, practicums, and editing exercises.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

### 130 Advanced Screenwriting (3) CSU

*Prerequisite:* Broadcasting 25.

**Lecture, 3 hours;**

An advanced screenwriting workshop emphasizing the skill and understanding of structure, character and story. Students write an original screenplay or teleplay in a workshop setting, developing an effective and marketable sample of work.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

### 185 Directed Study - Media Arts (1) CSU

### 285 Directed Study - Media Arts (2) CSU

### 385 Directed Study - Media Arts (3) CSU

*Prerequisite:* Approval of project.

**Conference, 1 hour per unit.**

Allows student to pursue Directed Study in Media Arts 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.*

## MEDICAL TERMINOLOGY

(See Biology 33)

## MERCHANDISING

(See Marketing)

## METEOROLOGY (METEOR)

### 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.

## MICROBIOLOGY (MICRO)

### 1 Introductory Microbiology (5) UC:CSU

*Prerequisite:* Chemistry 51 or equivalent.

Lecture, 3 hours; laboratory, 6 hours.

An introduction to microorganisms in air, water, food, soil, and the human body. The biology of microorganisms and concepts in bacteriology, mycology, parasitology, virology, and immunology are introduced. Students acquire and develop relevant practical and problem solving skills in the laboratory.

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)

## 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.

Lecture, 3 hours.

Introductory course in reading and writing music. Covers notation, keys, scales, intervals, chords. Includes experience in sight singing and ear training.

### 111 Music Appreciation I (3) UC:CSU ☉

*Prerequisite:* None.

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.

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 through the mid 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 Baroque.

### 122 Music History and Literature II ‡ (3) UC:CSU

*Prerequisite:* Music 201.

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 the middle of the 18th century to the present. Covers the changes in the style and techniques of music composition from the vocal and instrumental music of the pre-classic era, through the development of the sonata idea in the Classic era, the concept of the inter-relationship 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 music's 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.

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. Credit/No Credit only.

*Corequisite:* Music 181 or 182 or 183 or 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) UC:CSU**

*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 instrument or voice through private lessons.

**182 Applied Music II ‡ (.5) UC:CSU**

*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 instrument or voice through private lessons.

**183 Applied Music III ‡ (.5) UC:CSU**

*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 instrument or voice through private lessons.

**184 Applied Music IV ‡ (.5) UC:CSU**

*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 instrument or voice through private lessons.

**190 Music Lab for Practicing (.5) RPT3**

*Prerequisite:* None. *Credit/No Credit only*

**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. *Credit/No Credit only*

**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. *Credit/No Credit only*

**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 are strongly encouraged to enroll 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 and identifying 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 are strongly encouraged to enroll 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.

LOS ANGELES VALLEY COLLEGE  
MUSIC DEPARTMENT

# COMMERCIAL MUSIC MAJOR

*Semester Plan for the A.A. Degree*

<p style="text-align: center;"><b>First Semester</b></p> <p>Music 137 - Music As A Business            Music 165 - Introduction to Recording Arts            Music 200 - Introduction to Music Theory            Music 321 - Elementary Piano I            Performing Ensemble*</p>	<p style="text-align: center;"><b>Second Semester</b></p> <p>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*</p>
<p style="text-align: center;"><b>Third Semester</b></p> <p>Music 206 - Commercial Harmony II            Music 295 - Computer Music Sequencing            Performing Ensemble*            General Education Requirements - 6 Units</p>	<p style="text-align: center;"><b>Fourth Semester</b></p> <p>Music 281 - Commercial Music Techniques I            Performing Ensemble*            General Education Requirements - 9 Units</p>
<p style="text-align: center;"><b>Fifth Semester</b></p> <p style="text-align: center;">Music 282 - Commercial Music Techniques II            General Education Requirements - 3 Units</p> <p style="text-align: center;"><i>Recommended</i>            Music 265 - Recording Arts Workshop            (repeated second semester)</p>	

\* Performing Ensembles chosen from any of the following: Music 501 - College Choir, Music 531 - Philharmonic Choir, Music 563 - 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 Commercial Music, see the information on Plan B majors in this catalog.

LOS ANGELES VALLEY COLLEGE  
MUSIC DEPARTMENT

# MUSIC MAJOR

*Semester Plan for the A.A. Degree*

First Semester	Second Semester
<p>Music 152 - Current Musical Events            Music 188 - Applied Music Lab            Music 181 - Applied Music I            Music 208 - Introduction to Music Theory            Music 321 - Elementary Piano I            Performing Ensemble*</p> <p><i>Recommended:</i>            Music 111 - Music Appreciation or other            elective in Music - 3 Units</p> <p>General Education Requirements - 6 Units</p>	<p>Music 152 - Current Musical Events            Music 188 - Applied Music Lab            Music 182 - Applied Music II            Music 201 - Harmony I            Music 211 - Musicianship I            Music 322 - Elementary Piano II            Performing Ensemble*</p> <p>General Education Requirements - 6 Units</p>
Third Semester	Fourth Semester
<p>Music 121 - Music History &amp; Literature I            Music 188 - Applied Music Lab            Music 183 - Applied Music III            Music 202 - Harmony II            Music 212 - Musicianship II            Music 258 - Music Performance Workshop            Music 323 - Elementary Piano III            Performing Ensemble*</p> <p>General Education Requirements - 3 Units</p>	<p>Music 122 - History &amp; Literature II            Music 188 - Applied Music Lab            Music 184 - Applied Music IV            Music 203 - Harmony III            Music 213 - Musicianship III            Music 258 - Music Performance Workshop            Music 324 - Elementary Piano IV            Performing Ensemble*</p> <p>General Education Requirements - 3 Units</p>

\* Performing Ensembles chosen from any of the following: Music 501 - College Choir, Music 531 - Philharmonic Choir, Music 583 - 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.

**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.

**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.

**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:* Music 322, or 412, or 602, or 612, or 622, or 632, or 652.

*Required of all students in A.A. transfer program and open to others.*

**Lab/performance, 3 hours.**

Students work in a master class environment, rehearsing classical music appropriate to their instrument/voice and skill level. A final public performance is given. Concert attendance is required.

**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.

**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.

**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 multi-track 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.

**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) 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. Projects are designed to increase the students knowledge 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:* None.

**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.

**381 Elementary Organ I ‡ (1)***Prerequisite:* Music 322.

Lecture, 1 hour; lab/performance, 1 hours. Beginning organ manual technique and repertoire, history and construction of the organ, finger independence, registration, beginning pedal technique.

**382 Elementary Organ II ‡ (1)***Prerequisite:* Music 381.

Lecture, 1 hour; lab/performance, 1 hours. Continuation of Music 381 with compositions for manual and pedal, and hymn playing.

**383 Elementary Organ III ‡ (1)***Prerequisite:* Music 382.

Lecture, 1 hour; lab/performance, 1 hours. Continuation of Music 382, repertoire on level of easy Bach, Scheidt, Swecklinck & Reger.

**384 Elementary Organ IV ‡ (1)***Prerequisite:* Music 383.

Lecture, 1 hour; lab/performance, 1 hours. Continuation of Music 383, repertoire on level of Couperin, Bach, Brahms, Franck, Alain and Reger.

**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 and audition on the first day of class.

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.**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:* None.

*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:* None.

*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. It includes public presentations with orchestra and soloists.

**563 Chamber Singers (1) UC:CSU RPT3***Prerequisite:* None.

*Students are encouraged to enroll at registration. However, instructor approval and/or audition is required.*

**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.**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.**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**631 Percussion Instrument Instruction I ‡ (2)**

*Prerequisite:* None.

**Lecture, 1 hour; lab/performance, 2 hours.** Reading of all basic rhythms; rudiments, beginning notation and meter signatures as they apply to the snare drum.

**632 Percussion Instrument Instruction II ‡ (2)**

*Prerequisite:* Music 631.

**Lecture, 1 hour; lab/performance, 2 hours.** This course is a continuation of Music 631. Reading of all basic rhythms, rudiments, beginning notation and meter signatures in the playing of various percussion instruments.

**633 Percussion Instrument Instruction III ‡ (2)**

*Prerequisite:* Music 632.

**Lecture, 1 hour; lab/performance, 2 hours.** This course is a continuation of Music 632. Intermediate instruction on percussion instruments. Develops skill in the reading of percussion notation and in the playing of various percussion instruments.

**634 Percussion Instrument Instruction IV ‡ (2)**

*Prerequisite:* Music 633.

**Lecture, 1 hour; lab/performance, 2 hours.** This course is a continuation of Music 633. Intermediate instruction on percussion instruments. Develops skill in the reading of percussion notation and in the playing of various percussion instruments.

**650 Beginning Guitar (2) UC:CSU**

*Prerequisite:* None.

**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. Student must possess guitar.

**651 Classical Guitar I (2) UC:CSU**

*Prerequisite:* None.

**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. Student must possess nylon string guitar.

**652 Classical Guitar II (2) UC:CSU**

*Prerequisite:* Music 651.

**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. Student must possess guitar.

**653 Classical Guitar III (2) UC:CSU**

*Prerequisite:* Music 652.

**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. Student must possess guitar.

**654 Classical Guitar IV (2) UC:CSU**

*Prerequisite:* Music 653.

**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. Student must possess guitar.

**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 patterns will be studied as well as ensemble playing in jazz band and combos.

**662 Commercial Guitar II ‡ (2) CSU**

*Prerequisite:* Music 661.

**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 patterns will be studied as well as ensemble playing in jazz band and combos. Student must possess guitar.

**701 Instrumental Ensemble ‡ (0.5) UC:CSU RPT3**

*Prerequisite:* None.

*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:* None.

*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:* None.

*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:* None.

*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:* None.

*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:* None.

*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:* None.

*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:* None.

*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 student arrangers.

**781 Studio Jazz Band ‡ (0.5) UC:CSU RPT3**

*Prerequisite:* None.

*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 676, for prerequisite, course description and credit limits.

## NUMERICAL CONTROL (NUMCON)

(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 68, for prerequisite, course description and credit limits.

## NURSING

### 709 Nursing Foundations & Medical-Surgical I ‡ (9) CSU

*Prerequisites:* Anatomy 1 and Physiology 1, or Physiology 8 and Physiology 9, Microbiology 1 or 20, English 101, Psychology 1 and 41, Sociology 1 or Anthropology 102, and a passing score on Algebra equivalent 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 clients is provided.

Level I. This course contains two nine-week modules offered sequentially.

### 709A Nursing Foundations (4.5) CSU

*Prerequisites:* Anatomy 1 and Physiology 1, or Physiology 8 and Physiology 9, Microbiology 1 or 20, English 101, Psychology 1 and 41, Sociology 1 or Anthropology 102, and a passing score on Algebra equivalent 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 clients is provided. Nursing interventions to prevent or alleviate skin, mobility, nutrition and elimination problems are taught.

Level I.

### 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 clients is provided, Level I.

**710 Maternity Nursing/Medical Surgical Nursing II ‡ (9.5) CSU**

*Prerequisite:* Nursing 709 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. Level II.

**710A Reproductive Health and Maternity Nursing (4.5) CSU**

*Prerequisite:* Nursing 709A & B with grades of C or better.

**Lecture, 2.5 hours; laboratory, 6 hours.**

Nursing care related to the reproductive system and childbearing family. Core concepts include health concerns related to the reproductive system across the life span for both men and women including physiologic adaptation during antepartal, intrapartal, postpartal and neonatal periods. Content includes health promotion, health screening and interventions for selected benign and malignant conditions, as well as family planning, domestic violence and sexual abuse. Nursing care related to intravenous therapy is introduced.

**710B Medical-Surgical Nursing II (5) CSU**

*Prerequisite:* Nursing 709A & B 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, 5.5 hours; laboratory, 13 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. Level III.

**711A Medical-Surgical Nursing III (4.5) CSU**

*Prerequisite:* Nursing 710A & B with grades of C or better.

**Lecture, 3 hours; laboratory 6 hours.**

Nursing care related to actual or potential health problems that may alter or invade a child's or an adult's normal lines of defense. Students will learn about intermediate health stressors concerning pediatrics as well as adult neurological, cancer/immune and musculoskeletal dysfunctions. Concepts will include disease process, medical treatments, nursing responsibilities, ethical/legal issues and altered family coping and parenting. Clinical experience of managing care for one pediatric client and/or two to four adult clients is provided concurrently.

**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.**

Theory, skills, 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. Level IV.

**712A Medical-Surgical Nursing IV (5) CSU**

*Prerequisite:* Nursing 711A & B with grades of C or better.

**Lecture, 2.5 hours; laboratory, 7.5 hours.**

Secondary and Tertiary Nursing Care of acutely-ill hospitalized clients experiencing responses to stressors effecting the Neurological, Cardiovascular, Respiratory, Gastrointestinal, Urinary/Renal, Immunological System's and problems with fluid and electrolyte balance. Clinical experience in managing 3-4 high acuity clients and 1 client in the Home Health.

**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: Licensed Vocational Nurses, Registered Nurses, nursing students, or pre-nursing students.

Lecture, 2 hours.

Study of pharmacological agents related to pathophysiology.

### 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: Licensed Vocational Nurses, Registered Nurses, nursing students, or pre-nursing students.

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) RPT3

Prerequisite: None

Laboratory, 3 hours.

Enrollment is offered to students currently or previously enrolled in course work from the Health Science Department. Nursing 799 allows students to practice simulated nursing care and/or health-client care in a simulated hospital setting. Nursing 799 consists of a variety of computer and/or video programs to assist the learner to improve comprehension, synthesis, and/or critical thinking skills, and improve clinical skills. Students enrolled will be able to practice at their own pace. This course is offered on a Credit, No Credit basis, 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.

## NURSING SCIENCE (NRSCE)

### 101 Introduction to Nursing (3) CSU

Prerequisites: English 101, Physiology 1 or Physiology 8, Microbiology 1 or Microbiology 20 (must have High School Chemistry or College Chemistry), Anatomy 1.

Lecture, 1 hour; laboratory, 6 hours

This course is an introduction to the philosophy of nursing, nursing history, Maslow's hierarchy of needs, and legal and ethical issues in nursing. Concurrent with the theory, the nursing student will have beginning client care experience in the skills lab and hospital settings.

### 102 Fundamentals of Nursing (3) CSU

Prerequisites: Nursing Science 101, Nursing Science 103.

Lecture, 1 hour; laboratory, 6 hours

This course will be an introduction to medical-surgical nursing concept issues related to care to clients based on Maslow's Hierarchy of Needs. The course content will be presented with the framework of health-continuum, and normal physiological, psychological, and sociocultural need of the client.

### 103 Nursing Process (1) CSU

Prerequisites: English 101, Physiology 1 or Physiology 8, Microbiology 1 or Microbiology 20 (must have High School Chemistry or College Chemistry), Anatomy 1.

Lecture, 1 hour

This course is designed to acquaint the student with the nursing process components such as assessment, nursing diagnosis, planning, implementation and evaluation. Included in the course is a discussion about client's multiple needs. Critical thinking concepts are integrated in the course to enable the student to make appropriate nursing judgments.

### 104 Nursing Communication (1) CSU

Prerequisites: Nursing Science 101 and Nursing Science 103

Lecture, 1 hour

The course is designed to acquaint the student to the elements of communication process and how communication is affected by culture. Included in the course is a discussion on how the student can meet the client's communication needs, which will require the application of nursing process and critical thinking. Content related to nurse-client relationships, therapeutic/non-therapeutic communications, self concept, anxiety, assertiveness, homeostasis, stress, adaptation, crisis intervention, and loss and grief will be discussed.

### 105 Nursing Pharmacology (2) CSU

Prerequisites: English 101, Physiology 1 or Physiology 8, Microbiology 1 or Microbiology 20 (must have High School Chemistry or College Chemistry), Anatomy 1.

Lecture, 1.5 hours; laboratory, 1.5 hours

This course focuses on the effects of drug therapy on human body systems. The body systems include: the central nervous system, autonomic nervous, cardiovascular, renal, endocrine, respiratory and gastrointestinal systems. Also included are anti-infective, anti-inflammatory, immune and biological modifiers, chemotherapeutic, hematological, ophthalmic and optic agents. In addition this course will cover laboratory practice of medication administration.

### 106 Medical-Surgical Nursing I (5) CSU

Prerequisites: Nursing Science 102, Nursing Science 104, and Nursing Science 105.

Lecture, 3 hours; laboratory, 6 hours

This basic course focuses on the nursing care of the adult client with common disorders. Emphasis will be placed on nursing care of the client with endocrine, gastrointestinal, cardiac and respiratory disorders. Problems associated with fluid and electrolytes, acid balance, infections and the stress response will be addressed. Working as an effective member of the health care team and beginning leadership skills will be presented. Emphasis will be placed on classroom and clinical application of critical thinking and caring therapeutic nursing interventions in acute, chronic and community health care settings. Basic concepts and issues will be examined including the recognition of the impact of cultural and ethnic diversity of the client.

**107 Medical-Surgical Nursing II (5) CSU**

*Prerequisites:* Nursing Science 106, Nursing Science 109, and Nursing Science 110.

**Lecture, 3 hours; laboratory, 6 hours**

This intermediate level medical/surgical nursing courses focuses on nursing care of adult clients with high acuity problems within hospital and community settings. Emphasis will be placed on assessment of risk factors affecting clients health and wellness. Students will implement the nursing process and utilize Maslow's human needs concepts to prioritize client needs for the following diseases/disorders: endocrine, renal, cardiovascular, gastrointestinal, central nervous system, sleep and malignancies. Related fluid and electrolytes and acid base balance needs will be addressed. Issues regarding client advocacy, spiritual and cultural diversity as well as communication with members of the health care team, and intermediate level leadership skills will be emphasized.

**108 Medical-Surgical Nursing III (3) CSU**

*Prerequisites:* Nursing Science 107 and Nursing Science 111.

**Lecture, 1.5 hours; laboratory, 4.5 hours**

This course focuses on the role of the Nurse as Provider of Care, Manager of Care, and Member of the Profession for medical-surgical clients within a variety of setting. Emphasis will be on classroom and clinical application of critical thinking and caring therapeutic nursing interventions in chronic, acute, critical care and community health care setting. Concepts and issues examined include: the impact of cultural beliefs and ethnic diversity of the adult client; identification of risk factors effecting the client's health and wellness; the advanced role(s) of the nurse; and advanced technological and psychomotor skills necessary, to care for clients with multi-system organ dysfunction of the cardiovascular, respiratory, renal, gastrointestinal, neurological and the immune systems.

**109 Gerontology and Community Based Nursing (2) CSU**

*Prerequisites:* Nursing Science 105, Nursing Science 102, and Nursing Science 104.

**Lecture, 1 hour; laboratory, 3 hours**

This course focuses on nursing care of the older adult client with common health and wellness needs. Emphasis will be on classroom and clinical application of critical thinking and caring therapeutic nursing interventions in acute, chronic and community health care settings for the older adult population. Concepts and issues examined include: impact of cultural beliefs and ethnic diversity of the older adult, legal, ethical and social issues, nurse-client relationship, biologic/social and psychologic, theories of aging, pharmacological issues in aging, physical assessment of normal aging changes/functional consequences, common chronic illness/implications/ risk factors affecting the older client's health and wellness, end of-life care/issues.

**110 Psychiatric-Mental Health Nursing (3) CSU**

*Prerequisites:* Nursing Science 102, Nursing Science 104, and Nursing Science 105.

**Lecture, 1.5 hours; laboratory, 4.5 hours**

This course focuses on the application of the nursing process, critical thinking and caring therapeutic interventions in acute, chronic and community-based Psychiatric-Mental Health settings. Basic Mental Health concepts and issues examined include: cultural beliefs and ethnic diversity of the client/nurse, legal/ethical issues, therapeutic nurse-client relationship, self-awareness, neuro-bio-psychosocial theories/therapies and factors affecting health and wellness of clients with common psychiatric- mental health needs/disorder across the lifespan ie. Anxiety, Mood, Thought, Cognitive, Personality and Eating disorders across the lifespan. Emphasis is placed on client advocacy, and collaboration with members of the Mental Health care team.

**111 Reproductive Nursing and Women's Health (3.5) CSU**

*Prerequisites:* Nursing Science 106, Nursing Science 109 and Nursing Science 110.

**Lecture, 2 hours; laboratory, 4.5 hours**

This course focuses on the nurse as a provider of care, manager of care and a member of the profession in a variety of maternal/child settings. Course content includes client needs during the antenatal, intrapartal, postpartal, neonatal period and reproductive health cycle. Building upon Maslow's Hierarchy of Needs, course content in Maternal Child Nursing will be presented within the framework of the wellness/illness continuum of the client during the reproductive and post reproductive years.

**112 Care of Children and Family (3.5) CSU**

*Prerequisites:* Nursing Science 107 and Nursing Science 111.

**Lecture, 2 hours; laboratory, 4.5 hours**

This course focuses on the nurse as a provider of care, manager of care and member of the profession in a variety of settings involving children and families. Course content includes physiological, psychological, developmental and socio-cultural needs of children and families. Building upon Maslow's Hierarchy of Needs and the Nursing Process, course content in Pediatric Nursing will be presented within the framework of the wellness/illness continuum of the client and family from birth through adolescence.

### 114 Nursing Leadership and Management (3) CSU

*Prerequisites:* Nursing Science 108 and Nursing Science 112.

**Lecture, 0.5 hours; laboratory, 7.5 hours**

This course provides an overview of theoretical and clinical concepts needed for the transitional role of the graduation Associate Degree nurse as a provider of care, manager of care and member of the profession. Concepts of Effective Leadership Styles, Advanced Therapeutic Communication, Delegation, Conflict Resolution, Time Management, Nursing Ethics, and Professional Issues, including the recognition of the impact of cultural beliefs and ethnic diversity of the client are analyzed and compared in this final nursing course. Emphasis is placed on classroom and clinical application of critical thinking and caring therapeutic nursing interventions in acute, chronic and community based health care settings using advanced technological and psychomotor skills. Utilizing the nursing process and advanced critical thinking, the learner/student implements the role of the beginning associate degree nurse as coordinator of care including theory and clinical accountability to provide quality care in various environments.

## OCEANOGRAPHY (OCEANO)

### 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.

### 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.

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 - Oceanography (1-4) CSU

Oceanography is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 68, for prerequisite, course description and credit limits.

## OFFICE ADMINISTRATION

(See Computer Applications & Office Technologies)

## PERSONAL DEVELOPMENT (PERSDEV)

### 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, introduces them to the requisite skills for college success, helps them set educational and career goals, and assists them in developing a student educational plan (SEP) to meet those goals.

### 4 Career Planning (1) CSU

*Prerequisite:* None.

*This course is offered on a Credit/No Credit basis only.*

**Discussion, 1 hour.**

This is an educational and career planning course designed to help the undecided student make a meaningful decision regarding a career goal. The course includes career assessment, various self-appraisal techniques, and information on career characteristic trends. The class includes exploration of career options utilizing career information technology. By providing the students with insight into their interests, abilities, work values, and personality, they will be able to make realistic and informed career choices.

### 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.**

This course is designed to assist students with disabilities in the exploration and development of career goals with as emphasis on individual interests and lifestyle, values, personality traits, and abilities. Topics covered include career exploration, resume writing, interview skills, job seeking strategies, and Americans with Disabilities Act in the workplace.



### 20 Post Secondary Education: Scope of Career Planning (3)

#### UC: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.

### 30 Personal Development Seminar ‡ (1) NDA RPT3

*Prerequisite:* None.

*This course is offered on a Credit/No Credit basis only.*

**Lecture, 3 hours.**

Group study of a selected disability-related topics with a focus on the development of self-advocacy skills for students with disabilities; provides an opportunity to explore a wide variety of accessibility issues as they relate to educational and career goals.

## PHILOSOPHY (PHILOS)

There are no prerequisites for any Philosophy courses.

### 1 Introduction to Philosophy (3) UC:CSU ☉

(CAN PHIL 2)

**Lecture and discussion, 3 hours.**

A sample of the fundamentals of philosophy, Western or Eastern, with selected philosophers of topics in the history of philosophy, theory of knowledge, metaphysics, ethics, philosophy of religion, philosophy of science, etc. Subjects covers vary with instructor.

### 6 Logic in Practice (3) UC:CSU

**Lecture 3 hours.**

This course is intended to introduce fundamental issues of logic, epistemology, rationality, argument, persuasion, and critical thinking, with examples of sound and unsound thinking, for analysis and debate, from current public discourse and perennial political and philosophical issues.

### 7 Inductive Logic ‡ (3) UC:CSU

**Lecture and discussion, 3 hours.**

An introduction to history and philosophy of science, epistemological and metaphysical issues in science, inductive logic and falsification, Aristotle, Francis Bacon, Positivism, Karl Popper, historical and experimental sciences, examples of the practice and progress of science, critiques of science.

### 9 Symbolic Logic I (3) UC:CSU

**Lecture and discussion, 3 hours.**

Introduction, Origin and Use of Formal and Symbolic Logic, Truth Functional Connectives and Validity, Truth Tables, Deductive and Axiomatic Systems, the Propositional Calculus and Quantification.

### 12 History of Greek Philosophy ‡ (3) UC:CSU ☉

**Lecture and discussion, 3 hours.**

History of Greek Philosophy, including the Presocratics, Sophists, Socrates, Plato, and Aristotle, with some material from Hellenistic Philosophy, Late Antiquity, and even Medieval Philosophy.

### 14 History of Modern European Philosophy ‡ (3) UC:CSU

**Lecture and discussion, 3 hours.**

An introduction and survey to modern Western or European Philosophy, beginning with the inception of Modern Science with Copernicus and Galileo, the inception of modern philosophy proper with Rene Descartes, through the Rationalists and Empiricists, German Idealism, Positivism, Marxism, Linguistic and Analytic Philosophy, Phenomenology, Philosophy of Science, Existentialism, Feminism, Deconstruction, and other recent trends.

### 20 Ethics (3) UC:CSU

(CAN PHIL 4)

**Lecture and discussion, 3 hours.**

Survey of ethics, covering moral dilemmas, the justification and nature of moral value, i.e. meta-ethics, different historical ethical doctrines with representative philosophers, theories about the good life, or the meaning and value of life, and a selection of contemporary moral issues, which may be of a personal nature (e.g. abortion) or involve political (race, gender), economic (class, corporations), or religious issues.

### 30 Asian Philosophy ‡ (3) UC:CSU

**Lecture and discussion, 3 hours.**

Philosophy in the traditions of India and China, including countries of South, East, and Southeast Asia influenced by Indian and Chinese civilization, like Sri Lanka, Thailand, Japan, Korea, Vietnam, etc. This covers philosophical schools such as Vedanta, Sankhya, Yoga, Confucianism, Taoism, and in Buddhism, Zen, Tendai, Tantrism, etc.

### 33 Comparative Survey of World Religions ‡ (3) UC:CSU

(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

(Same as Jewish Studies 35.)

*Prerequisite:* None.

**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.

### 911-921-931-941 Cooperative Education - Philosophy (1-4) CSU

Philosophy is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 68, for prerequisite, course description and credit limits.

## PHOTOGRAPHY (PHOTO)

### 9 Introduction to Cameras & Composition (3) CSU

*Prerequisite:* None.

*Recommended for communication students interested in camera techniques and photo composition.*

**Lecture, 3 hours.**

Basic course in the use of the camera to produce a photographic image. Emphasizes artistic and creative control of the image. Presents the history of photography and its place as an art in our society. The student is provided with cognitive information as well as experience in creating good photographs. An introduction to color photography including basic information on cameras, lenses, film and exposure designed to aid in an awareness of camera techniques and photo composition. Color slide assignments are given for analysis in class. Note: A 35mm single lens reflex camera is 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 a photographic image through study of light, shadow, exposure, and composition. This course in black and white photography recognizes that total artistic and creative control of the image comes not only through taking the photo but also through processing film and print making 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 single lens reflex camera and various lab supplies 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 advanced photography techniques. Students receive instruction in both traditional photography and digital imaging techniques with an emphasis on idea development, preparation and execution. Studio procedures, creative thinking and computer assisted image processing will also be emphasized.

**20 Beginning Photojournalism (4)  
CSU***Prerequisite: Photography 10 with a grade of C or better.***Lecture, 2 hours; laboratory, 6 hours.**

Photography instruction for those interested in learning the skills necessary of making photographs for publication. Students will learn techniques for taking high impact, dynamic, story telling photographs as well as how to use their camera as a tool for social change. Emphasis is placed on digitally preparing photographs for both the internet and print media. Note: A 35mm single lens reflex 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 making photographs for publication. Students receive instruction in advanced photojournalism techniques and digital preparation of photographs for publication. Students work in a real-world environment where they are able to make photographs if sports events, news events, and photo essays with meaningful sociological impact. Emphasis is placed on portfolio development and the use of digital technology.

**185 Directed Study - Photography  
(1) CSU****285 Directed Study - Photography  
(2) CSU****385 Directed Study - Photography  
(3) CSU***Prerequisite: None.***Conference, 1 hour per unit.**

Allows students to pursue Directed Study in Photography 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 - Photography (1-4)  
CSU**

Photography is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 68, for prerequisite, course description and credit limits.

**PHYSICAL EDUCATION  
(P.E. OR PHYS ED)**

(Also see Dance Studies or Dance Techniques)

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.

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****Lecture, 0.5 hours, Activity 1.5 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 supervising instructor.

**96 Combined Activities (1)  
UC:CSU RPT3****Lecture, 0.5 hours, Activity, 1.5 hours.**

An introductory course offering a wide variety of fitness activities (aerobics, aqua aerobics, swimming, weight training, stretching, and yoga) designed to increase understanding of the training principles and components of fitness with the necessary level of fitness for participation in variety of activities.

**97 Physical Efficiency ‡ (2)  
UC:CSU***This class meets the credit for Physical Education activity.***Lecture, 1 hour; activity 2 hours.**

Includes theory, practice and techniques of developing ones own physical fitness program at any time in life based upon sound physiological principles. Course covers basic foundation of physical education principles as they relate to a optimal healthy lifestyle.

**101 Swimming-Non Swimmer (1)***Prerequisite: None***Lecture, .5 hour; activity 1.5 hours.**

This course is designed to teach the beginning skills of swimming: crawl stroke, elementary backstroke, racing backstroke, breaststroke, and diving. The course will introduce the principles and strategies of swimming endurance. Upon completion of this course the student will be able to perform the basic strokes, know the rules that govern the different strokes, understand the nutrition and injury prevention strategies for swimming.

**102 Swimming Skills (1) UC:CSU  
RPT3***Prerequisite: None***Lecture, .5 hour; activity 1.5 hours.**

This course is designed to teach the skills of swimming: crawl stroke, backstroke, breaststroke, butterfly, flip turns, starts and finishes. The course will introduce the principles and strategies of endurance and interval training. Upon completion of this course the student will be able to perform the basic strokes, know the rules that govern the different strokes, understand the nutrition and injury prevention strategies for swimming.

**105 Diving Skills ‡ (1) UC:CSU  
RPT3***Prerequisite: None***Activity 2 hours**

Fundamental, intermediate and advanced principles/theories of basic Springboard Diving Skills. Instruction, demonstration and practice of basic forward, backward, inward, reverse and twisting dive skills.

**108 Fire Department Physical  
Ability Testing (0.1) UC:CSU RPT3***Prerequisite: None***Lecture, .11 hours; activity, .11 hours**

This course provides the student with a knowledge of the Standardized Fire Department Physical Ability Test. Successful completion leads to a Certificate of Completion.

**121 Water Activities – Water Polo ‡ (1) UC:CSU RPT3***Prerequisite: None***Activity, 2 hours**

The sport of water polo will be discussed and taught. Starting with the basic swimming and ball handling skills and advancing to the specifics of game strategy, shooting, defense, offense, counter attack, and game management

**131 Aqua Aerobics (1) UC:CSU RPT3***Prerequisite: None***Lecture, .5 hour, activity, 2.5 hours**

A water aerobic exercise and conditioning class that emphasizes cardiovascular endurance and promotes fitness using water resistance. Students need not be a swimmer to participate in this class.

**203 Badminton Skills ‡ (1) UC:CSU RPT3***Prerequisite: None***Lecture, .5 hour, activity, 1.5 hours**

A class fundamental badminton skills, the care and selection of equipment, rules and proper etiquette to be displayed during all phases of play.

**219 Table Tennis Skills (1)***Prerequisite: None***Lecture, .5 hour, activity, 1.5 hours**

Fundamental principles of the basic skills, strategy and etiquette of table tennis are taught in this course. It includes beginning, intermediate, and advanced techniques for singles and doubles play. Skills and strategy will be developed through drills and game conditions. Physical fitness through table tennis will be emphasized.

**225 Yoga Skills ‡ (1) UC:CSU RPT3***Prerequisite: None***Lecture, .5 hour, activity, 1.5 hours**

This course teaches a 5,000 year old form of mostly isometric poses (asanas), breathing techniques, and meditation. Yoga promotes mental, physical, and spiritual fitness. Yoga teaches a "way of life". There are brief lectures covering basic information on hypertension, exercise precautions, body composition, health style, flexibility, nutrition, nutrition supplements, water, physical fitness, nutrition myths, ethics and morality, and stress management.

**228 Body Conditioning ‡ (1) UC:CSU RPT3***Prerequisite: None***Lecture, .5 hour, activity, 1.5 hours**

This course will familiarize the student with procedures for evaluating fitness levels and will allow the student to experience the cognitive, affective and psychomotor levels of learning a variety of exercise programs and techniques which will improve the students' level of physical fitness.

**229 Body Dynamics ‡ (1) UC:CSU RPT3***Prerequisite: None***Lecture, .5 hour, activity, 1.5 hours**

This course is designed to provide challenging fitness activities by combining resistant exercises with endurance exercises. Emphasis is placed on aerobic activity and resistant exercises based on individual age and physical condition.

**230 Weight Training Skills ‡ (1) UC:CSU RPT3***Prerequisite: None***Lecture, .5 hour, activity, 1.5 hours**

Weight Training Skills includes an emphasis in the knowledge, understanding and values of building muscular strength and endurance. The objective is to develop the student's ability to develop his/her own weight training program based upon sound physiological principles.

**238 Self Defense Skills (1) UC:CSU RPT3***Prerequisite: None***Lecture, .5 hour, activity, 1.5 hours**

Self-Defense skills for women against rape and other physical attacks. Covers safety precautions and the promotion of mental and physical well being;

**247 Gymnastics Skills (1) UC:CSU RPT3***Prerequisite: None***Lecture, .5 hour, activity, 1.5 hours**

Fundamental, intermediate and advanced principles/theories of basic gymnastics skills on all Olympic events. Instruction, demonstration and practice of basic skills and routines on all events.

**250 Tumbling Skills ‡ (1) UC:CSU RPT3***Prerequisite: None***Lecture, .5 hour, activity, 1.5 hours**

Fundamental, intermediate and advanced principles/theories of basic tumbling skills. Instruction, demonstration and practice of basic tumbling skills and routines.

**259 Golf Skills (1) UC:CSU RPT3***Prerequisite: None***Lecture, .5 hour, activity, 1.5 hours**

Beginning, intermediate, and advanced levels accepted. Designed to meet the need of the student on all aspects of the sport of golf. Starting with the basics of the grip, stance, swing, posture, and advancing to the specifics of course etiquette, course management, driving, putting and chipping.

**277 Snow Skiing Skills ‡ (1) UC:CSU RPT3***Prerequisite: None***Lecture, .5 hour, activity, 1.5 hours**

Fundamental, intermediate and advanced principles/theories of basic Snow Skiing Skills. Instruction, demonstration and practice of basic snow skiing techniques. Includes dry land and on snow instruction.

**284 Bicycle Spinning Class (1) CSU***Prerequisite: None***Lecture, .5 hour, activity, 1.5 hours**

This course is designed to develop and improve both cardiovascular endurance and leg strength through cycling, interval training and hill climbing. Cycling safety, bike fit, and heart rate training will be emphasized throughout the course. Incorporates a choreographed workout on a specially designed stationary bicycle, using music and fundamental cycling techniques.

**301 Baseball Skills (1) UC:CSU RPT3***Prerequisite: None***Activity, 2.0 hours**

Baseball skills course. Skills taught will be throwing, fielding, hitting, baserunning, and baseball strategy.

**310 Flag/Tough Football skills ‡ (1) UC:CSU RPT3***Prerequisite: None***Activity, 2.0 hours**

Basic skills of punting, passing, catching and carrying the football are taught. Course includes instruction on foot placement, positioning for blocking, tackling, ball handling (offense & defense), change of direction associated with accelerating and decelerating, hand and finger position for passing and catching the football. A balance of skill and game development, through flag football games. Open to all ability levels

**322 Volleyball skills (1) UC:CSU RPT3***Prerequisite: None***Lecture, 0.5; activity, 1.5 hours**

This course is designed to teach the basic volleyball skills of passing, setting, spiking, serving and blocking. The course will introduce individual and team offense and defense systems, as well as the rules proper etiquette, terminology, components of fitness, nutritional and injury prevention strategies for volleyball.

**328 Softball Skills ‡ (1) UC:CSU RPT3***Prerequisite: None***Lecture, 0.5; activity, 1.5 hours**

Instruction in the fundamental skills, techniques, strategies, etiquette and official rules of softball. This course is designed for prospective intercollegiate softball players.

**341 Seniorcise (1) CSU***Prerequisite: None***Lecture, 0.5; activity, 1.5 hours**

This course provides a combination of fitness activities especially tailored to address the needs and interests of seniors. Includes aerobics, weight training, stretching, walking, and other activities.

**503 Intercollegiate Sports - Baseball ‡ (2) UC:CSU RPT1***Prerequisite: None*

**Activity, 10 hours or more in sports in season**  
Intercollegiate Athletic competitive baseball team course. Skills perfected will include throwing, fielding, hitting, baserunning, and baseball game strategies.

**504 Intercollegiate Sports - Baseball ‡ (2) UC:CSU RPT1***Prerequisite: None***Activity, 10 hours**

Fundamental, intermediate and advance principles/theories and skills of Basketball. Instruction, demonstration and practice of basic basketball skills, include passing, dribbling, shooting, rebounding, individual and team offense/defense and basketball intercollegiate competition.

**506 Intercollegiate Sports – Cross Country ‡ (2) UC:CSU RPT1***Prerequisite: None***Activity, 10 hours**

Intercollegiate athletics. Competitive Cross Country team course. Skills perfected include fundamental, intermediate and advanced principles/theories of basic running. Instruction, demonstration and practice of basic running long slow distance, fartlek training, hill running and interval training. Race strategies.

**508 Intercollegiate Sports – Football ‡ (2) UC:CSU RPT1***Prerequisite: None***Activity, 10 hours**

Intercollegiate Athletic competitive football team course. Advanced skills for blocking, tackling, ball carrying (offense & defense), running, change in direction, accelerating and decelerating and placement of hands and fingers on football.

**511 Intercollegiate Sports – Soccer ‡ (2) UC:CSU RPT1***Prerequisite: None***Activity, 10 hours**

Fundamental, intermediate and advance principles/theories and skills of Soccer. Instruction, demonstration and practice of basic soccer skills of passing, dribbling, shooting, goal keeping, individual and team offense/defense and soccer intercollegiate competition.

**512 Intercollegiate Sports – Softball ‡ (2) UC:CSU RPT1***Prerequisite: None***Activity, 10 hours**

Fundamental, intermediate and advanced principles/theories and skills of Softball. Instruction, demonstration and practice of basic softball skills, including throwing, fielding, hitting, base running, and intercollegiate competition.

**513 Intercollegiate Sports – Swimming ‡ (2) UC:CSU RPT1***Prerequisite: None***Activity, 10 hours**

Intercollegiate Athletic competitive swimming and diving team course. Instruction, demonstration and practice of fundamental and advanced swimming and diving techniques, including starts, turns, stroke technique, breathing, interval training and intercollegiate competition.

**515 Intercollegiate Sports – Track and Field ‡ (2) UC:CSU RPT1***Prerequisite: None***Activity, 10 hours**

Intercollegiate Athletic competitive Track and Field team course. Fundamental and Advanced principles/theories of track and field techniques. Instruction, demonstration and practice of sprinting, hurdling, throwing, jumping (vertical and horizontal), pole vaulting, middle and long distance skills.

**517 Intercollegiate Sports – Water Polo ‡ (2) UC:CSU RPT1***Prerequisite: None***Activity, 10 hours**

Intercollegiate Athletic competitive Water Polo team course. Fundamental and advanced principles/theories of water polo techniques. Instruction, demonstration and practice of swimming, eggbeater, offense, defense, counter attack, man up and man down situations.

**549 Intercollegiate Sports – Cheer/Yell Leaders ‡ (2) UC:CSU RPT1***Prerequisite: None***Activity, 10 hours**

Fundamental and advanced principles/theories of basic drill patterns, yell and cheerleading routines. Instruction, demonstration and practice of yell/cheerleading skills. Students will be required to perform at athletic events and competitions as part of the course requirements.

**552 Athletics Pre-Season Conditioning ‡ (1) UC:CSU RPT3***Prerequisite: None***Activity, 3 hours**

This course is designed for the student athlete. The following areas are emphasized: the analysis and training of athletic skills, the analysis of offensive and defensive systems, physical conditioning, strength training and aerobic conditioning.

**628 Swim and Run Fitness ‡ (1) CSU***Prerequisite: None***Lecture, 0.5, activity, 2.5 hours**

This course develops cardiovascular endurance and fitness through running and swimming. It enables students to gain awareness of the importance of proper running and swimming techniques, including progressive resistance training and conditioning for the purpose of training for a triathlon.

**629 Bicycle Spinning Activity ‡ (1) CSU***Prerequisite: None***Lecture, 0.5, activity, 2.5 hours**

This course is designed to develop and improve both cardiovascular endurance and leg strength through cycling, interval training and hill climbing. Cycling safety, bike fit, and heart rate training will be emphasized throughout the course. Incorporates a choreographed workout on a specially designed stationary bicycle, using music and fundamental cycling techniques.

**630 Aerobic Super Circuit Laboratory (1) UC:CSU RPT3**

*Prerequisite: None*

**Lecture, 0.5 hours, activity 2.5 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 fitness goals, design and implement a personalized exercise program to be performed on circuit training equipment.

**640 Beginning Lifelong Fitness Center (1) UC:CSU RPT3**

*Prerequisite: None*

**Lecture, 0.5 hours, activity, 2.5 hours**

This physical fitness course is designed to provide the student with procedures for evaluating individual fitness levels. The student will learn a progression of lifelong fitness exercises for all major muscle groups to improve cardiovascular fitness, muscular strength/endurance, flexibility and body composition.

**648 Adapted Exercise for Back Disorders (1) CSU RPT3**

**Activity, 3 hours.**

Course is designed to meet the needs of students with disabilities with back and/or neck problems who can benefit from an individualized exercise program. Instruction and practice will be given in individualized exercise, including stretching, resistive exercise, and cardiovascular fitness. Students with disabilities need a medical prescription for exercises from physician.

**655 Cross Training Lab (1) CSU RPT3**

**Lecture, 0.5 hours, activity 2.5 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.

**661 Archery Skills Activity (1) UC:CSU RPT3**

*Prerequisite: None*

**Lecture, 0.5, activity, 2.5 hours**

A course in the fundamental skills of target archery. The course emphasizes safety procedures and injury prevention while performing basic shooting techniques at various distances.

**662 Badminton (1) UC:CSU RPT3**

*Prerequisite: None*

**Lecture, 0.5, activity, 2.5 hours**

A class in fundamental badminton skills, the care and selection of equipment, rules and proper etiquette to be displayed during all phases of play.

**665 Basketball (1) UC:CSU RPT3**

*Prerequisite: None*

**Lecture, 0.5, activity, 2.5 hours**

This course is designed to teach all levels the basic basketball skills of passing, dribbling, shooting, and rebounding. The course will also introduce individual and team offense and defense, as well as the rules, proper etiquette, terminology, and the components of fitness.

**666 Body Conditioning (1) UC:CSU RPT3**

*Prerequisite: None*

**Lecture, 0.5, activity, 2.5 hours**

This course will familiarize the student with procedures for evaluating fitness levels and will allow the student to experience the cognitive, affective and psychomotor levels of learning a variety of exercise programs and techniques which will improve the students' level of physical fitness.

**668 Body Dynamics Activity (1) CSU**

*Prerequisite: None*

**Lecture, 0.5, activity, 2.5 hours**

This course is designed to provide challenging fitness activities by combining resistant exercises with endurance exercises. Emphasis is placed on aerobic activity and resistant exercises based on individual age and physical condition.

**670 Judo (1) UC:CSU RPT3**

*Prerequisite: None*

**Activity, 3.0 hours**

Judo is a self-defense course. Techniques taught include throws, pins, strangles, falls, submission holds, escapes and counter attacks.

**677 Soccer (1) UC:CSU RPT3**

*Prerequisite: None*

**Lecture, 0.5 hours activity, 2.5 hours**

This course is designed to teach all levels the basic soccer skills of passing, dribbling, shooting, and goal keeping. The course will also introduce individual and team offense and defense, as well as the rules, proper etiquette, terminology, and the components of fitness.

**678 Softball (1)**

*Prerequisite: None*

**Lecture, 0.5 hours activity, 2.5 hours**

Instruction in advanced softball skills, techniques, rules and game strategies. This course is designed for prospective intercollegiate softball players.

**681 Table Tennis (1) UC:CSU RPT3**

*Prerequisite: None*

**Lecture, 0.5 hours activity, 2.5 hours**

Fundamental principles of the basic skills, strategy and etiquette of table tennis are taught in this course. It includes beginning, intermediate, and advanced techniques for singles and doubles play. Skills and strategy will be developed through drills and game conditions. Physical fitness through table tennis will be emphasized.

**682 Tennis (1) UC:CSU RPT3**

*Prerequisite: None*

**Lecture, 0.5 hours activity, 2.5 hours**

This class is designed to teach all levels the basic tennis skills of the forehand, backhand, volley and serve. This course will also introduce the selection and care of equipment, rules, proper etiquette, terminology, strategies of the game, and components of fitness.

**684 Volleyball (1) UC:CSU RPT3**

*Prerequisite: None*

**Lecture, 0.5 hours activity, 2.5 hours**

This course is designed to teach the basic volleyball skills of passing, setting, spiking, serving, and blocking. The course will introduce individual and team offense and defense systems, as well as the rules, proper etiquette, terminology, components of fitness, nutritional and injury prevention strategies for volleyball.

**690 Weight Training (1) UC:CSU**

*Prerequisite: None*

**Activity, 3 hours**

Weight Training includes an emphasis in the knowledge, understanding and values of building muscle strength and endurance. The course includes instruction in the five health related components of fitness (body composition, muscle strength, muscle endurance, flexibility and cardiovascular fitness). The objective is to develop the student's ability to develop his/her own physical fitness program at any time in life based upon sound physiological principles

**695 Swimming Skills Activity (1)  
UC:CSU RPT3**

*Prerequisite: None*

**Lecture, 0.5 hours activity, 2.5 hours**

This course is designed to teach the skills of swimming: crawl stroke, backstroke, breast-stroke, butterfly, flip turns, starts and finishes. The course will introduce the principles and strategies of endurance and interval training. Upon completion of this course the student will be able to perform the basic strokes, know the rules that govern the different strokes, understand the nutrition and injury prevention strategies for swimming.

**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 Lifesaving (2)  
UC:CSU**

**Activity, 3 hours.**

This course will afford the opportunity for entry-level lifeguard candidates to gain the skills and knowledge to prevent, recognize and respond to aquatic emergencies. Students will learn how to provide care for injuries and sudden illness until advanced medical personnel arrive. Upon successful completion, an American Red Cross certificate may be issued. Offered only once per year during the Spring 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 course will afford the opportunity to successfully train instructor candidates to be able to teach courses in the American Red Cross Swimming and Water Safety Program. Upon successful completion, an American Red Cross certificate may be issued. Offered only once per year during the Fall 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.

**722 Introduction to the Group  
Fitness Instructor (3) CSU**

*Prerequisite: None*

**Lecture, 2 hours; laboratory, 2 hours.**

This course will prepare students to be a group fitness instructor. Provides an introduction to the art and science of group exercise instruction and emphasizes design and delivery of safe and effective exercise classes. A certificate will be issued upon successful completion of this course.

**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 68, for prerequisite, course description and credit limits.

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**PHYSICAL SCIENCE  
(PHYS SC)****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, chemistry, astronomy and geology. 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 will provide an introduction to the laboratory methods and skills used in physical science.

## PHYSICS

### 5 Allied Health Physics ‡ (3) CSU

*Recommend: Mathematics 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, Biomedical Physics and Architecture majors. Physics 6 includes topics in mechanics, heat and sound. Problem solving is an integral part of the course. Students majoring in Physics, Engineering or Chemistry should take Physics 37-38-39.

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

*Recommend: Mathematics 115.*

**Lecture, 3 hours.**

Conceptual knowledge of fundamental physical laws and their applications including mechanics, heat, sound, light, electricity, relativity, light, and atomic and nuclear physics.

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 college Physics designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors. Topics include kinematics, dynamics, laws of motion, and conservation laws for particles and systems of particles in both translation and rotation.

### 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 college physics. Topics include electric charge and electric fields, electric energy storage, electric currents, magnetism, electromagnetic induction, electromagnetic oscillations, AC circuits, and Maxwell's Equations.

### 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 college physics. Topics include oscillations, wave motion, sound, thermodynamics, geometric optics, the wave nature of light, special relativity, early quantum theory and models of the atom.

MAXIMUM UC CREDIT FOR PHYSICS 6/7 COMBINED WITH PHYSICS 37/ 38/39 IS ONLY ONE SERIES.

### 911-921-931-941 Cooperative Education - Physics (1-4) CSU

Physics is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 68, for prerequisite, course description and credit limits.

## PHYSIOLOGY (PHYSIOL)

### 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.**

Principles of cellular and systemic functions of the human body. Lecture topics include basic organic chemistry, solute and water transport and balance, homeostatic mechanisms, and functions of major organ systems including, but not limited to, the circulatory, digestive, endocrine, nervous, reproductive, respiratory, immune, and muscle systems. Laboratory experiments and demonstrations of physiological concepts and processes covered in lecture.

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.**

First course of a two-semester sequence. Provides an introduction to the structure and function of the human body with emphasis on the organ and system levels. Topics include fundamental biological concepts and integumentary, skeletal, muscular, and nervous systems. The sciences of anatomy and physiology are integrated and presented with practical applications.

Not available for credit to students who have completed Anatomy 1 and/or Physiology 1.

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.**

Second course of a two-semester sequence. Investigates the structure and function of the human body with emphasis on the organ and system levels. Anatomical and physiological topics are integrated and presented with practical applications.

Not available for credit to students who have completed Anatomy 1 and/or Physiology 1.

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 (POL SCI)

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 nation, 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 governments of the modern world in terms of their institutions, ideologies, political habits and foreign policies. Emphasis is placed on the governments of Great Britain, France and Germany.

## 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.**

This course studies the relationships among nation-states, emphasizing the nation-state system, international diplomacy, international law, and international organizations. The course examines the causes, consequences, and methods of resolving international conflicts as well as the impact of internal economic, political, and military factors on foreign policy.

## 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 68, for prerequisite, course description and credit limits.

## PSYCHOLOGY (PSYCH)

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. Offered Spring semester only.

**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.

## 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. Offered Spring semester only.

**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 psychosis, anxiety disorders, disturbances of mood and personality, and behavioral problems of children. Diagnostic terminology of latest version of Diagnostic and Statistical Manual Disorders; modern methods of treatment.

**17 The Exceptional Child ‡ (3) CSU**

*Prerequisite:* Psychology 1 with a grade of C or better. Offered Fall semester only.

**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.

**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 Life-Span Psychology: From Infancy to Old Age (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.

**911-921-931-941 Cooperative Education - Psychology (1-4) CSU**

Psychology is approved for Cooperative Work Experience Education credit.

See Cooperative Education, page 68, for prerequisite, course description and credit limits.

**PUBLIC RELATIONS**

(See Journalism and/or Management)

**READING**

The Reading Center (Bungalows 45 and 46) has classes for reading and study skills improvement. Courses and independent study programs offered cover speed reading, comprehension skill, note-taking, 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 (REAL ES)****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 68, for prerequisite, course description and credit limits.

**RECREATION (RECR)****81 Field Work I ‡ (4) CSU**

*Prerequisite:* None.

**Lecture, 1 hour; field work, 6 hours.**

Internship in recreation agency 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.**

Internship in a recreation agency or related activity with responsibility to plan, conduct and evaluate activities, while under the supervision of qualified personnel.

**83 Field Work III ‡ (4) CSU**

*Prerequisite:* None.

**Lecture, 1 hour; field work, 6 hours.**

Internship in a recreation agency or related activity with responsibility to supervise recreation aides and/or group leaders, while under the direction of qualified personnel.

**911-921-931-941 Cooperative Education - Recreation (1-4) CSU**

Recreation is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 68, for prerequisite, course description and credit limits.

**RESPIRATORY THERAPY (RESP TH)**

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 All transcripts outside of LACCD must be submitted by April 1 to validate co-requisites in RT2 to be considered for the acceptance pool. In the event that there are more applicants than clinical space available, enrollment into the clinical internship will be determined by application date to LAVC. (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)**

*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 and neonatal.

**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; laboratory 2 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; laboratory 2 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 and home care 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.

### 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 68, for prerequisite, course description and credit limits.

## SALESMANSHIP

(See Marketing)

## SOCIOLOGY (SOC)

### 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.

### 4 Sociological Analysis (3) UC:CSU

*Prerequisite:* None.

**Lecture, 3 hours.**

This class considers the logic of the scientific analysis of society and social institution. Analyzes the various methodological tools utilized in social science research and emphasizes clarification of basic social science issues. Topics include research design, conceptualization, measurement, sampling methodology, and both qualitative and quantitative data analysis. Students will analyze specific data collected in the field.

### 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 Race and Ethnic Relations (3) UC:CSU

*Prerequisite:* None.

**Lecture, 3 hours.**

Examines the definitions, history, and experiences of ethnic and racial groups in this country. Attention is given to Black, Latino, Native American, Asian American, and White 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

*Prerequisite:* None.

**Lecture, 3 hours.**

Introduction to methods, major theories and techniques of counseling. Representative problems covering a wide range of settings are considered. Topics include: dysfunctional families, domestic violence, incest, crisis intervention, suicide prevention, drug and alcohol abuse, sociopathic personalities, multicultural issues, death and dying, serial killers, and the nature of neuroses and psychoses.

### 21 Human Sexuality (3) UC:CSU ☉

*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.*

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**911-921-931-941 Cooperative Education - Sociology (1-4) CSU**

Sociology is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 68, 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 68, for prerequisite, course description and credit limits.

## SPEECH

### 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.

### 122 Communication Across Cultures (3) UC:CSU

*Prerequisite:* None, *Recommended:* English 21  
Examines communication in the context of intercultural interactions. Explores verbal and nonverbal communication similarities and differences in communication across cultures. Provides strategies to enhance interpersonal communication skills within the context of intercultural 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.*

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**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 68, for prerequisite, course description and credit limits.

**STATISTICS (STAT)**

(For Statistics see also 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:* None. *Open entry/open exit.*

**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.

**405 Costume Design (3)**

**Lecture, 3 hours**

*Prerequisite:* None.

A survey of historical periods and their application to the stage; an intensive study of costuming and renting procedures; use of shop procedures; beginning principles and techniques of design; the use of basic patterns in relation to a practical construction project.



**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.*

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 - Theater (1-4) CSU**

Theater is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 68, for prerequisite, course description and credit limits.

**TOOL AND MANUFACTURING TECHNOLOGY (T & M)****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 68, for prerequisite, course description and credit limits.

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**TYPING**

(See Computer Applications & Office Technologies.)

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**WORD PROCESSING**

(See Computer Applications & Office Technologies)

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**WILDLAND FIRE TECHNOLOGY (WFT)**

(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.

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**YIDDISH****1 Elementary Yiddish I ‡ (3)**

**UC:CSU**

(Same as Jewish Studies 7)

*Prerequisite: None.*

Lecture, 3 hours.

This beginning course in the Yiddish language teaches basic reading, writing, speaking, and comprehension; 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.

**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.

# COURSE DESCRIPTIONS

## (NONCREDIT)

### ENGLISH AS A SECOND LANGUAGE (ESL)

#### 1CE English as a Second Language Beginning I (0)

*Prerequisite: None*

**Lecture, 3 hours**

This is an open-entry, open-exit course that emphasizes listening/speaking and reading/writing skills at a beginning level. The focus of the course is on understanding and participating in basic communication and conversation skills in routine social situations. Students read simple passages, and generate and write sentences related to basic communications, housing, food, health, and emergencies.

#### 2CE English as a Second Language Beginning II (0)

*Prerequisite: None*

**Lecture, 3 hours**

This is an open-entry, open-exit course which emphasizes listening/speaking and reading/ writing skills at a beginning level. This class focuses on understanding and participating in basic communication and conversation skills in routine social situations. Students read simple passages, and generate and write sentences related to survival skills and personal topics.

#### 6CE English as a Second Language – 0 (0)

*Prerequisite: None*

**Lecture, 12 hours**

This is an open-entry open-exit course that emphasizes listening/speaking skills and reading/writing skills at a literacy level. The focus of the course is on basic survival English skills, English sound/symbol correspondence, and reading and writing of simple English sentences.

#### 7CE English as a Second Language – 1 (0)

*Prerequisite: None*

**Lecture, 12 hours**

This is an open-entry, open-exit course which emphasizes listening/speaking and reading/ writing skills at a beginning level. This class focuses on understanding and participating in basic communication and conversation skills in routine social situations. Students read simple passages, and generate and write sentences related to survival skills and personal topics.

#### 8CE English as a Second Language – 2 (0)

*Prerequisite: None*

**Lecture, 12 hours**

This is an open-entry open-exit course which emphasizes listening/speaking skills and reading/ writing skills at a high-beginning level. The focus of the course is on comprehending and engaging in extended conversations related to familiar contexts, such as health, employment, and community resources. Students read simple adapted narrative and descriptive passages and use basic grammatical structures to write short, clearly organized paragraphs and messages.

#### 9CE English as a Second Language – 3 (0)

*Prerequisite: None*

**Lecture, 12 hours**

This is an open-entry open-exit course that emphasizes listening/speaking and reading/ writing skills at a beginning-high level. The focus of the course is on comprehending and using more complex spoken and written English skills. Students participate in increasingly extended conversations on topics beyond survival needs, such as family responsibilities. Students will develop skills to understand short reading passages and differentiate between fact and opinion with some accuracy as well as write clear and well-organized paragraphs.

#### 15CE English as a Second Language – 4 (0)

*Prerequisite: None*

**Lecture, 12 hours**

This is an open-entry/open-exit course. Which emphasizes listening/speaking skills and reading/writing skills at an intermediate-low level. This class focuses on understanding increasingly extended conversations, discussions or lectures, and speaking about familiar topics. Students read authentic material and identify the main idea and make simple inferences. They focus on developing basic paragraph skills including organization, rhetoric, sentence structure, and the writing process.

#### 16CE English as a Second Language – 5 (0)

*Prerequisite: None*

**Lecture, 12 hours**

This is an open-entry open-exit course which emphasizes listening/speaking skills and reading/writing skills at an intermediate level. This class focuses on comprehending and developing listening and speaking skills on increasingly complex social and academic topics. Students read authentic material and identify the main idea, supplementary details, vocabulary development, and inferences. Students also learn to give brief prepared oral presentations. They focus on developing basic patterns for paragraph and essay writing including organization, rhetoric, sentence structure, and the writing process.

#### 17CE English as a Second Language – 6 (0)

*Prerequisite: None*

**Lecture, 12 hours**

This is an open-entry open-exit course which emphasizes listening/speaking skills and reading/writing skills at a high-intermediate level. This class focuses on understanding and engaging in extended conversations, discussions, and lectures. Students also learn to give brief impromptu oral presentations. Students read authentic material and identify the main idea, supporting details, vocabulary development, and inferences. They focus on developing organization patterns for compositions and essay writing including rhetoric, sentence structure, and the writing process.

#### 23CE English as a Second Language Speech I (0)

*Prerequisite: None*

**Lecture, 6 hours**

This is an open-entry open-exit course that emphasizes listening/speaking, grammar, and pronunciation skills at an intermediate low level. The focus of the course is on comprehending and developing listening and speaking on topics in social and academic environments. Students also learn to give brief prepared oral presentations. Students will focus on practicing pronunciation skills for better oral communication and developing rhythm, stress, and intonation patterns of English conversation

### 24CE English and a Second Language Speech II (0)

*Prerequisite:* None

**Lecture, 6 hours**

This is an open-entry/open-exit course which emphasizes listening/speaking, grammar, and pronunciation skills at an intermediate level. This class focuses on understanding and engaging in increasingly extended conversations, discussions, and lectures. Students also learn to give brief impromptu oral presentations. Students focus on practicing more complex pronunciation skills for better oral communication. They also develop rhythm, stress, and intonation patterns of English conversation

## ESL CIVICS (ESLCVCS)

(formally Citizenship)

### 10CE ESL and Civics 1

*Prerequisite:* None

**Lecture, 1 hour**

This is an open-entry/open-exit course. This course is intended for beginning English speakers at skill level 1, as recommended. Speaking, listening, reading, and writing skills are emphasized. Learners engage in discussions on living in the United States, housing issues, and U.S. history (Colonies, Bill of Rights, and Founding Fathers).

### 11CE ESL and Civics 2

*Prerequisite:* None

**Lecture, 1 hour**

This is an open-entry/open-exit course. This course is intended for beginning English speakers at skill level 2, as recommended. Speaking, listening, reading, and writing skills are emphasized. Learners engage in discussions on issues related to employment, job interviewing, and United States history and government (First Government, Constitution, Branches of Government).

### 12CE ESL and Civics 3

*Prerequisite:* None

**Lecture, 1 hour**

This is an open-entry/open-exit course. This course is intended for beginning English speakers at skill level 3, as recommended. Speaking, listening, reading, and writing skills are emphasized. Learners engage in discussions on city, county, and community services and topics related to United States history (Civil War and Civil Rights Movement).

### 13CE ESL and Civics 4

*Prerequisite:* None

**Lecture, 3 hours**

This is an open-entry/open-exit course. This course is intended for English speakers at skill level 4, as recommended. Intermediate low listening, speaking, reading, and writing skills are emphasized. Learners engage in discussions on education and early United States history (Declaration of Independence, First Four Presidents, Constitution).

### 14CE ESL and Civics 5

*Prerequisite:* None

**Lecture, 3 hours**

This is an open-entry/open-exit course. This course is intended for English speakers at skill level 5, as recommended. Intermediate listening, speaking, reading, and writing skills are emphasized. Learners engage in discussions and written assignments on becoming work ready, workplace safety, and interactions with co-workers, as well as the judicial branch of government and national symbols and holidays.

### 15CE ESL and Civics 6

*Prerequisite:* None

**Lecture, 3 hours**

This is an open-entry/open-exit course. This course is intended for English speakers at skill level 6, as recommended. Intermediate high listening, speaking, reading and writing skills are emphasized. Learners engage in discussions and written assignments. The focus of the course is on the role of state and local governments, the U.S. electoral process, and living and working in the U.S.

## SUPERVISED LEARNING ASSISTANCE (TUTOR)

### 1T Supervised Learning Assistance

*Prerequisite:* None

**Lab, 20 hours**

Upon faculty/counselor referral, student will receive tutoring in designated subject areas in various tutoring labs on campus. Cumulative progress and attendance records will be maintained for this non-credit, open entry course. Supervised Learning Assistance 001T will not appear on the student's transcript.

## VOCATIONAL EDUCATION (VOC ED)

### 82CE Certified Nurse Assistant

*Prerequisite:* None

**Lecture, 2.80 hours, Lab, 12.70 hours**

This course is designed to prepare students for the California State Certified Nursing Assistant Examination. Topics covered include patient rights, communication and interpersonal skills, safe environment, body mechanics, principles of asepsis, weights and measures, resident care skills and procedures, vital signs, nutrition, emergency procedures, long term care resident, rehabilitative/restorative care, observation and charting, and death and dying.

### 83CE Home Health Aide Program

*Prerequisite:* None

**Lecture, 1.16 hours, Lab, 2.16 hours**

This course is designed to prepare students for the California State Certified Home Health Aide License. The program prepares students to appropriately take care of clients in the clients' home. Topics address issues with home safety, nutrition in the home, and working with home health agencies.

### 109CE Computer Technology in the Workplace

*Prerequisite:* None

**Lecture, 12 hours, Lab, 2 hours**

This open-entry/open-exit survey course will introduce students to basic computer and information technology in the workplace and explore occupational and career opportunities. The course will provide individualized hands-on training as well as a basic understanding of the fundamental operations of the microcomputer. Areas to be covered will include: Spreadsheet, word processing/data entry and clerical skills.

# FACULTY

The academic ranks indicated in this faculty roster are as of Spring 2007.

- Aksoy, Ercument 1995**  
*Professor of Economics*  
 B.A., Middle East Technical University  
 M.S., Eastern Michigan University  
 Ph.D., Michigan State University
- 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**  
*Associate 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
- Arshagouni, Michael H., 2002**  
*Associate Professor of Music*  
 B.A., University of California, Los Angeles  
 M.F.A., University of California, Los Angeles  
 Ph.D., University of California, Los Angeles
- Avila, Michael A 2004**  
*Instructor in Technology*  
 A.A., Los Angeles Valley College  
 B.Ve., University of California, Long Beach  
 Ryan, California State University, Long Beach
- Baca, Tracey J., 1999**  
*Associate Professor of Child Development*  
 B.A., M.S., University of Tennessee
- Baghdaserians, Elmida 2001**  
*Associate Professor of Child Development*  
 B.A., Pacific Oaks College  
 M.A., Loyola Marymount University
- Ballew, Betty A. 1989**  
*Professor of Speech*  
 A.A., Pasadena Play House  
 B.A., M.A., California State University,  
 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
- Behlendorf-Liu, Xiaoyang 2001**  
*Assistant Professor of Library Science*  
 B.A., Beijing University, Beijing China  
 M.A., Beijing University, Beijing China  
 M.A., Louisiana State University
- Berger, Sheri L., 1999**  
*Associate 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**  
*Associate Professor of Learning Skills*  
 B.A., University of California, Los Angeles  
 M.A., Loyola Marymount University
- Buchanan, David 1986**  
*Professor of Physical Education*  
 A.A., Los Angeles Valley College  
 B.A., University of the State of New York,  
 Albany  
 M.A., Azusa-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**  
*Associate Professor of 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.
- Carlos, Glenn, M. 2007**  
*Instructor in Music*  
 B.M., Wayne State University  
 M.M., University of Southern California
- Carthew, Bret 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**  
*Assistant Professor of Mathematics*  
 B.A., University of California, Riverside  
 M.A., University of California, Berkeley  
 M.A., State University of New York, Buffalo
- Chatfield, Fiona 2006**  
*Instructor in Nursing*  
 B.S.N., Mount St. Marys College  
 N.B.A., University of Southern California  
 M.S.N., University of Southern California
- 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**  
*Associate Professor of 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**  
*Associate 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**  
*Associate 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**  
*Associate 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
- Dacurso, 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**  
*Assistant Professor of 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
- Drummond, Rose B. 1991**  
*Professor of History*  
 B.A., M.A. University of California,  
 Los Angeles
- DuFour, Wendy J. G., 2002**  
*Assistant Professor of Nursing*  
 B.S.N., Loyola University, Chicago  
 M.N., University of California, Los Angeles

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Professor of Biology  
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*Professor of Nursing*  
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*Professor of Mathematics*  
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*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

*Dean of Enrollment Management*  
B.A., California State University, Northridge  
M.A., California State University, Northridge

### Mayo, Sandra L. 2007

*Vice President, Academic Affairs*  
B.A., University of California, Riverside  
M.S., Westcoast University, Los Angeles  
Ed.D., University of Southern California

### Nalepa, Laurie L. 2002

*Dean, Academic Affairs*  
B.A., University of California, Los Angeles  
M.B.A., University of Southern California  
Ed.D., Nova Southeastern University

### Reed, Annie G. 1995

*Associate Dean, Extension & Outreach*  
M.A., Pepperdine University  
J.D., West Los Angeles School of Law

### Reed, Dennis J. 1980

*Dean, Academic Affairs*  
*Professor of Art*  
B.A., M.A., California State University,  
Fullerton

### Rodriguez, Sherri 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

### Wieder, Tyree O. 1990

*President*  
B.A., M.A., California State University,  
Northridge  
Ed.D., University of California, Los Angeles

### Yee, Carole, 2007

*Dean, Academic Affairs*  
*Professor of English*  
B.A., University of Pittsburgh  
M.A., University of New Mexico,  
Albuquerque  
Ph.D., University of New Mexico,  
Albuquerque

## EMERITI

Akers, Kathryn R., 1965-1980  
Professor of English

Alaniz, Victoria C., 1971-1985  
Professor of Office Administration

Allen, Patricia, 1965-2005  
Professor of Sociology

Anderson, Homer, 1956-1979  
Professor of Geography

Arnot, Jack, 1988-2006  
Professor of History

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

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., 1965-1978  
Professor of Mathematics/Counselor

Economides, Frances C., 1950-1980  
Professor of Speech

Edler, William C., 1981-2003  
Professor of Speech

Erhardt, Rosanne H., 1969-1989  
Professor of Office Administration

Ettinger, Virginia M., 1976-2004  
Professor of Respiratory Therapy

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
- Holton, Judith Ann Gavin, 1978-2003  
Professor of Nursing
- 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
- Levine, Allen M. 1966-2006  
Professor of Psychology
- 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
- Marggraf, Zella, 1957-1975  
Professor of Art
- Martin, Ann D., 1959-1977  
Professor of Mathematics
- Masse, Socorro O., 1970-2005  
Professor of Nursing
- Mauk, E. Peter Jr., 1960-1987  
Professor of Theater Arts
- Mayers, Jackson, 1954-1982  
Professor of Sociology
- Mayo, Samuel H., 1965-1995  
Dean of Student Services,  
Professor of History
- McCarthy, James E., 1956-1987  
Professor of Philosophy
- McGovern, Edythe M., 1964-1989  
Professor of English
- McGuire, Thomas G., 1954-1981  
Professor of English
- Merson, Jay R., 1962-1989  
Professor of French
- Metzger, Dianna P., 1966-1979  
Professor of English
- Mohan, Richard D., 1956-1982  
Professor of Library Science
- Mulkey, Roberta, 1967-1982  
Associate Professor of Physical Education
- Munns, Virginia, 1959-1979  
Assistant Professor of Business Admin.
- Nelligan, Don, 1968-1990  
Professor of Music
- Nelson, William A., 1969-1989  
Professor of Speech
- Nery, Josefina, 1961-1985  
Professor of Nursing
- Nordman, Joseph B., 1950-1978  
Professor of Chemistry
- Olson, Velma Jewett, 1949-1961  
Counselor
- Pagliaro, Frank J., 1958-1983  
Professor of Psychology
- Parada, Raymond, J. 1982-2005  
Professor of Psychology
- Payden, William R., 1970-1990  
Professor of Journalism
- Pittenger, Aura-Lee A., 1956-1983  
Professor of Economics
- Polak-Recht, Jeanne, 1975-1998  
Professor of Family & Consumer Studies
- Pollyea, Sharlene, 1972-1995  
Professor of Office Administration
- Pope, Irvin A., 1971-1995  
Professor of Music
- Porges, Irwin, 1961-1973  
Associate Professor of English
- Pottharst, Barbara, Ph.D., 1965-1993  
Professor of Psychology
- Puig, Joseph M., 1950-1989  
Professor of Spanish
- Raskoff, Richard M. 1963-2002  
Professor of Nursing
- Rathbone, Rowena T., 1959-1973  
Professor of Psychology
- Ravise, Juliette S., 1965-1977  
Professor of French
- Raxten, Eugene D., 1958-1982  
Professor of Psychology
- Riffenburgh, Angelyn K., 1974-1989  
Professor of Microbiology
- Rogers, Eileen P., 1965-1984  
Associate Professor of Nursing
- Ross, Martin N., 1982-1987  
Professor of Electronics
- Saluzzi, Michael, 1974-1995  
Professor of Counseling
- Saul, Martha S., 1969-1984  
Professor of English
- Shields, Nancy L., 1960-1975  
Assistant Professor of English
- Slosson, James E., 1950-1984  
Professor of Geology
- Soper, Vera R., 1955-1976  
Professor of German
- Spingarn, Lawrence P., 1959-1985  
Professor of English
- Stack, Shannon C., 1971-2007  
Professor of History
- Statham, Stephen H., 1962-1987  
Professor of English

Stern, Broncha S., 1967-1993  
Professor of Family and Consumer Studies

Thomas, George L., 1976-1981  
Instructor of Administration of Justice

Tinei, Joan B., 1977-1980  
Professor of Nursing

Toohey, Barbara M., 1959-1983  
Professor of Library Science

Toon, Ernest R., 1955-1983  
Professor of Chemistry

Valdez, Michael, 1969-1985  
Professor of English

Villa, Angelo S., 1950-1991  
Dean of Academic Affairs,  
Professor of Spanish

Villa, Maryamber S., 1966-1989  
Professor of History

Warren, Lepska M., 1970-1983  
Professor of Philosophy

Weinman, Ernest O., 1956-1992  
Professor of Chemistry

West, Harrison N., 1959-1987  
Professor of English

Weyman, Charles F., 1966-1991  
Professor of Political Science

Whitten, Elizabeth B., 1953-1974  
Counselor

Willet, James G., 1966-1991  
Professor of History

Williams, Beverly N., 1972-1987  
Professor of Nursing

Withers, Charles D., 1955-1972  
Professor of Mathematics

Wojcik, Gerald F., 1966-1989  
Professor of English

Wood, Jan M., 1969-1986  
Professor of Physical Education

Wood, Mary T., 1949-1972  
Associate Professor of Secretarial Science

Zentz, George H., 1955-1977  
Professor of Spanish

Zuckerman, Marvin S., 1975-2002  
Dean of Academic Affairs,  
Professor of English

## IN MEMORIAM

DeVivo, Earleen H., 1968-2004  
Professor of Psychology

Flynn, Fletcher, 1965-1975  
Associate Professor of English

Garapedian, Leo, 1962-1990  
Professor of Journalism

Gipson, John, 1965-1989  
Professor of Mathematics,  
Assistant Dean, EOP&S

Glassman, Jay H., 1960-1987  
Associate Professor of Engineering

Gunn, Blaine F., 1957-1994  
Professor of Economics

Gunning, Emily, 1969-1984  
Professor of Sociology

Hawkinson, William A., 1950-1981  
Associate Professor of Mathematics

Herrick, George H., 1955-1985  
Associate Professor of English

Heyman, Jr., Max L., 1956-1988  
Professor Emeritus of History  
(Posthumous)

Kessler, Sydney, 1950-1977  
Professor of Speech

Kifer, Jack P., 1953-1987  
Professor of Mathematics

Martin, Sally S., 1985-1997  
Professor of Psychology

Mazukelli, Donald, 1975-1999  
Professor of Mathematics

Modell, Solomon, 1965-1980  
Professor of History

Morris, Ann, 1972-1994  
Professor of Counseling

Nimitz, Jack, 1969-1985  
Professor of English

Nystrom, Richard K., 1950-1985  
Professor of Art

Pollard, Penelope, 1970-1999  
Associate Professor of History

Rhoades, F. Lauren, 1954-1976  
Professor of Music, Counselor

Stehman, S. Dan, 1972-2001  
Professor of Music

Vactor, Eleanor C., 1950-1975  
Professor of Speech

Willet, James Dr., 1966-1991  
Professor of History

Osborne, LeRoy R., 1958-1977  
Professor of Physics

Zucker, Richard M., 1966-1985  
Professor of Mathematics

## LECTURERS

Faculty members who are part-time (hourly rate) are awarded the title of Lecturer in their respective fields indicated in this list.

Albaum, Joseph H., Real Estate

Alexandrian, Varten, English

Altounji, John, Physics

Altshiller, Arthur, Mathematics

Bachman, Tracy, English

Baez, Renne S., ESL

Ballew, Robert, Broadcasting

Banduh, George, Computer Application &  
Office Technologies

Beach, Randall J., Fire Technology

Bensko, Allen D., CSIT

Berry, MaryAnne S., Nursing

Bishop, Carol, Art

Bland, James, English

Bleckmann, Wilhelm A., Photography

Bloomfield, Joanne T., F&CS

Boston, Leslie P., English

Botel, Tara, English

Brown, Gail R., Photography

Brown, John E., Jr., Administration of Justice

Caruso, Bonnie, Psychology

Castro, James, Mathematics

Cherdack, Arthur N., Psychology

Christ, John H., Mathematics

Chung, Eui Y., Mathematics

Clark, Gina S., Computer Application &  
Office Technologies

Cohen, Ronald, English

Colton, Charles L., CSIT

Coman, Barbara L., Business

Connelly, Jill P., Photography

Cook, David, English

Cooney, Patrick T., Fire Technology

- Cousin, Gregory A., Respiratory Therapy  
 Crosby, Robert J., Photography  
 \*Custer, Christopher, Mathematics  
 Dallas, Frank D., Administration of Justice  
 Daniel, Charles V., Accounting  
 Davis, Steven, Mathematics  
 Dawson, Robert B., Music  
 de Beaufort, Jacques C., Art  
 De Waal, Elaine S., English  
 \*Dievendoff, Jeffrey O., Psychology  
 Duncan, Yancy A., Speech  
 Egbert, Glenn R., Philosophy  
 Elakodical, Joseph, Mathematics  
 Elias, James E., Sociology  
 \*El Issa, Anwar, English  
 El Khoury, Naja R., CSIT  
 Errett, Russell H., Philosophy  
 Feldman, Jeffrey M., Psychology  
 Fine, Richard, Mathematics  
 \*Fiorito, Iris, Spanish  
 \*Fowles, Michelle R., Sociology  
 Franklin, Gail, F&CS  
 Fukuda, Issac A., Computer Application & Office Technologies  
 Garber, Zev, Jewish Studies  
 Gasper, William J., Media Arts  
 Geer, Jack, Electronics  
 Gevorgian, Lilit, Citizenship  
 Gill, Abraham, Mathematics  
 Goings, Dean, Accounting  
 \*Gonzalez, Raul, Administration of Justice  
 Goodman, Lynn F., Mathematics  
 Graham, Roger, Journalism  
 Greene, Mary J., Accounting  
 Greer, Jordon, Business  
 Gutarts, Borislave, Mathematics  
 Haddock, Robert, Engineering  
 Haley, Patricia E., Fire Technology  
 Halperin, Ida, Spanish  
 \*Hammons, Christian, Anthropology  
 Hanvey, Dustin, English as a Second Language  
 Harootyan, Ann, Developmental Communications  
 Hoffman, Abe, History  
 Hoffman, Herbert, Accounting  
 \*Hunter, Patrick, English  
 Impert, Walter W., Art  
 Iranmanesh, Atefeh, Mathematics  
 James, Woodrow C., Music  
 Jandorf, Harold R., Astronomy  
 Jeffries, Robin M., Sociology  
 Kalhor, Nasim, Biology  
 Kaller, Steven, Accounting  
 Karim, Hassan, Economics  
 Kartilala, Tauno T., Engineering  
 Katurich, Gordana, Spanish  
 \*Kaye, Deborah, English  
 \*Kazie, Richard, Political Science  
 Keller, Elizabeth, Chemistry  
 Kerze, Michael A., History  
 Khawaja, Nazim, Mathematics  
 Khodaghlian, Scarlet, Mathematics  
 Kim, Jay C., CSIT  
 King, Steve J., Photography  
 Kleckner, Mark A., Fire Technology  
 Knapp, Michael W., Anatomy  
 \*Koplow, Joan, English  
 Kranz, Jack, Librarian  
 Kurz, Ken, History  
 Labok, Joseph, Electronics  
 Lager, Evelyn M., English  
 Lampert, Mark A., Business  
 \*Lee, Kiha, Dance  
 Lee, Mee, Mathematics  
 Lee, Reginald C., Fire Technology  
 Leddy, George, Geography  
 Lencki, Walter, Administration of Justice  
 Levine, Howard J., Accounting  
 Lomen, William, English as a Second Language  
 Lonquich, Paul D., Physiology  
 Loski, Robert, Engineering  
 Lubow, Carla, Physical Education  
 Maddren, Chauncey M., Music  
 Madenlian, Vazken, Mathematics  
 Madrid, Ernest, Computer Application & Office Technologies  
 Magwood, Jane, English  
 Mann, John F., Drafting  
 Marteney, Suzanne H., Speech  
 Martinez, Mario, Mathematics  
 Mason, Scott, Broadcasting  
 Matskin, Sam, Engineering  
 Mayer, Lila W., English  
 Mayeur, Robert G., Music  
 Merrifield, R. Scott, Broadcasting  
 Millet, June, Psychology  
 Montwill, Gail, Oceanography  
 Morente, Anna V., Physical Education  
 Mori, Michael W., Mathematics  
 Moshiri, Shawn, Economics  
 Muff, Paul, Tool & Manufacturing Technology  
 Muller, Arthur, Computer Application & Office Technologies  
 Nassimi, Masoud, Mathematics  
 Olsberg, Robert, English  
 Overfield, Christian, English  
 Ozur, Ronald, Accounting  
 Pakes, Janet D., Computer Application & Office Technologies  
 Panganis, Mary Ellen, Law  
 Perez, Marco, Management  
 Peters, John U., English  
 Pietropaolo, Rosario, Electronics  
 \*Polachek, David, Marketing  
 Pollyea, Sharlene B., Computer Application & Office Technologies  
 Porter, Pamela C., Sociology  
 Porton, Lawrence, Accounting  
 \*Poulos, Phil, English  
 \*Powder, James A., Accounting  
 Rabbin, Herbert, Art  
 Rafii, Mohammed, English as a Second Language  
 Rahni, Masoud K., Computer Application & Office Technologies  
 Ramsey, Nancy, English as a Second Language  
 Ramsey, Robert E., Fire Technology  
 Riggi, Paul N., Fire Technology  
 Ross, Bonnie, English  
 Roth, Robert C., English  
 Rothfeld, Alan M., Respiratory Therapy  
 \*Roy, Milantia, Spanish  
 Sani, Rashid H., Mathematics  
 Schwarzbein, Martha, Spanish

Sedgwick, Emily A., Philosophy  
Sellwood, Katherine L., Psychology  
Sepikas, John P., Mathematics  
Shapiro, Philip, Business  
Shea, Martin J., English  
\*Shelor, Carroll F., Economics  
Sherman, Edmond, English  
\*Shriffrin, Nancy, English  
Singer-Acacio, Susan S., Accounting  
\*Slotkin, Richard L., Economics  
Smith, Donald G., Philosophy

Smotrich, Melanie R., Sociology  
Sonenberg, Joan, Sociology  
Stephens, James, Mathematics  
Tamiz, Farouq M., Economics  
Thornock, Roana M., Speech  
Torres, Andres R., Speech  
Veatch, Gordon, English as a Second  
Language  
Vidales, Josefa, Spanish  
Villaverde, Consuelo, Spanish  
Vo, Susan, Mathematics  
Volman, Mark R., Music

Wadiaeff, Alice R., Spanish  
Watanabe, Dan S., Media Arts  
Wedeen, Nancy, Psychology  
Welch, Melvin A., Jr., Respiratory Therapy  
\*Woods, Emerson, Architecture  
\*Zanghi, William A., English  
  
\* Adjunct Assistant Professor



# DEPARTMENTAL ORGANIZATION

## ART

### CHAIRPERSON:

Ms. Eugenia Sumnik-Levins,  
Office in Art 108c, Ext. 2780  
Mr. Joseph Bavaro  
Mr. Dale Fulkerson  
Mr. Samuel Goffredo  
Mr. Henry Klein  
Mr. Thomas Mossman

## BIOLOGICAL SCIENCES

### SUBJECT FIELDS:

Anatomy, Biology, Environmental  
Science 2, 19, Microbiology,  
Physiology

### CHAIRPERSON:

Ms. Karen Roy, Office in  
Life Science 102a, Ext. 2514  
Ms. Pamela B. Byrd-Williams  
Dr. Joseph Frantz  
Dr. Becky Green-Marroquin  
Ms. Pavla Hoyer  
Ms. Songqiao (Sara) Huang  
Dr. Gary D. Kovnat  
Mr. William Krauss  
Dr. Lawrence T. Nakamura  
Ms. Lynn M. Polasek

## BUSINESS ADMINISTRATION

### SUBJECT FIELDS:

Accounting, Business, Finance,  
International Business, Law,  
Management, Marketing, Real Estate

### CHAIRPERSON:

Vacant, Office in Business-Journalism  
102b, Ext. 2365  
Ms. Sylvia Allen  
Ms. Juanita Ardavany  
Mr. John Burke  
Ms. Siu Chung  
\*\*Mr. Leonard A. Ciufu  
Mr. Spencer McCurry  
Mr. Earl B. Neal, Jr.  
Mr. Tasos Sioukas  
Mr. George Traver

## CalWORKs/GAIN (Greater Avenue for Independence)

### DIRECTOR:

Vacant, Office in Bungalow 14,  
Ext. 2976

## CAMPUS CHILD DEVELOPMENT CENTER

### DIRECTOR:

Ms. Terry Teplin, Office in Campus  
Childrens Center, Ext. 2931  
Ms. Linda Jones  
Ms. Barbara Sklar-Danon

## CCAIVE (Center for Computer Assisted Instruction in Vocational Education)

Office in Engineering 117, Ext. 2410

## CHEMISTRY AND PHYSICS

### SUBJECT FIELDS:

Chemistry, Physical Science, Physics

### CHAIRPERSON:

Dr. John Milligan, Office in Chemistry  
113a, Ext. 2371  
Mr. Woodrow Elias  
Mr. Theodore Fickel  
Mr. Robert Fielding  
Dr. Elizabeth Friedman  
Dr. Janet Magruder

## CITIZENSHIP CENTER

### DIRECTOR:

Ms. Lynne Brower, Office in  
Bungalow 14, Ext. 2974

## CHILD DEVELOPMENT

### SUBJECT FIELDS:

Ms. Lauren Okayama, Office in  
Math Science 112, Ext. 2407  
Ms. Tracey Baca  
Ms. Elmida Baghaserians  
Ms. Mary G. Lopez  
Ms. Amanda M. Shipman

## COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES

Business English and Communication,  
Keyboarding and Shorthand, Office  
Procedures, Word Processing

### CHAIRPERSON:

Ms. Annette Jennings, Office in  
Business-Journalism 102d, Ext. 2364  
Ms. Jacqueline Harless-Chang  
Ms. Brenda Ingram-Cotton  
Dr. Steven Mark Sachs

## CONTINUING EDUCATION

### DIRECTOR:

Ms. Lynne Brower, Office in  
Bungalow 14, Ext. 2974

## COOPERATIVE EDUCATION

### SUBJECT FIELDS:

Work Experience

### CONSULTING INSTRUCTOR:

Ms. Hanna Pettersson, Office in  
Bungalow 48, Ext. 2572

## COUNSELING

### SUBJECT FIELD:

Counseling, Personal Development

### CHAIRPERSON:

Dr. Bruce Thomas, Office in  
Administration 120, Ext. 2629  
Mr. Richard Brossman  
Ms. Fay Dea  
Mr. Louis Garcia  
Ms. Ann H. Gee  
Dr. Michael Gold  
Ms. Barbara Goldberg  
Ms. Anita Martinez  
\*\*Ms. Anaid Mushegyan  
Ms. Alma Olivares-Luera  
Mr. Reginald Reed  
\*\*Mr. Neil Roberts  
Dr. Synthia Saltoun  
Dr. Kathleen Sullivan

## DSP&S (Disabled Student Programs and Services)

### COORDINATOR:

Vacant, Office in Campus Center 100, Ext. 2681

### LEARNING SPECIALIST/DSP&S COUNSELOR:

Katherine Teyeda-May, Office in Campus Center 100, Ext. 2685

Eliza Uzunyan, Office in Campus Center 100, Ext. 2683

### DISABILITY SPECIALIST:

Mr. Steven Loving, Office in Campus Center 100, Ext. 2684

Adaptive P.E.-Mr. James Gayton, Instructor Special Assignment, Office in South Gym 7 or South Gym 103, Ext. 2884

## EARTH SCIENCE/ANTHROPOLOGY

### SUBJECT FIELDS:

Anthropology, Astronomy, Environmental Science, Geography, Geology, Meteorology, Oceanography

### CHAIRPERSON:

Mr. Donald Gauthier, Office in Math Science 111a, Ext. 5514

Mr. Bob Barlow

Ms. Suzanne K. Engler

Mr. David Falk

Ms. Jacquelyn Hams

Ms. Meredith Leonard

Mr. Eugene S. Scott

Ms. Rebecca L. Stein

## EMERGENCY SERVICES

### SUBJECT FIELDS:

Administration of Justice, Corrections, Fire Technology, Private Security Management, Wildland Fire Technology

### CHAIRPERSON:

Dr. Alan R. Cowen, Office in Bungalow 12, Ext. 2982

Mr. Nicholas M. Wade

## ENGLISH

### SUBJECT FIELDS:

Education, English

### CHAIRPERSON:

Dr. Alfred Zucker, Office in Humanities 121e, Ext. 2343

Ms. Ellen Davis

\*\*Ms. Marion Heyn

Ms. Leslie Hope

Mr. Reginald Hubbard

Mr. Ross McLean

Dr. Robert Metzger

Mr. Rod Moore

Ms. Susan Pierce

Dr. LaVergne Rosow

Ms. Jacqueline Stark

Ms. Jean E. Stearns

Ms. Cheryl Stoneham

Dr. William G. Wallis, Vice Chair

Mr. John Zounes

## EOP&S (Extended Opportunity Programs and Services)

### DIRECTOR: DR. WALTER JONES

OFFICE IN CAMPUS CENTER 116, EXT. 2726

Ms. Anaid Mushegyan

## FOREIGN LANGUAGE

### SUBJECT FIELDS:

Armenian, French, German, Italian, Linguistics, Spanish

### CHAIRPERSON:

Dr. June Miyasaki, Office in Foreign Language 105b, Ext. 2381

Dr. Rafael Arias

Ms. Maria Elena Frances-Benitez

Dr. Librada Hernandez

Ms. Dominique Merrill

Dr. Sybille Peniche

Mr. Giovanni Trombetta

## General Tutoring and Resources

### CONSULTING INSTRUCTOR:

Ms. Phyllis Yasuda, Office in Library South Wing, Ext. 2750

## HEALTH SCIENCE

### SUBJECT FIELDS:

Registered Nursing, Respiratory Therapy

### CHAIRPERSON:

Ms. Mary Cox, Office in Engineering 113, Ext. 2847

Ms. Fiona Chatfield

Ms. Wendy DuFour

Ms. Cynthia Heister

Ms. Kim Hollingshead

Ms. Adrienne Maltese

Ms. Marion B. Martin

Mr. Gregory Morrison

Ms. Maria Pablico

Ms. Joan Rice

Ms. Josephine Ross

Dr. Frank Sinsheimer

Ms. Kathleen Snider

Mr. Samson Yigezu

## HISTORY/HUMANITIES/LAW/POLITICAL SCIENCE

### SUBJECT FIELDS:

History, Humanities, Law, Political Science

### CHAIRPERSON:

Ms. Rose Drummond, Office in Campus Center 245, Ext. 2458

Mr. John Maddox

Dr. Anthony O'Regan

Dr. Robert Pritchard

Ms. Michelle Visco

## IDEAS (Institute for Developing Entertainment Arts & Studies)

### INSTRUCTOR SPECIAL ASSIGNMENT:

Mr. Richard Holdredge, Office in Campus Center 235, Ext.2453

## IMS (Instructional Media Services)

### CONSULTING INSTRUCTOR:

Vacant, Office in Library 104, Ext. 2405



**JOURNALISM****SUBJECT FIELDS:**

Journalism, Photography

**CHAIRPERSON:**

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Business Journalism 114, Ext. 2867  
Mr. William Dauber

**LAIR (Lab for Academic and Instructional Resources)**

Ms. Phyllis Yasuda, Office in Learning  
Center, Ext. 2499

**LIBRARY****CHAIRPERSON:**

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Ms. Mary Hito  
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Dr. Rafiq Makhluף  
Mr. Mauricio Marroquin  
Mr. Albert Natian  
Mr. Glen Paget  
Dr. Luzviminda Shin  
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Dr. Teresa Sutcliff  
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**MATRICULATION****COORDINATOR:**

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Admissions, Ext. 2418

**MEDIA ARTS****SUBJECT FIELDS:**

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**CHAIRPERSON:**

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Campus Center 249, Ext. 5503  
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Mr. Joseph Daccurso  
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Dr. Christian Nova

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Campus Center 215, Ext. 2455  
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Dr. Gayle L. Fornataro  
Ms. Meredith J. Kurz  
Mr. Neil Roberts

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Philosophy

**CHAIRPERSON:**

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Center 220, Ext. 2444  
Mr. Ercument Aksoy  
Dr. Kelley Ross

**PHYSICAL EDUCATION - MEN****SUBJECT FIELDS:**

Health, Physical Education, Recreation

**CHAIRPERSON:**

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South Gym 1, Ext. 2512  
Mr. David Buchanan  
Mr. Bernie Christian  
Mr. Charles Ferrero  
Mr. James Gayton  
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Mr. James McMillan  
Mr. James Sims  
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**PHYSICAL EDUCATION - WOMEN****SUBJECT FIELDS:**

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**CHAIRPERSON:**

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Gym 6, Ext. 2904  
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Ms. Patty Melody  
Ms. Diedra Stark  
Ms. Joanne Waddell  
Ms. George Anne Wright

**PSYCHOLOGY****SUBJECT FIELDS:**

Psychology, Statistics,  
Developmental Communications

**CHAIRPERSON:**

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Behavioral Science 109, Ext. 2523  
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Dr. Michael Gardner  
Mr. James Russell  
Mr. Richard Torquato

**SOCIOLOGY/ETHNIC STUDIES****SUBJECT FIELDS:**

African American Studies,  
Chicano Studies, Sociology

**CHAIRPERSON:**

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Ms. Tara Lake  
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Mr. Duane Smith

**SUPPLEMENTAL INSTRUCTION  
(SI) PROGRAM****DIRECTOR:**

Vacant, Office in Learning Center,  
Ext. 2427

**TECHNOLOGY****SUBJECT FIELDS:**

Computer Science-Information  
Technology, Electronics, Drafting  
(Architectural, Mechanical, Electronic,  
CAD-CAM, and Tool Design),  
Engineering, Tool & Mfg. Technology  
(Machine Shop, Numerical Control)

**CHAIRPERSON:**

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103e, Ext. 2582  
Mr. Michael Avila  
Mr. Jeffery Kent  
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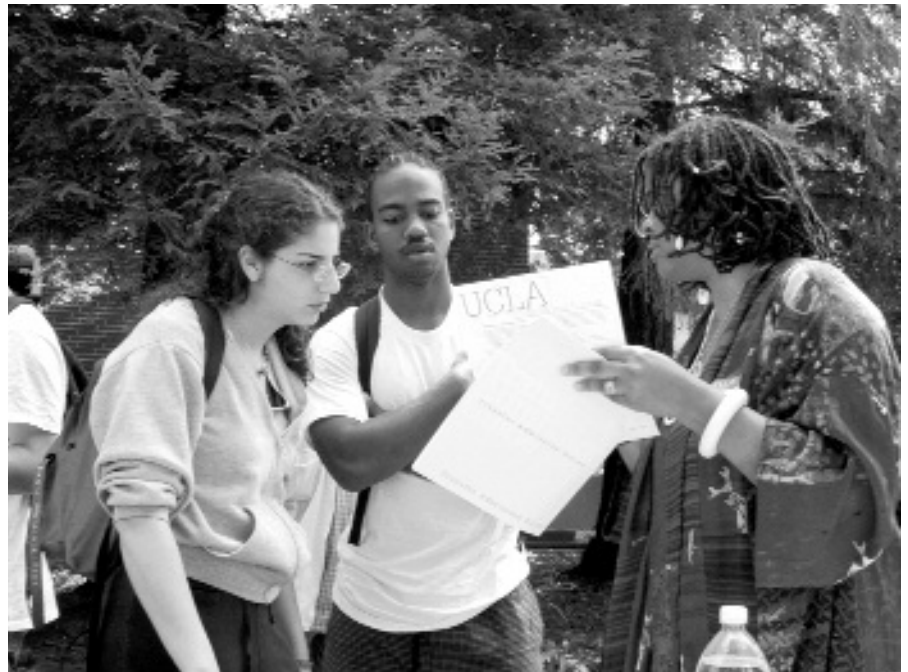
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Computing & Distance  
Learning)****DIRECTOR:**

Mr. Mark Lampert, Office Online  
lamperma@lavc.edu

**WRITING CENTER****DIRECTOR:**

Mr. Scott Weigand, Office in  
Humanities 100,  
Ext. 2811



# 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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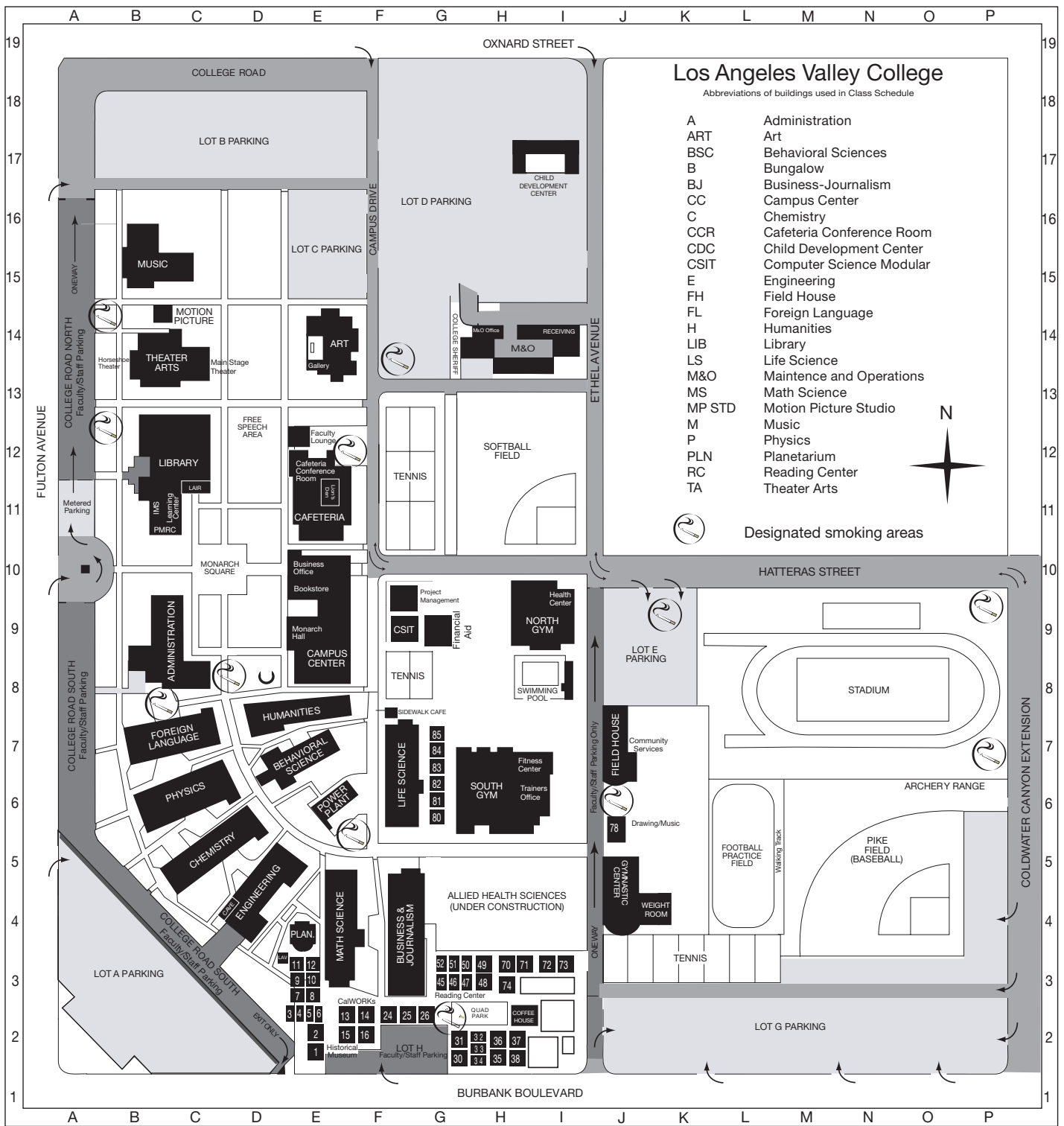




# Student life at LAVC







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# Los Angeles Valley College

5800 Fulton Avenue  
 Valley Glen, CA 91401-4096  
 (818) 947-2600  
 www.lavc.edu

AVAILABLE IN ALTERNATIVE MEDIA FORMATS

# Catalog

## 2007-2008 Catalog

### COLLEGE DIRECTORY

Admissions Office	(818) 947-2553
Assessment Center	(818) 947-2587
Associate Degree Requirements	(818) 947-2546
Bookstore	(818) 947-2313
Business Office	(818) 947-2318
Career/Transfer Center	(818) 947-2646
Child Development Center	(818) 947-2531
Counseling Department	(818) 947-2546
Community Education	(818) 947-2577
Disabled Student Services (DSPS)	(818) 947-2681
EOPS	(818) 947-2432
Extension Program	(818) 947-2320
Financial Aid Office	(818) 947-2412
VCAP Program	(818) 947-2455
Placement Office	(818) 947-2333
Transfer Alliance Program (TAP)	(818) 947-2630

### HOW TO REACH Los Angeles Valley College



**YOUR FUTURE BEGINS HERE!**