



catalog

2015–2016



catalog 2015–2016

GLENDALE COMMUNITY COLLEGE

1500 N. Verdugo Road • Glendale, CA 91208-2894
818-240-1000 • FAX: 818-549-9436
Web site: www.glendale.edu



Welcome to Glendale Community College and thank you for choosing us as you pursue your academic, career and personal goals. For over 85 years, student success has been our priority and academic excellence has been our hallmark.

Glendale Community College, through its various programs and courses, is truly one of the premier institutions in the state of California. Our commitment to our students is evidenced as you interact with our dedicated faculty and staff, explore the breadth of our educational programs, and experience our ongoing commitment to academic excellence.

As your community college of choice, the Board of Trustees, administration, faculty and staff, welcome you and wish you much success in your endeavors at Glendale Community College.



*Dr. David Viar,
Superintendent/President*

BOARD OF TRUSTEES



Mrs. Anita Quinonez
Gabrielian



Dr. Armine Hacopian



Dr. Vahé Peroomian



Ms. Ann H. Ransford



Mr. Anthony P. Tartaglia

The Board of Trustees of the Glendale Community College District consists of five members who are elected by the voters of the community for a four-year term. A Student Trustee is elected annually by the students and is the official representative of the students to the Board. The Superintendent/President of the District serves as Secretary to the Board. The Board meets at least once a month, and agendas are posted in accordance with the Brown Act.

The Board has authority over and responsibility for policies to assure the academic quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the college. Its duties include approval of college policy, adoption of an annual budget, approval of expenditures of all District funds, approval of plans, acquisition of property for District purposes, and approval of employment of academic and classified personnel.



GLENDALE COMMUNITY COLLEGE

In 1926, higher education was reserved for a relative few, but farsighted citizens in Glendale recognized the need to open doors to academic and vocational instruction to a broader base of the community. As a result, Glendale citizens voted to form a community college, or junior college as it was then called, as part of the Glendale Unified School District.

The first semester, 139 students responded to the public notice that college classes were to be offered in the buildings of Glendale Union High School at Broadway and Verdugo. The college was an immediate success and by 1929 the student population increased to 435, with 27 faculty members. Through the years Glendale Junior College continued to grow. It moved to the present site in 1937 with the support of a bond election and funds matched equally by a WPA grant. Total cost for purchase and construction of the new 59 acre site was \$390,000.

In 1971, as the college became more responsive to the needs of the greater Glendale community, the name was officially changed to Glendale Community College District.

Fast forward to 2014 - Glendale Community College is a dynamic institution with more than 25,000 students. They are enrolled in college-credit at the main campus, continuing education at the Garfield campus, community services classes held throughout the community, and the Professional Development Center located in Montrose. The college serves an ethnically diverse student body with no single group forming a majority.

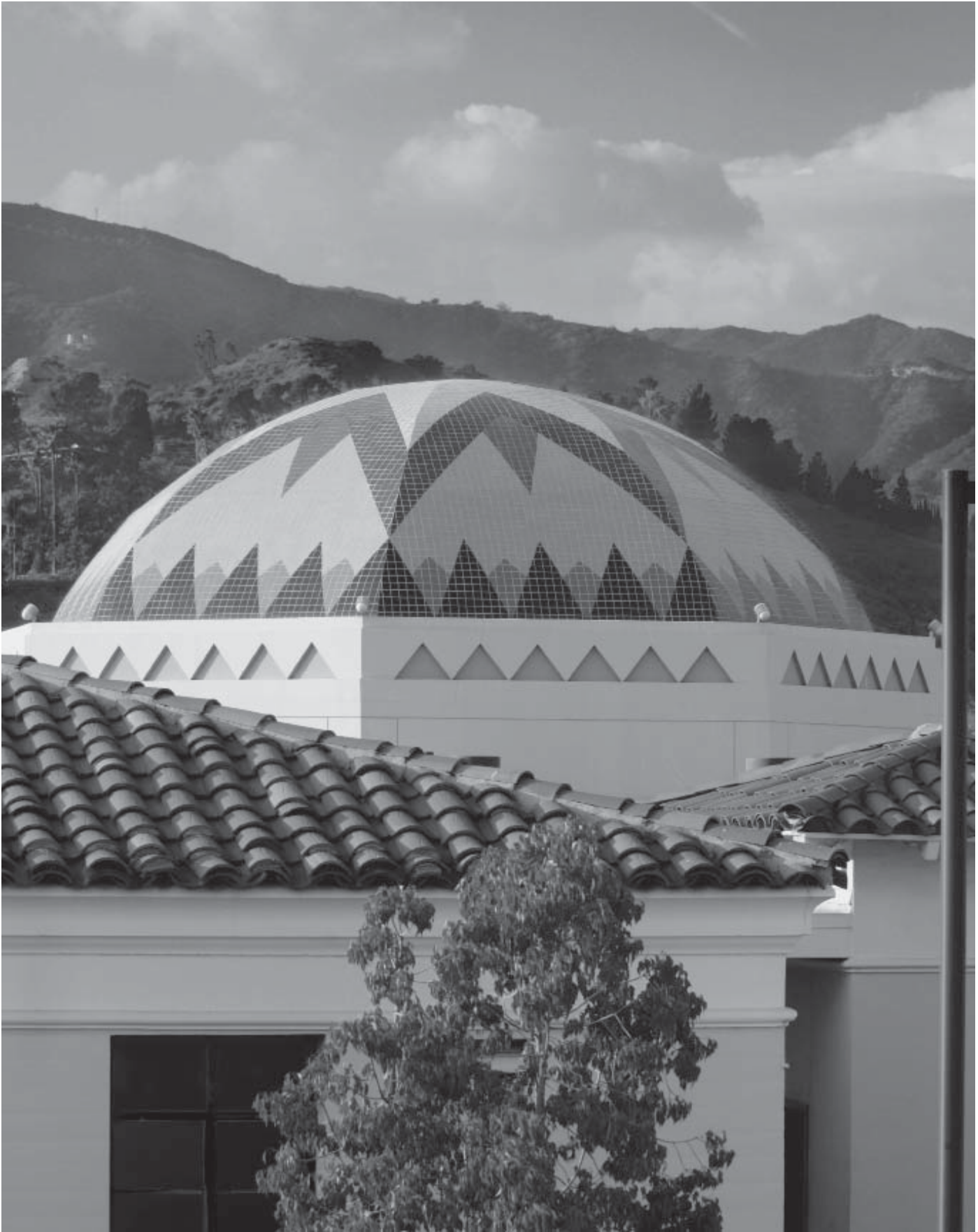
The faculty has used its energy to develop a wide ranging curriculum intended to prepare students for the 21st century. Student services faculty provide invaluable academic, career, and financial counseling to students. Today the goal of those farsighted citizens of Glendale has been achieved. Higher education is available to all who come to Glendale Community College.

Source: A History of Glendale Community College, 1927-2003 by Dr. Marguerite Renner. For complete text contact Glendale College Foundation, 818.551.5199.

Glendale Community College reserves the right to modify its programs, tuition and fees, admission and graduation requirements, schedules and other policies, procedures and regulations stated in this catalog without notice. This catalog does not constitute a contract between the student and the college. This catalog is available in alternate text upon request.

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COLLEGE ADMINISTRATION, MANAGEMENT AND FACULTY DIVISION CHAIRS

(818) 240-1000

Superintendent/President	David Viar.....	5105
Executive Assistant to the Superintendent/President and Board of Trustees	Sally Holmes.....	5105
Associate Vice President, Human Resources	Teyanna Williams.....	5165
Manager, Human Resources	Val Dantzler	5174
Executive Director, Foundation	Lisa Brooks.....	5196
Chief of Police	Gary Montecuolo.....	3120, 5205
Police Sergeant	Samir Abou-Rass.....	3047
Police Sergeant	Erin Kurasz	3048
Executive Vice President, Administrative Services	Kevin Chan	5210
Chief Information Services Officer.....	Marc Drescher	5281
Director, IT	Simon Mirzayan.....	5260
Senior Database Administrator	Vacant	5185
Computer Lab Supervisor.....	Tom Starr.....	5806
Controller	Amir Nour	5208
District Accountant	Angineh Baghoomian	5209
Director, Facilities.....	Nelson Oliveira	5222
Manager, Maintenance and Operations	Daniel Padilla	6610
Custodial Shift Supervisor	Gus Rocha	5323
Grounds Supervisor.....	Bill Easley.....	5219
Director, Business Services	Susan Courtney	5124
Performing Arts Production Manager.....	Guido Girardi	5635, 5613
Senior Food Services Manager	Nancy Jordan.....	5600, 5818
Vice President, Instructional Services	Michael Ritterbrown.....	5104
Administrative Dean, Workforce Development, Continuing and Community Education	Alfred Ramirez	5018
Program Director, Professional Development Center.....	Kimberly Holland	957-0024
Program Manager I, Professional Development Center	Kevin Gasparyan	957-0024
Program Manager I, Professional Development Center	Vacant	
Associate Dean, Continuing & Community Education	Deborah Kinley.....	5056
Program Manager III, Night/Weekend Garfield Site Manager.....	Ali Kobaiissi.....	3071
Director, CalWORKs	Aarin Edwards.....	5846
Assistant Director, Parent Support Center	Teri Ismail	3071
Computer Lab Supervisor	Mary Stone.....	5061, 5672
Director, Community Services	Kathy Seifert.....	5048, 5805
Division Chair, Noncredit English as a Second Language	Deborah Robiglio	5692
Division Chair, Noncredit Business & Life Skills	Jan Young	5686, 3054
Dean, Instructional Services.....	Thomas Voden.....	5218
Division Chair, English.....	Monette Tiernan.....	5609
Division Chair, Credit English as a Second Language	Kathleen F. Flynn	5510
Division Chair, Kinesiology.....	Jon Gold.....	3193
Division Chair, Social Science	Michael Dulay.....	5466
Division Chair, Language Arts.....	Lourdes Girardi.....	5720
Student Services Lab Manager	Andrew Stires.....	5330
Dean, Library and Learning Support Services	Eric Hanson	5579
Library Public Service Manager	Russell Beckett.....	5586, 5871

COLLEGE ADMINISTRATION, MANAGEMENT AND FACULTY DIVISION CHAIRS

(818) 240-1000

Dean, Research, Planning, and Grants	Edward Karpp	5392
Program Manager III, Title V	Cathy Durham	5397
Program Manager III, Title V	Tom Voden	5628
Program Manager III, Title V	Yeranui Barsegyan	3075
Program Manager I, Instructional Services.....	Jill Lewis	5103
Division Chair, Biology	Keith Conover	5365
Division Chair, Mathematics.....	Liz Russell.....	5797
Division Chair, Physical Science	Sevada Chamras.....	5630
Dean, Workforce Development, Instructional Services.....	Jan Swinton.....	5158
Associate Dean, Health Sciences	Emelyn A. Judge	5842
Division Chair, Business.....	Rory Schlueter	5886
Division Chair, Technology & Aviation	Scott Rubke	5541, 5542
Division Chair, Visual & Performing Arts.....	Peter Green	5622
Director, Child Development Center	Jeanette Tashiro	5355
Associate Dean, Curriculum Management	vacant	
Vice President, Student Services	Ricardo Perez.....	5126
Director, Admissions & Records	Michelle Mora	5114
Program Manager III, EOPS	Elmira Nazaryan	5570
Dean, Student Affairs.....	Paul Schlossman	5594
Program Manager I, Student Outreach & Assessment	Tzoler Oukayan.....	5457
Dean, Student Services	Robert Hill.....	5195
Program Manager III, DSPS Director	Tina Andersen-Wahlberg.....	5488
Program Manager II, Health Services	Toni Reyes.....	5190
Division Chair, Student Services	Ramona Barrio-Sotillo.....	5424
Director, International Recruitment and Outreach	David Nelson.....	5887
Associate Dean, Student Financial Aid Services.....	vacant	
Assistant Director, Student Financial Aid Services	Arda Najarian	5433
Program Manager I, Student Employment Services.....	Andra Verstraete	5405

2015 CALENDAR

SUMMER 2015

- April 17Deadline for students to apply for admission for summer 2015 and be eligible for priority registration
- April 27 - May 8.Check your Priority Registration Appointment Date & Time for summer 2015
 - Online at MyGCC.glendale.edu
- May 11 - 15Priority registration for summer 2015
- May 18 – June 19Open registration for summer 2015
- May 25Memorial Day (Observance)– Campus Closed
- June 12Deadline to apply for admission for fall 2015 and be eligible for priority registration
- June 19Walk-through registration for the summer session
- June 21Residence determination date for summer session
- June 22Instruction begins for the summer session
- June 22 - July 17.Check your Priority Registration Appointment Date & Time for fall 2015 online at MyGCC.glendale.edu
- June 22 – 26.Late registration for the summer session
- June 26.Deadline to ADD a summer session class
 - Deadline to DROP a summer session class without a “W” notation and receive a refund
- June 29 - July 17.Priority registration for fall 2015
- June 29 - July 2Summer session refunds are automatic for those students who dropped by the due date (June 27). Requests for parking fee refunds must be initiated by the student when returning the parking permit to the Student Fees Office.
- June 30Last day to apply for Pass/No Pass in a summer session class
- July 3Independence Day (Observance) – Campus Closed
- July 10Deadline to WITHDRAW from a 5-week summer session class with a “W” notation
- July 17Deadline to WITHDRAW from a 6-week summer session class with a “W” notation
- August 28End of summer session
- September 7Summer session grades available at MyGCC.glendale.edu
- August 31Instruction begins for fall 2015

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It is the student’s responsibility to know and adhere to all of the dates listed above. For deadlines not listed above, refer to your MyGCC student portal located in your “My Class Schedule” for your personalized Academic Add/Drop Calendar. Dates are subject to change.

2015 CALENDAR FALL 2015

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- June 12Deadline to apply for admission for fall 2015 and be eligible for priority registration
- June 22Check your Priority Registration Appointment Date and Time for Fall 2015
 - Online at MyGCC.glendale.edu
- June 29 - July 17 ...Priority registration for the Fall 2015 semester
- July 20 - August 28 ..Open registration for the Fall 2015 semester
- August 28Walk-through registration for the Fall semester.
- August 30Residence determination date for the Fall semester
- August 31Instruction begins for the fall semester
 - 16-week classes begin — first 8-week classes begin
- August 31-Sept 12...Late registration for fall semester
- September 5Deadline to add first 8-week classes
 - Deadline to drop first 8-week classes without a “W” notation and receive a refund
- September 7Labor Day - Campus Closed
- September 8Last day to apply for Pass/No Pass in first 8-week classes
- September 12Deadline to add 16-week classes
 - Deadline to drop 16-week classes without a “W” notation and be eligible for a refund
- September 14First 6-week classes begin
- September 14 - 18 ...Refunds are automatic for those students who dropped their class by the appropriate due date. Requests for parking fee refunds must be initiated by the student when returning the parking permit to the Student Fees Office
- September 18Last day to apply for Pass/No Pass in 16-week classes
- September 19Deadline to add first 6-week classes
 - Deadline to drop first 6-week classes without a “W” notation and be eligible for a refund
- September 22Last day to apply for Pass/No Pass in first 6-week classes
- September 28Begin processing applications for Spring 2016
- October 10Deadline to withdraw from first 6- & 8-week classes with a “W” notation
- October 24First 6-week classes end
 - First 8-week classes end
- October 26Second 6- & 8-week classes begin
- October 31Deadline to add second 6- & 8-week classes
 - Deadline to drop second 6- & 8-week classes without a “W” and be eligible for a refund
- November 2 - 6Refunds for second 6- & 8-week classes are automatic for those students who dropped by the appropriate due date. Requests for parking fee refunds must be initiated by the student when returning the parking permit to the Student Fees Office
- November 3Last day to apply for Pass/No Pass in second 6- & 8-week classes
- November 9Veteran’s Day Observed- Campus Closed
- November 21Deadline to withdraw from 16-week classes with a “W” notation
 - Deadline to withdraw from second 6-week classes with a “W” notation
- November 26 - 28 ...Thanksgiving vacation (no Saturday classes on November 28)
- December 4Deadline to apply for admission and be eligible for priority registration for Spring 2016
- December 5Deadline to withdraw from second 8-week classes with a “W” notation
- December 9 - 16Final examinations for the fall semester
- December 12Second 6-week classes end
- December 16Second 8-week classes end
 - 16-week classes end - End of the fall semester
 - Petitions for graduation and/or certificate for the fall semester due in the Office of Admissions and Records
- Dec 21 - Jan 8Check your Priority Registration Appointment Date and Time for Spring 2016
 - Online at MyGCC.glendale.edu
- December 24 -Jan 1 ..Winter Vacation – Campus Closed
- January 4Fall grades available at MyGCC.glendale.edu
- January 11 - 29Priority registration for Spring 2016

It is the student’s responsibility to know and adhere to all of the dates listed above. For deadlines not listed above, refer to your MyGCC student portal located in your “My Class Schedule” for your personalized Academic Add/Drop Calendar. Dates are subject to change.

2016 CALENDAR WINTER 2016

- October 23Deadline for students to apply for admissions for Winter 2016 session and be eligible for priority registration
- Nov 2 - 13Check your Priority Registration Appointment Date and Time for Winter 2016
 - Online at MyGCC.glendale.edu
- November 10 – 13 . . .Priority registration for the Winter session
- Nov 16– Dec 23Open registration for the Winter session
- December 4Deadline for students to apply for admissions for Spring 2016 and be eligible for priority registration
- Dec 21- Jan 8Check your Priority Registration Appointment Date and Time for Spring 2016
 - Online at MyGCC.glendale.edu
- Dec. 24 - Jan. 1Campus Closed
- January 3Residence determination date for Winter session
- January 4Instruction begins for the Winter session
- January 4-7Late registration for Winter session
- January 5Deadline to DROP 4 week classes without a “W” and receive a refund
- January 8Deadline to ADD a first 5/6 week Winter session class
 - Deadline to DROP first 5/6 week Winter session class without a “W” and receive a refund
- January 11Second 5 week classes begin
- January 11 - 29Priority registration for Spring 2016 semester
- January 12Last day to apply for Pass/No Pass in 4 week or first 5/6 week Winter session class
- January 15Deadline to ADD/DROP 2nd 5 week classes without a “W” and get a refund
- January 18Martin Luther King, Jr. Day – Campus Closed
- January 18 - 21Refunds are automatic for those students who dropped by the due date. Requests for parking fee refunds must be initiated by the student when returning the parking permit to the Student Fees Office.
- January 19Last day to apply for Pass/No Pass in second 5 week Winter session class
- January 22Deadline to withdraw from a 4 week or first 5-week Winter session class with a “W”
- January 28Four-week classes end
- January 29Deadline to withdraw from a second 5/6 week Winter session class with a “W”
- February 5First 5-week classes end
- February 11Second 5/6 week classes end
 - End of Winter session
 - Petition for graduation and/or certificate for Winter session due in the Office of Admissions and Records
- February 12Lincoln’s Day Observed- Campus Closed
- February 15Washington’s Day Observed - Campus Closed
- February 16Instruction begins for the spring 2015 semester
- Feb 22Winter grades available on MyGCC.glendale.edu

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2016 CALENDAR

SPRING 2016

JANUARY 2016						
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- December 4.Deadline to apply for admissions for Spring 2016 and be eligible for priority registration
- Dec 21 - Jan 8Check your Priority Registration Appointment Date and Time for Spring 2016
 - Online at MyGCC.glendale.edu
- Jan 11 - 29Priority registration for Spring 2016
- January 19.Begin processing applications for Summer and Fall 2016
- Feb 1 - 11Open registration for the spring semester
- February 11.Walk through registration for the spring semester
- February 15.Washington’s Day Observed - Campus Closed
 - Residence determination date for the spring semester
- February 16.Instruction begins for the spring semester
 - 16-week classes begin - First 8-week classes begin
- Feb 16 – 27Late registration for spring semester
- February 20.Deadline to add open classes without the permission of the instructor
 - Deadline to add first 8-week classes
 - Deadline to drop first 8-week classes without a “W” notation and receive a refund
- February 23.Last day to apply for Pass/No Pass in first first 8-week classes
- February 27Deadline to add 16-week classes
 - Deadline to drop 16-week classes without a “W” and receive a refund
- February 29First 6-week classes begin
- Feb. 29 - Mar. 4Refunds are automatic for those students who dropped by the appropriate due date
 - Requests for parking fee refunds must be initiated by the student when returning the parking permit to the Student Fees Office
- March 4.Last day to apply for Pass/No Pass in 16 week classes
- March 5Deadline to add first 6-week classes
 - Deadline to drop first 6-week classes without a “W” and receive a refund
- March 8Last day to apply for Pass/No Pass in first 6-week classes.
- March 25.Petitions for spring graduation due in the Office of Admissions and Records
- March 26.Deadline to withdraw from first 6- & 8-week classes with a “W” notation
- March 31.Cesar Chavez Day—Campus Closed
- April 9First 6- & 8-week classes end
- April 11 - 15Spring Vacation
- April 15Deadline to apply for admission and be eligible for priority registration for Summer 2016
- April 18Second 6- & 8-week classes begin
- April 23Deadline to add second 6- & 8-week classes
 - Deadline to drop second 6- & 8-week classes without a “W” and receive a refund
- April 25 - 29Second 6- & 8-week session refunds are automatic for students who dropped by the appropriate due date. Requests for parking fee refunds are initiated by student when returning parking permit to the Student Fees Office
- April 25 - May 6Check your Priority Registration Appointment Date and Time for Summer 2016
 - Online at MyGCC.glendale.edu
- April 26Last day to apply for Pass/No Pass in second 6- & 8-week classes
- May 9 - 13Priority registration for Summer 2016
- May 14.Deadline to withdraw from 16-week & second 6-week classes with a “W” notation
- May 30.Memorial Day Observed- Campus Closed
- May 28.Deadline to withdraw from second 8-week classes with a “W” notation
 - Second 6-week classes end
- June 1- 8.Final Examinations for the spring semester
- June 8.Commencement exercises
 - 16-week and Second 8-week classes end
 - End of spring semester
- June 10.Last day to apply for admission and be eligible for priority registration for Fall 2016
- June 17. Spring grades available on the Internet at MyGCC.glendale.edu
- June 20Instruction begins for the Summer 2016 session.
- June 22 - July 17.Check your Priority Registration Appointment Date and Time for Fall 2016
 - Online at MyGCC.glendale.edu
- June 27 - July 15.Priority registration for Fall 2016
- August 29Instruction begins for the Fall 2016 semester

It is the student’s responsibility to know and adhere to all of the dates listed above. For deadlines not listed above, refer to your MyGCC student portal located in your “My Class Schedule” for your personalized Academic Add/Drop Calendar. Dates are subject to change.

GENERAL INFORMATION

MISSION STATEMENT

Glendale Community College serves a diverse population of students by providing the opportunities and support to achieve their educational and career goals. We are committed to student learning and success through transfer preparation, certificates, associate degrees, career development, technical training, continuing education, and basic skills instruction. The college is dedicated to the importance of higher education in the evolving urban environment of Glendale and the Greater Los Angeles area. Faculty and staff engage students in rigorous and innovative learning experiences that enhance and sustain the cultural, intellectual, and economic vitality of the community.

As part of its mission, Glendale Community College is committed to student success by promoting:

- communication, critical thinking, information competency, quantitative reasoning, global awareness, personal responsibility, and application of knowledge;
- Collaboration among disciplines and openness to the diversity of the human experience;
- student services, learning support, and state of the art technology, including distance education modalities, that enable students to reach their educational goals in an efficient and timely manner.

VISION STATEMENT

Glendale Community College is the Greater Los Angeles Region's premier learning community where all students achieve their informed educational goals through outstanding instructional and student services, a comprehensive community college curriculum, and educational opportunities found in few community colleges.

INSTITUTIONAL LEARNING OUTCOMES

Institutional Learning Outcomes (ILOs) are commonly defined as the knowledge, skills, abilities, and attitudes that students are expected to develop as a result of their overall experiences with any aspect of the college, including courses, programs, and student services.

1. Communication

Learners express themselves clearly and concisely to others in logical, well-organized papers and/or verbal presentations using documentation and quantitative tools when appropriate. Learners listen, understand, debate, and use information communicated by others.

2. Mathematical Competency/Quantitative Reasoning

Learners understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry and trigonometry; and present information and construct arguments with their use of numerical and/or statistical support.

3. Information Competency

Learners recognize the need for information and define a research topic; select, access, and use appropriate sources to obtain relevant data; evaluate sources for reliability and accuracy; and use information in an ethical and legal manner.

4. Critical Thinking

Learners evaluate the credibility and significance of information, effectively interpret, analyze, synthesize explain, and infer concepts and ideas; solve problems and make decisions; and construct and deconstruct arguments.

5. Global Awareness and Appreciation

Learners recognize and analyze the interconnectedness of global, national, and local concerns, analyzing cultural, political, social and environmental issues from multiple perspectives; they recognize the interdependence of the global environment and humanity.

6. Personal Responsibility

Learners demonstrate an understanding of the consequences, both positive and negative, of their own actions; set personal, academic and career goals; and seek and utilize the appropriate resources to reach such goals.

7. Application of Knowledge

Learners maintain, improve and transfer academic and technical skills to the workplace; demonstrate life-long learning skills by having the ability to acquire and employ new knowledge; and set goals and devise strategies for personal and professional development.

OBJECTIVE AND FUNCTIONS

Glendale Community College has one objective: education. Six primary functions support this objective.

- a. Associate in Arts/Associate in Science: Education toward the granting of AA/AS degree(s) is provided in accordance with approved graduation requirements. General education and major coursework form the core of the required curriculum, the balance being electives.
- b. Education for meeting the lower division requirements of a university or a four-year college: The college offers many courses which are equivalent to those available in the freshman and sophomore years at the University of California, The California State University and other colleges and universities in the United States. A student with a satisfactory high school and community college record will receive full credit for all college and university level work done at GCC provided that the work meets the specific requirements of the college or university to which the student transfers.
- c. Education beyond the high school level for vocational competence and/or occupational certification: Training programs are offered for many occupations in business and industry. Certificates are awarded upon completion of the requirements for the occupation-centered curriculums. Courses offered in these programs serve

three groups of students: those training for entry-level positions; those preparing for advancement on the job; and those seeking to improve skills to meet new job requirements. Thus, students are offered a balance of technical and general education.

- d. **Pre-Collegiate Basic Skills:** Educational programs prepare students for collegiate level work. Courses are designed to provide the student with basic skills instruction with emphasis on speaking, listening, reading, writing and computation.
- e. **Education beyond the secondary level for personal improvement:** Recognizing the needs of post-secondary students for education which may lead neither to education in a higher institution nor to vocational preparation, GCC offers a diversity of courses which satisfy intellectual curiosity and provide knowledge about and appreciation of our universe.
- f. **Noncredit Continuing Education:** A comprehensive program includes basic education, courses leading to the high school diploma, citizenship, English as a second language, career and vocational classes, and courses that satisfy the many special interest needs of the community.

PROGRAMS AND SERVICES

A variety of programs and services implements and supports the objectives and functions stated above.

- a. **Counseling:** Counseling services are available to help students have a successful college experience. Counselors are available to assist students with academic planning, career decision-making, life planning and personal and intra-personal concerns. Counselors provide a climate in which students make thoughtful, independent, decisions for educational and vocational goals. Working through individual interviews with students, small and large groups, and college orientation classes, they help students to become aware of their capabilities and to plan appropriately. A number of specialized counseling service centers are available on campus. These centers include Academic Counseling, EOPS, DSPS, Career, Transfer, Adult Re-Entry, International Student Office, and Admissions & Records (Veterans, Scholars, Dismissals).
- b. **Health Services:** The Health Center provides first aid, primary health care, crisis counseling, health counseling, and health information and referral services.
- c. **Basic education:** Students with specific learning problems or with grade or subject deficiencies in their high school record may make up such deficiencies and enter into a program leading to an Associate degree and, if desired, to upper division standing at a four-year institution.
- d. **Refresher education:** Members of the community have the opportunity to refresh, as well as to update their knowledge in classes offered at GCC.
- e. **Evening education:** Persons wishing late afternoon or evening classes may enroll in the Evening College program. Evening College courses parallel and expand the daytime offerings. The college also offers classes on Saturdays.
- f. **General education for all members of the community:** The college offers wide and varied curriculum designed to promote the following objectives:
 1. Development of communication and computational skills which form a base for training in critical thinking as exemplified in drawing sound conclusions from premises, making relevant judgments, and discriminating among values.
 2. Knowledge of the cultural heritage as the accumulated record of the development of mankind.
 3. Appreciation for aesthetic expression, excellence, and creativity as major values.
 4. Foundation in knowledge, attitudes, and skills necessary for occupational employment.
 5. Cultivation of habits which are essential to physical and emotional growth, citizenship, and societal responsibilities.
 6. Development of an awareness of the influence of such environmental problems as population growth, land-use, and pollution on the quality of life through field observation and other experiences.
- g. **Adult education:** A varied adult education program including high school diploma subjects, English as a second language, citizenship, parent preschool education, retirement seminars, and office skills, is offered by the Noncredit Education office.
- h. **Community services:** The college also offers a fee-based program designed to provide public service in a wide variety of avocational, recreational, self-improvement and other career development subjects. None of these courses are offered for college credit. If you have received a traffic ticket, Traffic Violators School is held both weekends and weekdays.
- i. **Education for creative use of leisure time:** The college encourages students to develop skills and an appreciation for creative use of leisure time.
- j. **Preparation for the future:** The college urges students to become more sensitive to world crises created by a burgeoning population and by the increasing demands of people and nations upon resources. Students learn to approach these crises through the scientific method of the natural sciences and through the combined methods of the humanities and social sciences and co-curricular programs. It is important for students to realize that the structure of human society is changing and that new and different technologies will affect the transition.
- k. **Services to meet the unique needs of ethnic-minority students:** The college is committed to cultural diversity within its student body achieved by recruitment of resident Americans of various national origins and by the acceptance of a significant number of foreign-visa students. Meeting the needs of these students realistically is an important function of the college.

ACCREDITATION

Glendale Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Glendale Community College was evaluated in 2010 and is an Accredited Institution. The next scheduled evaluation will take place in 2016. Glendale Community College accepts credit for courses completed at colleges and universities that have been accredited by one of the regional accrediting associations.

ADVISORY COMMITTEES

Glendale Community College seeks advice about the programs and goals of the institutions. Individual citizens representing organizations, interests, and specific programs contribute their time to ensure that the college is meeting student, industry, and community needs.

ALUMNI ASSOCIATION

The Glendale College Alumni Association was established in 1988. Since its inception, the Association's membership is ever on the rise. Membership is open, not only to GCC alumni, but to "friends of the college" (the administration, faculty and staff, students and members of the community).

The Association's foremost goal is that of giving back. Annually, the Alumni Association awards scholarships to a number of deserving GCC students. Members of the community are also recognized by the Association for distinguished service to GCC and for career achievement and community service. Additionally, through its newsletter and website, the Association strives to foster communication among its members and to keep its membership abreast of current campus news and events. In full support of our present student body and the diverse activities on campus, the Association encourages participation of its members in the College's educational, cultural and athletic events. In its efforts to promote support of the students and campus events, the Association works in tandem with the College Foundation.

The Glendale College Alumni Association office is located in the Foundation Office, John A. Davitt Administration Building, Room AD 149. The Alumni meets on a regular basis, with the meetings open to the public. For membership information or Alumni Council meeting dates, please call 818/240-1000, ext. 5199.

THE BAJA CALIFORNIA FIELD STUDIES PROGRAM

Glendale Community College has been offering field classes and field trips in the Baja California peninsula of Mexico since 1974. The college maintains a facility in the peninsula, the field station "Estación del Mar Cortés", which serves as a headquarters for various curricular offerings of interest to its faculty and students. Over the years, courses in marine biology, natural history, oceanography, geology, history of Baja California, philosophy, psychology, health, geography,

physical education, English and Spanish have been offered. The Center for Students with Disabilities has also participated in our field activities.

In a setting that emphasizes field observation and cooperative learning, the program aims to expose students to a pristine and complex natural environment coupled with a unique experience in Mexican culture. Different academic experiences are integrated in a setting which results in memorable and long-lasting adventures in learning. By living and learning together, a community of learners is created where the beauty and complexity of the human and natural world can be observed, studied and enjoyed.

Students interested in participating in any of the programs offered should contact the Baja California Field Studies Program office at (818) 240-1000, ext. 3159, for application forms. You can also obtain more information and learn about current offerings at <http://www.glendale.edu/baja/>.

COMMUNITY SERVICES EDUCATION

Community Services Education is a program of noncredit, fee based classes and activities designed to serve individuals with educational goals that do not require college credit. There are no transcripts, grades or academic requirements. (Some certificate programs require prerequisites.) Community Services Education classes are usually shorter than credit classes and normally do not require lengthy preparation. To request a current catalog call (818) 240-1000 ext. 5015. You can also obtain more information and learn about current offerings at <http://www.glendale.edu/cse>.

CONTINUING EDUCATION

Continuing Education at the Garfield Campus

Glendale Community College has offered noncredit courses since the early 1930's. The Garfield Campus administers Continuing Education which includes the Business and Life Skills division and the Noncredit English as a Second Language division. Departments include ESL, Lifelong Learning, Office Business Technology, Student Success Center (DSL), and Parent Education. Classes are held primarily at the Garfield Campus, as well as the Verdugo campus, and throughout the community. Classes are available in the mornings, afternoons, and evenings throughout the week.

Continuing Education office hours are 8:00 a.m. to 9:00 p.m. Monday through Thursday, and 8:00 a.m. to 4:30 p.m. on Friday. All Continuing Education classes are tuition-free. Students may enter a class at any time during the year depending upon availability. For information or to request a current schedule of classes, please call (818) 240-1000 ext. 5678 during business hours.

Workforce Investment Opportunity Act (WIOA): The WIOA staff collaborates with the local Work Source (or One-Stop) Centers to arrange for training programs including certificates in Accounting, Medical/Dental Front Office, General Office Clerk, and Introduction to Hospitality and Tourism. Students must meet federal standards regarding unemployment status and they must be assessed prior to

receiving a voucher for training. For more information call (818)240-1000 ext. 5803.

Citizenship

The Garfield Campus offers English as a Second Language Citizenship classes for those who want to learn more about the history and government of the USA and prepare for their oral interview. The Citizenship Center is located at the Garfield Campus and offers information regarding citizenship eligibility, application procedures and deadlines; legal referrals; INS forms needed for naturalization; photographs for INS application or passport; typing and preparation of the INS 400 form; and assistance in preparing for the exam. For more information call (818)240-1000 ext. 5717.

English as a Second Language

The Noncredit ESL program offers literacy through advanced courses. Classes are held at the Garfield Campus, main campus, and in various locations throughout Glendale. They are designed to meet the various needs of the student population. Courses are open-entry/open-exit and are tuition-free. In addition to the regular program, special offerings include:

- First Language Support classes in Literacy for Hispanic and Armenian students
- First Language Support classes for Hispanic students, Levels 1, 2, and 3
- Citizenship
- English for Older Adults
- College Readiness ESL
- Conversation

For more information, please call (818) 240-1000 ext. 5033.

COOPERATIVE WORK EXPERIENCE EDUCATION*

Cooperative Work Experience Education (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 bring an enrichment to college studies which enhances the student's total development. It is called CWEE because the education objectives are carefully planned and coordinated with the student's employer to provide realistic employment experience.

The objectives are:

1. Provide opportunity for students to secure employment on a part-time or full-time basis.
2. Gain realistic work experience that is meaningfully related to the student's college study program.
3. Provide opportunity to acquire knowledge, skills, and attitudes essential for successful employment.

Student Benefits of Cooperative Work Experience Education

1. Learn or improve job skills under actual working conditions.

2. Gain perspective on career goals through application of classroom theory to "real life experience."
3. Build self-identity and confidence as a worker through individual attention given by instructor/coordinator and employers.
4. Opportunity to test personal abilities in work environments.
5. Have a more realistic approach to the job market.
6. Gain a better understanding of human relations.
7. Refer to work experience education on future job applications.

*On hiatus 2015-2016

DISTANCE EDUCATION

Glendale Community College offers a variety of Distance Education courses to meet your needs including Online courses and Hybrid courses. Distance Education utilizes Moodle as a Learning Management System (LMS). Internet and other technologies are used in learning exercises every week to ensure regular and effective contact between instructor and student. Distance Education courses are equivalent to a classroom-based course. Courses are taught by the same qualified instructors and follow the same curriculum and standards as the classroom-based course. Distance Education courses provide flexibility in scheduling and are especially helpful to self-directed learners. It is recommended that students be comfortable with computers, particularly the internet, before taking an online or hybrid course.

Two forms of Distance Education are offered at GCC:

Online Courses

The majority of class instruction, assignments, and communications are done online. Online instruction may be delivered synchronously (in real-time) and/or asynchronously (not real time). **Online courses require a mandatory on-campus orientation and may also require on-campus testing.**

Hybrid Courses

A portion of the class instruction, assignments, and communication are done online and the rest is during on-campus classroom meetings. The online portion of the class instruction may be delivered synchronously (in real-time) and/or asynchronously (not real time).

Distance Education courses are equivalent to a classroom-based course. Courses are taught by the same qualified instructors and follow the same curriculum and standards as the classroom-based course. Students in distance education courses are required to 'attend' class and participate just as if they were in a face-to-face course.

Once enrolled in an online or hybrid course, students must retrieve and read the Welcome Letter sent by the instructor two days before the semester begins via GCC email and complete the Course Check-In Assignment described in the Welcome Letter.

Any portion of a course provided through distance education is conducted consistent with guidelines issued by the Chancellor pursuant to section 409 of the Procedures and Standing Orders of the Board of Governors.

GLENDALE COLLEGE POLICE DEPARTMENT

The Glendale College campus is situated in an area of natural beauty nestled in the Verdugo Mountains. While we all appreciate the inherent charm of the campus and its surrounding area, it is important to remember that the campus is not immune to crime.

The occurrence of crime is a problem in any community. The GCC Police Department is constantly working to deter criminal activity from occurring on campus. However, we cannot do it alone. As a member of the campus community you can assist the police department by notifying us immediately of anything suspicious or unusual. By acting as our eyes and ears you can become involved and participate in making GCC a safer place.

We believe that a well-informed community is better served, more capable of protecting itself, and therefore safer. Becoming aware of potential dangers and taking preventative measures will help to protect you. It also assists us in minimizing risks and keeping GCC a pleasant environment in which to pursue an education.

However, you cannot participate in preventing crime without timely and relevant information. Therefore, please take the time to read the following, and call or stop by the GCC Police Department for more information.

About Our Department

The Glendale College Police Department is open 365 days a year. To report a crime or suspicious activity please call 818-551-5205 or stop by in person at SM 153. For emergencies you may dial extension 4000 from a college phone or call 818-551-4911 from a cell or telephone. The department is an authorized terminal user of all local, regional, state and federal criminal justice information systems (e.g., wanted persons, DMV, stolen vehicles/property, criminal records, etc.). Our goal is to provide timely and appropriate responses to community problems and needs.

Police Officers of the GCC Police Department are armed, duly sworn peace officers of the State of California. Empowered by section 830.32 of the California Penal Code, officers possess the same authority, and adhere to the same state-mandated standards, as municipal police officers. Therefore, under California law, the officers authority extends to any place in the state for the purpose of performing their primary duty or when making an arrest pursuant to section 836 of the California Penal Code; however, we concentrate our efforts on the campus and its immediate environment. Our department enjoys a positive and close working relationship with the City of Glendale Police Department, with whom we share proximity, mutual interests, and geographic jurisdiction. GCCPD officers may work in uniform or plain-clothes. They provide a full range of police related services, including: primary emergency response; preventative patrol; initial investigation of observed, reported, or suspected crime; enforcement of all applicable laws; follow-up and specialized criminal investigation; crime prevention; community liaison and relations; V.I.P./dignitary protection; special event security; traffic activities (enforcement and accident investigation); parking enforcement and, campus escorts of students, faculty or staff.

Persons arrested by the GCCPD officers are processed in accordance with prevailing practices in Los Angeles County, which can include: citation and release; booking into the City of Glendale Police Jail; filing of charges with, and prosecution through, the District Attorney's Office; and formal trial. Additionally, GCC affiliates (student, faculty, staff) may be subject to additional (Administrative/Code of Conduct) sanctions.

REPORTING A CRIME

Walking-In

You can report a crime at the police station 365 days a year. The police station is located in the Sierra Madre building, SM 153.

Emergency Call Boxes

Emergency Call Boxes (ECBs) are located in, or adjacent to, most campus parking lots. They are connected to the Police Department Communications Center by phone line, and each one emits an identifier code that alerts the Police Dispatcher of the location of the box being activated. It is important for campus community members to learn the locations of ECBs, especially those located along frequently traveled campus routes (maps are available at the station). To use the system:

1. Follow the instructions on the box.
2. When the button is pushed and the ECB is activated it immediately alerts the Police Dispatcher by phone. Speak clearly into the box.
3. If, for any reason, you are unable to talk into the ECB, you can summon assistance by pushing the button and waiting next to the ECB. An officer is dispatched to the ECB each time it is activated.

Incident Reporting

The College endorses a reporting policy that strongly encourages victims to report all criminal incidents to the police immediately, regardless of their nature. It is important that all criminal activity occurring on campus be reported to ensure that appropriate action can be taken. On-campus crime should be reported to the GCCPD. Emergencies are best reported using campus emergency extension 4000, and non-emergencies are better reported using campus extension 5205. The GCCPD has the primary jurisdiction and responsibility for investigating crime and providing police service to the campus. The GCCPD relinquish primary authority to the City of Glendale Police Department for providing operational responsibility for all Part 1 violent crime including the investigation of willful homicide, forcible rape, robbery and aggravated assault occurring on GCC District property.

Informational Disclosures

The preceding information has been disclosed in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act. All information disclosed has been reported using the Uniform Crime Reporting procedures as set forth by the FBI and the California Department of Justice. Additional information including data regarding criminal activity that has occurred on our campuses and the public property adjacent to our campuses over a 3-year period is available at www.glendale.edu/police. You can also view the current Security Report at <http://www.glendale.edu/cleryact>.

GLENDALE COLLEGE FOUNDATION, INC.

Created in 1983 by a group of committed community volunteers, Glendale College Foundation, Inc. now has an endowment of more than \$11 million. That small group of volunteers has expanded into an active 35-member Board of Directors that provides guidance, support and direction every step of the way.

To accomplish its broad mission of supporting Glendale Community College, the Foundation focuses on three main goals that:

- Raise funds for GCC facilities and programs
- Create public awareness of the needs of the college
- Promote the college to businesses and the community

An executive director and a dedicated professional staff work closely with the Board, which is made up of business and community leaders and GCC representatives. Through events such as the Athletic Hall of Fame dinner, the golf tournament, community appeals and a President's Circle, the Foundation provides invaluable support for:

- Scholarships for hundreds of students
- Essential needs to cover unforeseen shortfalls in public funding
- Student financial relief and assistance in special circumstances
- Grants to faculty and staff in all academic disciplines, and career training
- Other critical projects in academic areas

Glendale College Foundation, a 501(c)(3) charitable organization and an integral part of GCC, distributes more than \$500,000 in scholarships and special grants annually. The Foundation needs the support of donors like you to continue its work into the future. Every gift, no matter the amount, is greatly appreciated. You can donate in the form of cash, stocks or credit card payments. Payroll deduction is also available as well as secure online payments at www.glendale.edu/donation.

Unrestricted gifts are used for critical needs as identified by the Foundation and College each year. If you donate \$1,000 or more, you may join our President's Circle. You may also establish an endowed gift for a minimum of \$2,500. A matching gift program is also available. By naming Glendale College Foundation, Inc. in your will or trust, you can create a permanent legacy. For more information on these and other options, please stop by our office or visit our website at: www.glendale.edu/foundation or call (818) 551-5199.

H.S.E. TESTING

The High School Equivalent Tests (HSE) can give you the opportunity to earn a high school equivalency certificate and may reduce considerably the number of elective courses required for a high school diploma. The HSE tests five areas: Writing Skills, Social Studies, Science, Literature and Mathematics. The HSE Test is given at the Garfield Campus, 1122 E. Garfield Avenue, Glendale. For test dates and registration information, please call (818) 240-1000 Ext 5042. For information regarding free optional preparation courses offered at the Garfield Campus call (818) 240-1000 Ext. 5686.

INTERNATIONAL STUDENTS

Glendale Community College welcomes students from all nationalities who desire to study in the United States. During any given semester, there are approximately 550 to 600 International visa students (F-1 category) enrolled full-time at the College representing over 60 countries.

International students who seek admission to GCC may receive application materials from the International Student Office, located on the second floor of the San Rafael Bldg. Prospective International applicants are encouraged to contact the office at the following: Phone: (818) 240-1000, ext. 5439 & 6645, E-mail: gcciso@glendale.edu. The GCC Web site www.glendale.edu/international provides a menu option for "International Students" from the home page. Here, students can print out the International Application Forms & "Checklist" of instructions. There is also an "online" application link available. International Student Office hours are Monday through Thursday 8 a.m. to 5:00 p.m., and Friday 8:30 a.m. to 4 p.m.

In order to be admitted to GCC, International students must submit the following forms and credentials: "[International Student Application Form](#)" and required processing fee of \$60.00; official transcripts and diploma of High School record, or any college/university work completed, along with English translations; official TOEFL score min. 45 iBT exam or IELTS "band" score of 4.5 to 5 min.; Affidavit of Support Form and official bank statement certification, along with one-page personal essay. Please Note: International students under 18 years of age must show High School or Secondary School "equivalency" of completion (as defined by country system) by the time they register for classes.

Also Note: New students can be processed for "Credit ESL/language" studies without the TOEFL or IELTS exam. Please contact the International Student Office for details or use the GCC Web site links provided.

Final Note: It is strongly recommended that new student applicants overseas complete the above admission requirements in a timely manner—to ensure proper class registration and given U.S. Embassy/Consulate delays and general visa processing issues.

The college offers admission to International students for the Fall and Spring semesters, along with limited class scheduling during the short-term Winter & Summer sessions. The International Student Office provides full support services for International students including academic counseling, immigration advising, a new student orientation day each semester, and special student programming activities throughout the year. The office also provides information on off-campus housing and "homestay" host family placements, and helps to administer a mandatory group health insurance plan for all students.

MYGCC.GLENDALE.EDU

MyGCC is a private website available to GCC students after they have applied for admission and have received a student ID number. Log on to MyGCC from home, from a library, or from any computer with an Internet connection. Go to mygcc.glendale.edu 24/7. Enter your Student ID and Password, and access a wide range of information, most of it personalized.

MyGCC provides students with their current and previous class schedules, registration information, student e-mail, financial aid information, and course history, including grades. Students can also change their mailing address through MyGCC. Through links, students can also connect to many GCC resources such as registration, class schedules, library workshops, scholarships, and more.

Click the links to plan your schedule, enroll in classes, make a payment, and see appointment details.

1. Log in - Online
2. Plan - Search for classes, validate prerequisites, organize schedule prior to registration.
3. Enroll - Click the Enroll button to confirm classes in your shopping cart. Click Finish Enrolling, review your new class schedule.
4. Pay-Click on make a payment to view outstanding charges.

SCHOLARS PROGRAM

www.glendale.edu/scholarsprogram

The Glendale Community College Scholars Program was created to serve the needs of transfer-oriented, academically accomplished students. Within the program, students can choose between Liberal Arts and The Science Academy. Both programs offer opportunities for more intensive study, preparing students for success in upper division courses. The Scholars Program is a learning community centered around critical thinking, in-depth analysis of issues, and service learning. In the core curriculum, students can expect to evaluate complex problems objectively, considering how biases both inform and impede intellectual inquiry. Being a member of the program has many advantages including: priority registration, individualized academic counseling, leadership training, and priority consideration at many universities, including UCLA and UC Irvine.

Minimum Requirement for the Program*

- High School GPA of 3.25, or college GPA of 3.0
- Eligibility for English 101
- Full-time student status
- Completion of Online Scholars Application** with the following:
 - Transcripts
 - Writing Sample
(Annual Essay Topic can be found online)
 - Letter of recommendation
(either counselor or instructor)
 - SAT or ACT scores (optional)

*For admission to the Science Academy, students must also be eligible for Math 110

**Students must also complete the GCC application

For information visit the website or call 818/240-1000 x5699.

Note: All requirements listed are used as guidelines and can be rescinded or adjusted at the discretion of the College Scholar Advisory Committee.

STUDY ABROAD PROGRAMS

Glendale Community College believes it is essential for students today to cultivate an informed and sensitive awareness of all parts of the world in order to better co-exist with other nations and with people from cultures different from their own. In harmony with this belief, the college is following the guidelines developed by the Council on International Educational Exchange for the U.S. Department of State, which focus on expansion of student opportunities for study and work abroad as well as the guidelines of the California colleges for International Education, a consortium of California community colleges.

The college offers summer, winter, and spring programs to exciting places like Paris, Prague, Armenia, New Zealand, Australia, Argentina, Italy, Greece, Ireland, and other places of special interest to Glendale College students. Interested students should phone (818) 240-1000, ext. 5718 or drop by AD 145C. You can also read about our offerings on our web page at www.glendale.edu/studyabroad or email us at studyabroad@glendale.edu.

TRANSFER CREDIT

The College recognizes that students may have previous academic experience from other institutions that are comparable to our courses. The College reserves the decision to evaluate and award credit value for courses from other institutions of higher education.

Regionally Accredited Colleges/Universities

Students who wish to have college credit transferred from other regionally accredited colleges and universities need to have official transcripts mailed directly from the originating institution to the Office of Admissions & Records at GCC.

It is the function of the Admissions & Records Office at GCC to verify the official status of all incoming transcripts prior to the evaluation and posting of transfer credit. All transcripts submitted to GCC for evaluation become the property of GCC. Unofficial transcripts or copies of transcripts carried by individuals may be used for academic advising or counseling purposes only; transfer credits will NOT be posted to the GCC academic record from transcripts that are not received directly from the issuing institution.

Transfer of Credit

The student must have previously completed courses or be currently enrolled at GCC in order for incoming transcripts to be evaluated. All credit units accepted will be recorded on the GCC transcript. Once transfer credit is posted to a student transcript, it cannot be removed. A student must complete a Transcript Evaluation form with their academic counselor if courses are to be evaluated for GCC graduation, a certificate, and IGETC or Breadth certification. An evaluation may take 8 to 12 weeks to complete. Evaluations may take longer during peak periods. When requesting a

transcript evaluation from out-of-state and private institutions, all courses to be evaluated must include course descriptions from the time that they were completed. All math and English courses require a course syllabus as well.

Acceptable Credit

Only lower-division degree-applicable credit will be accepted; classes must be college level rather than remedial or developmental. An upper-division course may only be accepted as subject credit for an associate degree. All courses to be used for an associate degree, certificate, IGETC, or Breadth certification must be completed with a grade of "C" or better. All questions related to acceptable credit will be forwarded to the appropriate academic department. All courses to be used for IGETC and/or Breadth certification will follow the rules outlined in the Standards of Rules, Regulations and Policies for both certifications.

Institutions Outside the United States

College credit transferred from outside the United States will need to be evaluated by an independent international credentials evaluation agency. A list of these agencies are available through the Admissions & Records Office and the International Student Center. An official copy of the evaluation must be sent to the College by the agency. It is mandatory to include the breakdown of upper/lower division coursework, the semester unit equivalency, and the grade (A-F or Pass/No Pass). No course taken outside of the United States can be used for Reading and Written Expression, Oral Communication, or the American Institution requirements. Courses can only be used for the GCC AA or AS degree; not for IGETC or Breadth certification.

TRANSFERS TO FOUR-YEAR COLLEGES AND UNIVERSITIES

Students may take courses at Glendale Community College which will qualify them to transfer to most four-year colleges and universities with junior standing. The requirements of colleges vary so it is not possible to prescribe a program of work which will apply to all of them. However, written agreements for both general education and major requirements have been established with many of the four-year colleges and universities in California.

Students should consult their counselor to develop a plan to achieve their goal of transferring. Students can utilize the Glendale Community College Transfer Center website at www.glendale.edu/transfercenter to obtain information regarding the different pathways to transfer to a four-year university from Glendale Community College.

Student Right-to-Know Act

In accordance with the Federal Student Right-to-Know Act, the college is required to make information about the completion and transfer rates of first-time freshmen available to current and prospective students. For current completion and transfer rates, contact the Research & Planning office in AD 135.

VETERAN EDUCATION

Glendale Community College is approved as a degree-granting institution for the attendance of veterans and veteran's dependents entitled to educational assistance. After filing an application for admission, a veteran wishing to attend on one of the V.A. assistance bills should complete all necessary forms with the college Veterans Certifying Official located in AA/1. The Certifying Official can be reached by calling 818/240-1000 x3360 or 5204 or by emailing cshumate@glendale.edu.

An Intent-To-Register form must be submitted to the Veterans Clerk for **each semester** that they wish to receive the Montgomery GI Bill or Post 9-11 (Chapter 33) benefits. It is the veteran's responsibility to promptly notify the college Veterans Certifying Official of any change in program, which would affect their VA assistance. The College Certifying Official will forward all appropriate documents concerning the application to the VA processing center located in Muskogee, Oklahoma.

Veterans who are taking a course which lasts less than a semester will be paid only for the actual enrollment period. All veterans enrolled in Cooperative Education-Work Experience must also be enrolled in at least one additional unit of academic coursework outside of Cooperative Education Work Experience.

The educational assistance allowance payable to Veterans is:

- Full time —12 units or more
- 3/4 time —9-11½ units
- 1/2 time —6-8½ units
- 1/4 time —3-5½ units

Veterans must select an approved program of study, and will only be paid for courses taken from the student education plan (SEP). Veterans must see the Veteran's counselor in the Admissions & Records office to develop a student education plan (SEP). An appointment can be made by calling 818/240-1000 x5118, or by emailing rdoming@glendale.edu.

Veterans can also visit the Veteran Resource Center located in AA-2. The Veteran Resource Center is an informational center that can assist with any questions regarding Veterans educational benefits at GCC, as well as a great opportunity to meet with other Veterans and talk about their goals. Veterans can also join the Veteran's Association Club. For more information, visit www.glendale.edu/veterans.

SELECT GLENDALE COMMUNITY COLLEGE POLICIES

(To access all Board Policies and Administrative Regulations go to <http://glendale.edu/index.aspx?page=308>)

ACADEMIC FREEDOM POLICY

The Board of Trustees of Glendale Community College affirms that institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole. The common good depends upon the free search for truth and its exposition.

Academic freedom is essential to these purposes and applies to all disciplines. Freedom in research is fundamental to the advancement of truth. Academic freedom in all disciplines is fundamental for the protection of the rights of the faculty and the student. It carries with it duties correlative with rights, regardless of employment status.

The academic community "is a questioner, a worrier, a critic, and idealist, seeking a better way toward human aspiration and fulfillment." Academic freedom is essential for the maintenance of excellence in education, and moreover, exists so that society may have benefits of objective and independent criticism, and honest answers to scientific, social and artistic questions that might otherwise be withheld for fear of offending an influential social group or transient social attitude. Accordingly, there shall be no adverse consequences to employment status (hiring, promotion, and retention) as a result of expressions protected by academic freedom.

Academic Freedom

Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Faculty are entitled to freedom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. College faculty are members of a learned profession, and officers of an educational institution. When they communicate as individuals, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

Faculty are entitled to due process, where applicable under the provision of the Guild contract, and where applicable under the Grievance Procedure as conducted under the provisions of Board policy 7216.

Academic Responsibility

Membership in the academic community imposes on students, faculty members, and administrators an obligation to respect the dignity of others, to acknowledge their right

to express differing opinions, and to foster and defend intellectual honesty, in instruction and counseling, and expression on and off campus. In addition, faculty are responsible for but not limited to policies and procedures defined in board policy, administrative regulations, and the employment contract between the district and the Guild. Students are entitled to an atmosphere conducive to learning and to even-handed treatment in all aspects of the faculty-student relationship.

Board Policy 7216 can be found online at <http://glendale.edu/Modules/ShowDocument.aspx?documentid=8191> or 8192.

POLICY ON ACADEMIC HONESTY

College study is the process of acquainting students with values and procedures central to scholarship. All students are expected to do their own work. All forms of cheating and plagiarism are absolutely forbidden. This is the official policy of Glendale Community College.

The following behaviors serve as an operational description of student violations of academic honesty:

1. The student takes or copies answers from another student or source or uses unauthorized materials during a test.
2. The student turns in an assignment (labs, art projects, homework, prewritten or purchased papers, or work downloaded from the Internet) which is not his/her own.
3. The student uses words or ideas which are not his/her own without acknowledgment of the source (plagiarism).
4. The student knowingly deceives an instructor with the intent to improve his/her standing in class.
5. The student submits the same paper or project previously submitted in another class without the permission of the current instructor.
6. The student depends upon tools or assistance prohibited by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
7. The student acquires, without permission, tests or other academic materials belonging to a member of the GCC faculty or staff.

When a student engages in academic dishonesty, faculty have the option of requiring the student to see a college counselor, assigning a lower or failing (F) final grade in the course (or denying promotion from a non-credit course).

Violations of this policy will be reported to the Vice President of Instruction and will become part of the Glendale College Cheating Incident file, unless the instructor finds compelling reasons not to report a violation. The Vice President of Instruction may then impose sanctions authorized by Administrative Regulation 5500. The sanctions include, but are not limited to, issuing a reprimand, suspending the student for up to ten days of instruction, and/or requesting a hearing by the Campus Judicial Board to see if the student should be suspended, or permanently expelled from the college.

The student has the right of due process for all the above sanctions.

ALCOHOL/DRUG ABUSE NOTIFICATION

The college is committed to achieving and maintaining a campus community that fosters personal and institutional excellence and strives to provide conditions under which the work of the college can proceed freely, with the highest standards of quality and institutional integrity. The harmful effects of substance abuse diminish the quality of our campus life.

To assist in achieving a campus free from the problems of substance abuse, the college has adopted policies prohibiting the unlawful manufacture, sale, distribution, possession, or use of controlled substances and alcohol on all college properties or at official functions, both on or off-campus. Any member or group of the campus community violating these policies and regulations will be subject to disciplinary action.

Prohibitions, Sanctions and Penalties

Community College District Administrative Regulation 5420 prohibits the:

Use, possession, or distribution of narcotics, other legally controlled substances, or alcoholic beverages except as expressly permitted by law and Glendale Community College regulations.

Presence on campus or at a college-sponsored function while under the influence of narcotics, other legally controlled substances, or alcoholic beverages except as expressly permitted by law and Glendale Community College regulations.

A violation of the provisions of this policy, and/or relevant local, state, or federal law which prohibits the use, possession or sale of alcohol or other controlled substances may result in the imposition of specific sanctions as identified within the Standards of Student Conduct (Administrative Regulation 5420). These sanctions or penalties include a verbal warning, a written reprimand, disciplinary probation, summary suspension, disciplinary suspension or expulsion.

Legal Sanctions

Numerous Federal, State and local statutes and ordinances, which may change over time, relate to the manufacture, distribution, possession, or use of a controlled substance or alcohol and impose legal sanctions for both felony and misdemeanor convictions for violations. Drugs considered to be controlled substances are listed in Schedules I through V of the Controlled Substances Act (29 U.S.C. 812) and are further defined by Regulations 21 CFR 1308.11 through 1308.15.

Drug-related penalties include the following:

- Simple possession of controlled substances: civil fines up to \$10,000 per violation, jail sentence, and denial of Federal benefits
- Manufacture, sale or distribution of all scheduled drugs: prison sentence for a FELONY
- Distribution or possession with the intent to distribute a controlled substance on college property: up to TWICE the prescribed sentence for the original offense and TWICE the prescribed parole time (required)

- Possession of one or more ounce(s) of marijuana for personal use: fine or jail time for a misdemeanor
- Possession of less than one ounce of marijuana: fine of up to \$100
- Cultivation, possession for sale, or sale of marijuana: FELONY

In addition, it is a misdemeanor to sell, furnish, give, or cause to be sold, furnished or given away, any alcoholic beverage to a person under 21 or any obviously intoxicated person, and no one under 21 may purchase alcoholic beverages. It is also unlawful for any person under 21 to possess alcoholic beverages on any street or highway, or in any place open to the public.

Health Risks Associated with Alcohol and Drug Abuse

The abuse of alcohol and drugs can produce intoxication and physical symptoms such as hangovers, blackouts, impaired motor function, damage to the liver, stomach, intestine, cardiovascular system, brain and neurological systems, addiction and death. Alcohol and drugs are not only toxic to the body, but may also result in the transmission of infections associated with intravenous drug use such as HIV and hepatitis. Pregnant women risk fetal damage and birth defects including hyperactivity, neurological abnormalities, and development difficulties.

In addition to the above problems, the use of these substances can cause severe family, social and psychological problems, as well as intellectual impairment which may be permanent. Abuse of alcohol and drugs is a major cause of serious and fatal traffic accidents; alcohol-related accidents are the number one cause of deaths for persons aged 15-24. Chemical dependency is a disease that, if not arrested, is fatal.

Educational Program and Assistance—

Where to Get Help

A list of "Chemical Dependency and Substance Abuse Referral Resources/Agencies," as well as additional information on chemical dependency and substance abuse is available from the Health Center on the first floor of the San Rafael Building. If you have any questions regarding the college policies and regulations, please contact the Student Activities Office in the Campus Center.

ANIMALS ON CAMPUS

Glendale Community College District is committed to providing its employees, students, and visitors with a healthy environment in which to work and study. No animals are allowed on campus except those animals that are individually trained to provide services to individuals with disabilities.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY

Glendale Community College District is a multicultural community of people from diverse racial, ethnic, linguistic and class backgrounds, national origins, religious and political beliefs, physical and mental abilities, and sexual orientations. The activities, programs, classes, workshops/lectures, and everyday interactions of this district are enriched by our acceptance of one another, and we strive to learn from each other in an atmosphere of positive engagement and mutual respect.

Implicit in this mutual respect is the right of each of us to live, study, teach, and work free from harassment or denigration on the basis of race, age, religious preference, gender, sexual orientation, color, national origin, or disability. Any violation of this right—verbal or written abuse, threats, harassment, intimidation, or violence against person or property—will be considered a violation of the principles of community that are an integral part of the focus, goals, and mission of the Glendale Community College District.

Glendale Community College District is committed to providing an equal opportunity for admissions, student financing, student support programs and activities, and employment regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, or disability in accordance with federal, state, and local regulations. This Non-discrimination and Equal Opportunity Policy covers admissions, access, and treatment in district programs and activities, and application for and treatment in district employment.

An individual who feels that he or she has been unlawfully discriminated against should, at the earliest possible time, discuss the matter with the appropriate district compliance officer. The compliance officer will be able to explain the grievance procedure to the student, employee, or other individual and will assist in processing the grievance, should such a step be necessary.

Title IX represents the section of the Civil Rights Act of 1964 which requires equality of opportunity for females in all educational endeavors. Its original application was geared to equal opportunity in physical education and sports; however, the impact of Title IX is spread across all disciplines and all segments of the community colleges. The Title IX Coordinator is the Vice President, Student Services, Administration Building, room 125, (818) 240-1000, ext. 5126.

Section 504 is a part of the Rehabilitation Act which requires equality of opportunity and access for handicapped individuals in both employment and educational opportunities. For students the section 504 coordinator is the Vice President, Student Services, Administration Building, room 125, (818) 240-1000, ext. 5126. For employees the section 504 coordinator is the Associate Dean, Center for Students with Disabilities, San Rafael Building, (818) 240-1000, ext. 5450.

Equal Employment Opportunity is a means to ensure that the district complies with the Employment Opportunity Act, Civil Rights Act and the Staff Diversity Plan which require that the district not discriminate on the basis of race, religion, color, age, sex, national origin, ancestry, physical handicap, medical condition, or marital status. The Equal Employment Opportunity Coordinator is Valerie Rhaney, Center for Students with Disabilities, San Rafael Building, (818) 240-1000, ext. 5873.

Academic Grievance is a process provided to students who have a grievance regarding the manner in which they have been treated in the academic environment. For academic grievance, please refer to the Scholastic Information and Regulations section of this catalog under Grievance Procedures.

American Disabilities Act is Federal Civil Rights legislation that prohibits discrimination against individuals with disabilities in employment (Title I), public services and transportation (Title II), public accommodations (Title III) and telecommunications (Title IV). The American Disabilities Act Coordinator is the Vice President, Student Services, Administration Building, (818) 240-1000, ext. 5126.

HARASSMENT POLICY

Board Policy 3430

Prohibition of Harassment

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The district is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AR 3435 Discrimination and Harassment Investigations. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President or designee shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President or designee shall establish administrative regulations that define harassment on campus. The Superintendent/President or designee shall further establish regulations for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written regulations (including the regulation for making complaints) shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution, as required in Education Code 66281.5. Employees who violate the policy and regulations may be subject to disciplinary measures up to and including expulsion.

For more information on Board Policy 3430, please contact the Associate Vice President, Human Resources at 818/240-1000, ext. 5165, or check online at www.glendale.edu.

NON-SMOKING POLICY ON CAMPUS

It is the policy of the Glendale Community College district to not allow smoking on campus. On April 15, 2013, the Board of Trustees approved a revision of [Board Policy 3570 Smoking Policy](#) which states that smoking is not permitted on any district-owned property. This policy pertains to students, faculty, staff, administrators, visitors, and the general public.

In addition, the Campus Executive Committee of Glendale Community College approved a revision of [Administrative Regulation 3570 Smoking Policy](#). Included in this revision are the following:

- Smoking is not allowed on campus or in any GCC-owned or leased facility or in any district-owned or leased vehicles. This includes all district-owned parking lots, whether inside or outside of a vehicle.
- This also applies to electronic cigarettes or other imitation cigarette devices.
- Violations to the policy are subject to a \$100 fine.

The College Police are authorized by the Board of Trustees to enforce this policy and issue citations consistent with California Government Codes 7596-7598.

An information campaign has started at GCC to inform students, staff and the public of this change in policy. Currently, the College Police are educating and enforcing this policy on all District campuses.

Additional sanctions can also be placed through other administrative means such as the Student Code of Conduct or Administrative Regulations as prescribed in campus policies and procedures.

Any person observed littering (such as throwing a cigarette on the ground) can be issued a citation, consistent with California Penal Code 374.4.

This policy does not apply to city-owned land. Information on city restrictions on smoking can be found at the following link: http://www.ci.glendale.ca.us/planning/ns/documents/fresh_air/ord_update_041310.pkf_on_Smoking_in_Public_Places.

Reference: California Ed. Code Sec. 76030-76033(e)

STUDENT DIRECTORY INFORMATION POLICY

Certain categories of student information are considered “open” or directory information. The college policy on the sharing of directory information to outside agencies and individuals (including parents and spouses of enrolled students) is limited to: name, e-mail address; major field of study; dates of attendance; degrees, honors and awards received; and the most recent previous institution attended.

A student may request that directory information not be released by signing a request form at the Office of Admissions and Records. The request form must be received by the last day of the second week of instruction for a fall or spring semester or by the last day of the first week of instruction for a winter or summer session. In that case, this information will not be disclosed except with the consent of the student or as otherwise allowed by the Family Educational Rights and Privacy Act of 1974 (FERPA).

STUDENT SERVICES

MISSION AND PHILOSOPHY OF STUDENT SERVICES

The primary mission of all educational institutions is learning. Glendale Community College recognizes that there are many activities and programs outside of the classroom which enhance the learning process. Consequently, numerous student services have been established to help students move toward the attainment of their goals.

Student Services, by contributing to the overall educational process at the college, is committed to serving the special needs of a diverse student population. Thus, the variety and comprehensive nature of student services at the college is intended to support a multitude of concerns for a large and changing student enrollment.

The programs offered by Student Services are designed to assist students in the decision-making process by helping them identify and clarify personal, career, and educational goals. The intent is to help students select options for improving the quality of their lives. Personal, career, and academic choices are not viewed as separate and disconnected entities but as inter-related issues, the combination and interaction of which determine the present and future quality of each individual's life experience.

Student Services is committed to assisting students to attain their educational goals and personal development through a comprehensive program of student services. The major student support programs are:

Enrollment Services—Outreach and recruitment, admissions, orientation, assessment, counseling, advisement, educational planning, registration and record services to assist students in enrolling in the appropriate classes.

Support Services—Counseling services, learning assistance (writing lab, learning center, and tutoring center), adult re-entry programs, career guidance, job placement, veterans' services, transfer services, disabled student program, health services, and library services to help students develop goals, to plan for achieving desired results, and to support and contribute to student self-realization.

Financial Services—Financial aid, student employment, scholarships, and awards for students who need financial assistance.

Activity Programs—Athletics, student clubs, student government and student activities to broaden the students' involvement in college life.

To assist students in meeting their educational objectives, Student Services is the primary advocate on the students' behalf to provide access for all who wish to attend the college: physical access to facilities on the campus; access to programs and services; and access to the required courses. Student Services promotes an atmosphere conducive to growth and special programs to eliminate educational, social, cultural, economic, and physical barriers to a person's education.

BOOKSTORE

The college bookstore, located on the first floor of the Student Center uses its proceeds to promote the programs of the Associated Students. Shopping for course materials is convenient and available both in store and online. Now available, Rental and Digital programs! Visit our new website, www.glendalecc.bkstr.com where you will find textbooks, reference books, school supplies, clothing and software products. Shopping made simple. Pay by credit card and pick up your books (reservation) or have your books shipped directly to your home or business.

The bookstore is open 7:30 a.m. to 7:00 p.m. Monday through Thursday and Friday 7:30 a.m. to 1 p.m. Closed on Saturday, and Sunday. Please check the schedule for summer/winter hours. For student purchases the bookstore will accept the following:*

1. Personal checks must be imprinted by the bank with check signer's name and address. You must have a valid state driver's license or state ID of the person signing the check. No passports or green cards will be accepted.
2. ATM/Debit Card
3. MasterCard, Visa, Discover, or American Express credit cards will be accepted. (Must show ID)

*Please carry your student I.D. or course printout at all times.

GCC CalWORKs PROGRAM www.glendale.edu/calworks

The GCC CalWORKs program is the on-campus resource for parents receiving CalWORKs cash aid. Our students are low-income parents with children under 18 who attend GCC in order to pursue educational goals that will lead to a job or a career.

The GCC CalWORKs program provides encouragement, advice, and honest feedback for a population of students who are rebuilding their lives on a foundation of education, while modeling perseverance and hard work to their children. We help students communicate with the state workers (DPSS, GAIN and REP) who oversee their benefits. We process the documents that allow CalWORKs students to access crucial supportive services from the county, including child care during class hours and reimbursement for school-related costs such as text books, supplies, transportation, and fees. We also provide funding for Work Study jobs and on-campus child care. CalWORKs students can be found in classes across all disciplines. Our students' educational goals include AA/AS Degrees, vocational certificates, preparation for transfer to four-year institutions, and improving basic skills in ESL and HSE courses. For more information, please visit www.glendale.edu/calworks. To contact the main campus CalWORKs Program, please call (818) 240-1000, x5508, or visit SF 114. To contact the Garfield noncredit CalWORKs Program, please call (818) 240-1000 x5681, or visit the third floor of the Tropico Building at the Garfield Campus.

CAREER CENTER

The GCC Career Center assists students to choose a major or course of study early in their educational experience. Students are facilitated in the career exploration process by the administration of comprehensive standardized inventories, surveys, computerized systems and career tests. Students are assisted in exploring their values, interests, and abilities for application to the world of work.

The staff provides individualized career counseling, workshops, and career exploration classes.

The Career Center offers information in the following areas:

1. Finding a college major.
2. How to do research and use career resources.
3. Career changes and career planning through the lifespan.
4. The decision making process in careers.
5. Choices for further academic training.
6. Balance of work/leisure and school/social.
7. Resume writing and job interviewing.
8. Information interviews to test reality.
9. Certificate or transfer choices.
10. Women in non-traditional jobs; minority concerns.
11. Referral to community and college resources.
12. Provide a format for questioning in a positive, supportive environment.

The Career Center is located in the San Rafael Building, second floor. Call (818) 240-1000, ext. 5407 for day and evening hours.

CENTER FOR STUDENTS WITH DISABILITIES

Students with verified disabilities or health impairments are eligible for services through the Center for Students with Disabilities. Eligible students include those whose conditions limit one or more of the major life activities and impose educational limitations preventing them from fully benefiting from classes, activities or services offered by the college. These conditions include but are not limited to learning disabilities, speech and hearing impairments, vision loss, emotional or mental illness, orthopedic limitations, neurological and health related impairments.

Qualified students receive disability-related counseling and are assisted in the pursuit of academic, vocational, and personal goals. The professional staff serves as liaison with on-campus resources as well as off-campus agencies and allied health professionals. Support services and specialized instruction are provided to students based on student educational plans and contracts. Services include but are not limited to the following:

Center for Students with Disabilities

Disability Related Counseling	Mobility Orientation
Vocational Counseling	Alternate Media
Priority Registration	Interpreters for the Deaf
Registration Assistance	Note Taking Assistance
Mobility Assistance	Lip Reading Instruction
Special Parking	Job Development

Instructional Assistance Center

Learning Disabilities Program	Specialized Tutoring
Learning Strategies Instruction	Examination Proctoring
	Learning Style Assessment

High Tech Center

- Assistive Technologies
- Equipment Loan
- Specialized Assessment

Special Classes

- CABOT 90, 91, 92, 93 and 94
- Dance 150
- Physical Education 130, 131, 132; 134 and 135
- Student Development 128, 143, 146

For information regarding office hours, programs or services please call (818) 240-1000, ext. 5905.

CENTER FOR STUDENT INVOLVEMENT

Mission

The Center for Student Involvement initiates, implements, and sustains civic engagement opportunities that promote diversity, critical thinking, personal responsibility, and communication skills for all students.

This means working to create community service and service learning programs and projects that help students learn about the issues mentioned above and to gain skills that can be used in your personal life, as well as, your future careers. Some of the many reasons to be involved in community service/volunteer work:

- Network with people in your future career
- Explore a possible major
- Use the experience for scholarship and transfer applications
- Learn new skills
- Help those in dire need
- Use the experience on a resume
- Receive a certificate of recognition

The Center can help you find a place to start your volunteer experience with a database of approximately 200 non-profit organizations, which is updated before the start of each semester. In addition to the database, there are many programs and activities that you can participate in on and off-campus. Some of these include:

- Students Talk About Race
- 9/11 Day of Service and Remembrance
- President’s Volunteer Service Award
- Volunteer Fairs

Many courses on campus also provide community service learning options to students, which is community service connected to classroom learning and improves students’ understanding of the course. The Center is located in SM 267, on the balcony next to the cafeteria. For more details about these programs, check out the website at www.glendale.edu/CSI.

CHILD DEVELOPMENT CENTER

The nationally accredited Child Development Center on campus serves as both a laboratory school for students enrolled in Child Development courses and a demonstration site for professionals interested in best practices in early care and education for children from six months to five years of age. In addition to being NAEYC (National Association for the Education of Young Children) Accredited, the Child Development Center is a PITC (Program for Infant Toddler Care) demonstration site and hosts early childhood professionals from throughout Southern California interested in learning more about high quality programs for children 0-3 years of age. The Child Development Center operates from 7 a.m. - 6 p.m. five days a week, twelve months a year. This program is open to students, faculty and the community and is supported by parent fees.

The Day Program

The Day Program is available between the hours of 7 a.m and 6 p.m. five days a week, 12 months a year. This program is open to students, faculty and the community. Three sessions are available: Monday through Friday; Monday, Wednesday, Friday; or Tuesday, Thursday. All sessions are full day only. Children will be admitted into the five-day sessions first, followed by children whose parents wish them to attend only two or three days weekly. The Day Program operates on a 12 month basis and is a self-supporting program funded by parent fees.

The Evening Program

The Evening Program is specifically for enrolled students of GCC. Student parents may choose from one to four nights between the hours of 6 p.m. and 10 p.m., and must enroll each semester. This program is open to children between the ages of 2 and 5 years of age. To ensure that only students who are serious about their education will be participants, all students will be required to be accountable both in course enrollment and course attendance to remain in the program.

State Preschool Program

The State Preschool Program is funded through the California State Department of Education, Child Development Division. The four-hour program is open to students who are income eligible and enrolled at GCC. The State Preschool program is available to eligible student parents of three and four-year-old children.

COLLABORATIVE LEARNING/ SUPPLEMENTAL INSTRUCTION (SI)

Another innovative program that the college offers its students is the Collaborative Learning (SI) workshops that are available each semester with selected courses. These workshops provide students with an enjoyable, structured way to study and/or solve problems collaboratively under the supervision of an instructor or specially trained student leader. Regular workshop participants usually reach a better understanding of course content and tend to pass at a much

higher rate and with better grades than non-participants. A list of workshop offerings is available in the current class schedule or through counseling services. The program coordinator is happy to answer questions about this free service at (818) 240-1000, ext. 5357.

ENGLISH LABORATORY

Welcome to the English Lab. The English Lab is a quiet computer lab where all students-not only those enrolled in English classes- can do research and complete assignments. Students who are taking English classes may receive hourly credit for the time they spend here; but we are open to all students who need to use a computer. We are here to help you, so if you are unfamiliar with computers, or feel uncomfortable using one, please come by: our friendly and patient staff will be more than happy to offer assistance.

Visit the English Lab in AD 238. Info line: (818) 240-1000, x5339. www.glendale.edu/english/eng.lab.html.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

EOPS programs serve students who have been affected by economic, language, social and educational barriers. The mission of the program is to facilitate the successful and timely completion of student goals and objectives. Through specialized support services and instruction, EOPS encourages enrollment, retention, certificate completion, graduation and university transfer. As part of its mission, EOPS is committed to student success by promoting communication, critical thinking, information competency, application of knowledge, and personal responsibility. The program offers a variety of services that may include, but are not limited to priority registration, orientation, counseling, instruction, book services and financial assistance. For more information on EOPS and program admission application go to the EOPS website at www.glendale.edu/eops.

Cooperative Agencies and Resources for Education (CARE)

CARE is a supplemental component of the EOPS program designed to provide educational support services and activities for students who are single parents. The goal of CARE is to reduce long term welfare dependency and support the needs of the single parent for economic self-sufficiency. CARE students must be eligible for EOPS services first. For more information on CARE and program admission requirements go to the CARE web page www.glendale.edu/care.

NOTE: The Glendale College Extended Opportunity Program and Services (EOPS) was established at GCC in 1972 and is jointly funded by the State of California and the Glendale Community College District.

EOPS and CARE financial assistance may be available to students who in addition to meeting all EOPS/CARE program entrance and continued eligibility requirements are also income eligible based on student's remaining financial need as determined by the Financial Aid Office. All EOPS/CARE awards are contingent upon EOPS/CARE funding availability.

FINANCIAL AID

The Financial Aid office assists students who are enrolled at GCC for the purpose of earning a degree or certificate, or transferring to a four-year college or university and are seeking financial help. GCC funds are available to cover the cost of enrollment fees, tuition, books, transportation, and partial living expenses. There are basically two types of financial aid: grants and self help (such as work study and loans). Grants are awarded on the basis of financial need and do not require repayment. Loans provide an opportunity to defer educational costs by borrowing now and paying later. (Please refer to the loan information below for more information and ask for a copy of the GCC loan policy in the Financial Aid Office.) Work study offers students the opportunity to earn a portion of their college expenses through part-time employment during the school year.

The Free Application for Federal Student Aid (FAFSA) is the main application for financial aid. Applying on time is critical. The FAFSA can be completed on-line at www.FAFSA.ed.gov and submitted to the federal processor after January 1, but no later than April 1 of the previous spring semester to receive priority consideration for the fall semester. Applications submitted after April 1 of the previous spring semester will still be reviewed for funds, but will be processed later than the applications received by the priority date.

After receiving the FAFSA, the federal processors will email a Student Aid Report (SAR) to the students for their review. If changes are necessary, make the corrections on-line at FAFSA.ed.gov. If no changes are necessary, keep the SAR for your records. Students are not required to submit the SAR to the Financial Aid Office. Once the Financial Aid Office reviews your application, you may be asked to submit federal tax returns or other documents. It is important that all requested documentation be returned as soon as possible. Financial Aid awards are made only after a student's file is complete. New students must submit an admission application and be assigned a Glendale College Student I.D. number before their financial aid application can be reviewed.

Students who are not U.S. citizens or eligible immigrants may still qualify for state financial aid programs if classified as AB540 and should complete the CA Dream application at www.dream.csac.ca.gov.

Notifications of outstanding documents and Award Letters are emailed to students and posted to the student's To Do List on MyGCC. Award notices are also emailed.

Students receiving financial aid must make satisfactory academic progress toward their educational goal. Please refer to the Satisfactory Academic Progress Policy in this catalog for more information.

All application materials and forms are available online at the Financial Aid Office website: www.glendale.edu/financialaid.

The Financial Aid staff is here to assist you. Those needing help or advice are encouraged to contact the Financial Aid Office, located in the San Fernando Complex, SF 110.

TYPES OF FINANCIAL AID

Board of Governors Enrollment Fee Waiver

This waiver is available to California residents to cover enrollment fees. Students must demonstrate financial need by completing the Free Application for Federal Student Aid (FAFSA) or the Board of Governors Enrollment Fee Waiver Application.

Beginning in Fall 2016, students must meet college academic progress requirements to be eligible for a BOG fee waiver.

Cal Grants

The California Student Aid Commission offers grants for students attending a California college. To apply, students must complete the Free Application for Federal Student Aid (FAFSA) by March 2 for the following Fall. Some grants may be available for students who miss the March 2 deadline but file the FAFSA by September 2. Students who have completed fewer than 24 degree applicable units at GCC must also have a Cal Grant GPA Verification form completed by their high school or former college (This form is available in the Financial Aid Office).

Federal Pell Grant Program

Glendale College participates in the Federal Pell Grant Program which provides federal grants of up to a maximum of \$5,775 per year for students, depending upon the financial ability of the family and/or student and the student's enrollment status. Students may receive Pell Grants for up to six years of undergraduate study. Applicants must be US citizens or eligible non-citizens and complete the Free Application for Federal Student Aid (FAFSA) and other required supplemental materials. All application materials and forms are available online at the Financial Aid Office website: www.glendale.edu/financialaid.

Federal Supplemental Educational Opportunity Grant (SEOG)

Glendale College participates in the Federal Supplemental Educational Opportunity Grant program which provides federal grants for students who qualify. The average grant at GCC is \$200 per semester. Applicants must meet all federal Title IV financial aid requirements and complete the Free Application for Federal Student Aid (FAFSA) and other required supplemental materials. All applications materials are available in the Financial Aid Office. Funds are very limited and only a portion of eligible students will receive an award.

Federal Work Study

Students who are interested in the Federal Work Study (FWS) program are required to complete a Free Application for Federal Student Aid (FAFSA) and other supplemental materials. If awarded FWS, the student should contact the Job Placement Office to inquire about work opportunities.

FINANCIAL AID PROGRAMS

Type of Aid	Amount	Criteria	Required Forms	Must apply by:
Board of Governors Fee Waiver (BOG)	Enrollment & health fees	CA resident	BOG Application FAFSA Form	Last week of the semester
Federal Pell Grants	\$577 – \$5,775 Depending on need and enrollment status	High amount of financial need per FAFSA 6 year limit	FAFSA Form Other documents required by FAO	Applications processed throughout school year
SEOG (Supplemental Educational Opportunity Grants)	\$200 per semester	Lowest income Pell recipients Funds limited	FAFSA Form Other documents required by FAO	Priority date April 1st, depending on availability of funds
Cal Grant A	Awarded after transfer to 4-year school	CA resident Low income GPA criteria	FAFSA GPA Verification Form	March 2nd, September 2nd
Cal Grant B	Up to \$736/semester	CA resident Less than 16 completed college units Low income 4 year limit	FAFSA GPA Verification Form	March 2nd, September 2nd
Cal Grant C	Up to \$273/semester	CA resident Enrolled in vocational program	FAFSA GPA Verification Form	March 2nd, September 2nd
Federal Work-Study	Amount received depends on hours worked	Low income Financial need	FAFSA Supplemental forms required by Financial Aid Office	Priority deadline is April 1st for following Fall semester
Federal Subsidized Direct Loan (student loan program provided through the college and commercial lenders)	Up to \$3500 per year for freshman-level students; sophomore-level students eligible for up to \$4500/year	Enrolled at least ½ time. Payments begin 6 months after no longer enrolled at least ½-time. Interest begins after no longer enrolled in at least 6 units.	FAFSA Loan request form Supplemental forms Loan counseling session required	November 15 for Fall Semester April 1st for Spring Semester
Federal Unsubsidized Direct Loan (student loan program provided through the college and commercial lenders)	Up to \$2000 or \$6000 per year, based on student dependency status	Enrolled at least ½ time. Interest begins accruing immediately. Repayment begins 6 months after no longer enrolled at least 1/2 time	FAFSA Loan request form Supplemental forms Loan counseling session required	November 15 for Fall Semester April 1st for Spring Semester

Federal Education Loan Program

The Federal Subsidized Direct Student Loan program is a federally supported loan available to needy students. Eligible Glendale College students may borrow between \$500 and \$4,500 based on need and a year in school. Students must be eligible for need-based aid to receive a Subsidized Direct Loan. There is no repayment or interest accrual while a student is enrolled at least half-time. Interest begins to accrue when the student is no longer enrolled in at least six units and repayment begins six months later. Combined interest and principal payments begin at a minimum of \$50 per month for a maximum of 10 years. Information on other repayment plans is available by attending a Loan Workshop.

The Federal Unsubsidized Direct Student Loan program is available for sophomore level and out-of-state students who do not demonstrate financial need or need to borrow more than the subsidized amount. While the terms of the loan are similar to those noted above, interest accrual begins immediately. Students may be eligible for up to an additional \$2,000-\$6,000 through this program.

To apply for a loan under the Federal Direct Loan Program a student must complete a Free Application for Federal Student Aid (FAFSA), and GCC supplemental materials. "Loan Entrance Workshops" are offered by the Financial Aid Office.

2015-2016 GCC Cost of Attendance

The cost of attendance (COA) at GCC is based on federal guidelines and estimates by the California Student Aid Commission (CSAC). Included in the COA are school expenses such as tuition, fees, books, and supplies; living expenses such as room, board (meals), and transportation; and miscellaneous expenses.

Living with Parent (9 mos):

\$ 1,256 - Fees (per sem.: \$46/unit Enrollment fee x 13 units*/sem + \$18 Health + \$12.50 Student Services)

1,764 - Books & Supplies - CSAC budget amount

4,770 - Room & Board - CSAC budget amount

3,160 - Misc. Expenses - CSAC budget amount

1,180 - Transportation - No change from 2010-2011

12,130 - Total

Living away from Parents (9 mos):

\$ 1,256 - Fees (per sem.: \$46/unit Enrollment fee x 13 units*/sem + \$18 Health + \$12.50 Student Services)

1,764 - Books & Supplies - CSAC budget amount

11,970 - Room & Board - CSAC budget amount

2,898 - Misc. Expenses - CSAC budget amount

1,324 - Transportation - No change from 2010-2011

19,213 - Total

*13 units = average number of units for students enrolled full-time during Fall 2013 per GCC Office of Planning and Research.

Fees may change due to state budget decisions. Students who are not California residents may be charged additional out-of-state fees.

FOSTER YOUTH SERVICES

The college provides personalized resources for students who are former Foster Youth through the Counseling and Financial Aid Offices. Services include academic counseling, financial aid advising, and assistance with community resources.

HEALTH CENTER

The GCC Health Center is open during most class hours and is located on the first floor of the San Rafael Building. A Registered Nurse is available for health assessment and first aid on a walk-in basis. The nurse will also discuss personal subjects related to health and family issues, birth control and nutrition. Daily services include blood pressure screenings, low cost Tetanus shots, Tdap and MMR immunizations. No appointment is necessary for these services. TB skin testing occurs on selected dates during the semester and is free to registered students. Physicians, dietetic interns and an MFT Therapist are available for individual appointments. Specific referrals may be provided. All services are confidential (specific legal exceptions exist). Visit the GCC Health Center's website: www.glendale.edu/healthcenter or call (818) 551-5189.

Medical Emergency and Student Accident Policy

If you have a medical emergency on campus or are a witness to an emergency situation, contact College Police, ext. 4000 or the Health Center, ext. 5189 immediately. Nurses are available to triage, or provide first aid. If paramedics need to be called, College Police or Health Center staff can expedite response time.

In the event you are involved in an accident while on campus or at a supervised activity, the accident must be reported immediately to the Health Center. If the accident occurs on campus, the staff of the Health Center will provide first aid. The College Police should be called if the injury occurs when the Health Center is closed. If the accident occurs off campus, it is essential for the accident to be reported to the Health Center staff during working hours as soon as possible. The College does have Student Accident Insurance to assist students with the costs associated with accidents that occur as a result of a student activity, but this policy is a secondary policy. This means that if the student needs to go to the hospital or see a physician, the student must first follow all of the rules of their private insurance. The Student Accident Insurance is designed to assist with additional charges. If the injured individual does not report the accident to the Health Center in a timely manner, there is no guarantee that any of the costs associated with care will be covered.

LEARNING CENTER

The Learning Center offers free instructional help to currently enrolled students who want to improve their learning skills. Some of the services offered include:

Tutoring

The Learning Center provides currently enrolled students with free tutoring in most subjects; students must be referred for tutoring by an instructor, counselor or librarian. Appointments are available for tutoring in math or writing. Tutoring in other subjects is arranged by Learning Center staff. Tutors are students who have been recommended by their instructors and have completed a required tutor training seminar that provides tutors with an introduction to diverse teaching and learning styles, as well as various tutoring strategies and techniques. In addition, tutors attend regular staff meetings and training sessions.

The Writing Center

The Writing Center provides peer tutoring to currently enrolled students who need help with writing related to class assignments. The Writing Center's goal is to help students with writing issues ranging from organization to mechanics, and to empower students to become more independent and confident writers. Tutors' training stresses best practices. Specifically, tutors demonstrate corrections, recommend strategies for various stages of the writing process, and offer thoughtful feedback. Tutors will not point out and correct every error within an essay; learning how to effectively edit and proofread is part of the students' academic responsibility and learning process. Tutors and staff will also direct students to writing resources such as handouts and online sites. Editing and proofreading services are not provided.

Workshop Series

The Learning Center offers workshops on a variety of topics. Most workshops are approximately 60 minutes long and deal primarily with writing issues. These workshops are designed to improve student comprehension of specific topics, such as run-on sentences or introductory paragraphs. Students register for workshops online through MyGCC. During the online registration, students have the option to inform their instructors of their participation.

Instructional Videos and DVDs

Instructional videos and DVDs are available for students to view in the Center or check out for home viewing. In addition, many instructors place materials on reserve in the Center as part of class assignments.

Internet Access

Internet access is provided if computers are not being used for other purposes. Wireless access is available.

The Learning Center is located in Administration 232.

Phone: (818) 240-1000, ext. 5333.

<http://www.glendale.edu/learningcenter>

E-mail: learningcenter@glendale.edu.

LIBRARY

The Glendale College Library is one of the most dynamic and technologically advanced libraries in the California community college system. The Library supports the mission of the college by providing collections and services to meet the educational and professional needs of students and faculty. It is a user-friendly, state-of-the-art home to more than 120,000 books, music CDs, magazines and newspapers; 1,200 reserve textbooks; 23,000 e-books; and a variety of web accessible services and materials. Library services and resources are also available remotely on the Library's web site at www.glendale.edu/library. Library hours are listed on the home page.

Librarians are available - in the library, by phone, or via email - to assist with research and to answer questions. Library research guides, how-to instructions for using the online catalog and databases, and tips for research in specific subjects are available in the library and online.

The library offers seating for 350, twelve group-study rooms, 55 web enabled computers for student use, a 27 computer library instruction lab, and workstations for those with special needs. Printers, copiers, and typewriters are also available.

The library has a strong focus on information competency and its importance to lifelong learning. Both at the reference desk and in the instruction programs, emphasis is placed on building research skills including recognizing, locating, evaluating, and using information ethically. The 2 unit credit course, Library 191, Introduction to Information Competency, is transferable to the University of California and California State University. A series of one-hour, hands-on library workshops introduce students to the basics of Library and Internet research.

The library is located on the third and fourth floors of the Library Building. Phone: 818/240-1000, x5586.

MATH DISCOVERY CENTER

The Math Discovery Center located in AS 103 offers free drop-in tutoring, computer programs, and DVDs. Selected student tutors and/or faculty members are available to answer questions and give explanations about all levels of math. Computers are available for student use providing individual interactive learning software, specific software used in math classes, and internet access to online math resources. No appointment is necessary and students should be enrolled in a math class at GCC to use the MDC. Phone: (818)240-1000 x5363. <http://www.glendale.edu/MDC>.

STUDENT SUCCESS AND SUPPORT PROGRAM

The Student Success and Support Program is designed to assist students in planning, selecting, and achieving educational goals. The process brings the college and a student into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements. The agreement acknowledges responsibilities of both the college and the student to attain

these objectives. The primary purpose of the Student Success and Support Program is enhancing student success.

Listed below are the basic components of the Student Success and Support Program partnership shared between the college and the student.

The college agrees to provide:

- An admissions application process.
- An orientation to the college's programs and services.
- An assessment of the student's study skills, English language proficiency, computational skills, aptitudes, goals, learning skills, career aspirations, academic performance, and need for special services.
- Counseling and advisement to develop an educational plan.
- Follow-up evaluation of each student's progress in achieving an educational goal.

The student agrees to:

- Express an educational goal upon admission.
- Declare a program of study/major before or during the term after which the student completes 15 units.
- Attend class.
- Work diligently to complete course assignments.
- Demonstrate an effort to attain an educational goal.

The college is committed to student success, and with this in mind provides the following services:

Orientation

Orientation workshops are offered throughout the year in academic counseling. The orientation workshop provides students with important information regarding the services programs, and courses available at the college. All new students are required to participate in orientation in order to receive priority registration. Students will learn how to use the college catalog; class schedule, and prepare a class list. For more information, contact academic counseling at 818/240-1000 extension 5918. Students can also complete an online orientation by visiting our web site at www.glendale.edu. Click on new or returning students, then Online Orientation Program.

Assessment

To help the students determine their skill levels in many academic areas including written English expression, reading, and mathematics, the college provides a comprehensive assessment program. Assessment scores assist the students and counselors to determine the appropriate courses for students to enroll in during the first semester.

To receive priority registration, all new students are required to be assessed in English or ESL and mathematics upon application to the college and before the established priority registration deadline. For more information regarding assessment procedures, contact the Assessment Center at extension 5329 or use the web site at www.glendale.edu.

Counseling and Educational Planning

One of the most important activities involved in the matriculation process is counseling and educational planning. Professional counselors are available to assist each new student in several areas:

1. Deciding upon an educational objective;
2. Determining the courses required to achieve this objective;
3. Determining the services needed to assist students in achieving their objective;
4. Assisting students in course selection appropriate to their goals.

The Student Educational Plan (S.E.P.)

It is important for all students to have a Student Educational Plan (S.E.P.). The S.E.P. serves as an outline of the preliminary educational program students will undertake. In addition, the S.E.P. identifies the students' goals (i.e. transfer, A.A./A.S. degree, A.A-T/A.S.-T degree, certificate, etc.) and refers them to support services, if needed.

Completion of the student educational plan is required for priority registration. Students should make an appointment with their counselor to begin this process as soon as possible. Any changes in a student's educational objective should be reviewed with a counselor in order to update the student's S.E.P. for accuracy.

Follow-up

Counseling and teaching faculty provide a number of follow-up services to matriculated students. These services are designed to provide information regarding the students' academic progress. Special services are provided to students on academic and/or progress probation, students in basic skills courses, and students who are undecided about their educational goal. Referrals are made to on- and off-campus services when appropriate.

Appeals Procedure

A student has the right to challenge or appeal any step in the matriculation process. A petition for the waiver of a specific Student Success and Support Program service or requirement may be filed for any of the following reasons:

1. *Review of assessment*—Students may challenge a placement decision on the grounds that the placement does not reflect their ability in the area assessed. To challenge a placement decision, a student must complete the GCC prerequisite challenge petition and submit the document to the division chair responsible for the course or their designee (see class schedule for retesting policies).
2. *Waiver of prerequisites*—Students may challenge a course prerequisite, corequisite or limitation on enrollment on the grounds that the student has the knowledge or skills to successfully complete the course, that the prerequisite course has not been made reasonably available and will cause undue delay in completion of the student's education goal as detailed in the student educational plan; that the course has not been established in accordance with the district's process for establishing prerequisites and corequisites; or that the prerequisite is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner. To request a prerequisite waiver, the student must complete the Glendale College Prerequisite Challenge Petition, and submit the document to the division chair responsible for the course. If the

petition for a waiver is based upon the student's contention that he/she has the necessary skills to succeed in the class, the student may be asked to submit evidence of this proficiency. The student will be notified, within fifteen (15) working days, of the receipt of the petition. The student may appeal the decision of a division chair to the vice president of instruction.

3. *Complaint of unlawful discrimination*—If a student feels that assessment, orientation, counseling, (or any other student success and support program procedure or service) is being applied in a discriminatory manner, a petition may be filed with the dean of student services. The student will be notified, within five (5) working days of the receipt of the petition, regarding the college's proposed response to the complaint and any additional steps which will be taken.
4. *Waiver of Student Success and Support Program services*—If a student wants to waive a mandated Student Success and Support Program service, such as assessment, orientation, counseling for completion of a student educational plan, and student follow-up services, they must complete and submit a student success and support program waiver petition and return it to Admissions and Records.

Other Counseling Services

In addition to educational planning services, the college counseling staff provides a variety of other counseling services to assist students.

1. *Career Counseling*—The Career Center assists students in determining their academic majors, vocational or career goals. Most students require specific information about certificate, vocational and/or college preparation and career or job requirements. Often students need specialized counseling in seeing how their interests, skills, personal styles and values relate to an academic course of study. Career counseling helps students integrate their aspirations with the work world.
2. *University Transfer Counseling*—The goal of many students at the college is to transfer to a four-year college or university. All counselors at the college prepare to assist students in preparing to transfer. It is important for students to see a counselor on a regular basis to review the requirements for transfer to the institution of their choice. In addition, the college's Transfer Center can assist students in meeting with representatives of many local four-year institutions and can provide them with other important transfer information.
3. *Disabled Student Programs and Services*—Specialized support services and counseling are available through the Center for Students with Disabilities. The Disabled Student Services program offers individual counseling services to students with disabilities. These services are provided to help with educational planning and to identify specific support services required to assist the student with a disability.

4. *Extended Opportunity Program and Services*—The Extended Opportunity Program and Services office also provides specialized counseling services related to enrollment procedures, financial aid, tutorial services and university transition. The EOPS staff is prepared to serve students whose primary language is not English.
5. *Financial Aid*—The Financial Aid office provides the student with advising regarding his or her financial circumstances, and will assist the student in obtaining financial support needed to attend the college. Financial aid is available in a number of forms, including grants, loans and work-study programs.
6. *Adult Re-entry Services*—Services for adult students who are returning to formal education after a lapse of time are offered through the Career Center. Services include career and academic counseling and workshops designed to meet the interests and needs of the adult student.

Course Selection and Enrollment

At the time of registration students will be asked to select classes for enrollment. However, prior to enrollment, it will be necessary for them to see a counselor and complete a student education plan; a list of courses they are eligible to take which will lead toward the completion of their educational objective. It is to their advantage to see a counselor as soon as possible prior to the next semester, to work out their class schedule for the next semester.

The process of enrolling in classes is explained in the orientation session. Students access MyGCC Student Center online regarding their date and time for registration, as well as the other requirements for completing this process.

Instruction and Progress Toward Goals

Students' active and diligent participation in their classes is the single-most important factor leading to their eventual academic success. Students are expected to attend all classes and to complete all course assignments in a timely fashion. To assist students in making progress toward their goal the college will provide them with a variety of support services, such as tutoring, other learning assistance activities, financial support (where applicable) and other forms of assistance to increase their educational development. Students are responsible for notifying the college of any specific needs they have, or of any change in their goal.

Periodically students may be contacted by the college for information regarding their progress towards completing their stated goals. This contact may involve a meeting with a counselor, or other staff member of the college, or it may take the form of written communication to the students regarding their progress. In either case, it is up to students to follow up on this communication so that the college may better serve them.

Completion of Student Goals

The college's goal is to assist in achieving the objectives students have for themselves; however, the students must determine when this is accomplished. They are responsible for notifying the college of any change in their goals or status as it relates to the college. The college can provide students with assistance to make changes as easy as possible. Students should feel free to contact any staff member to assist them during a period of transition when they are leaving the college for some other activity or environment.

SCHOLARSHIPS

Any currently enrolled student who has completed at least 12 units of college credit, and has a GPA of 2.5 or higher at GCC may apply for scholarships through their MyGCC account. Selections are made by the GCC Scholarship Committee or award sponsors based on academic achievement, financial need, campus leadership, or other criteria established by the scholarship donors. Interested students may submit a single application online during the fall or spring semesters. For more information, or to apply, go to <http://glendale.edu/scholarships>, or call the Scholarship Office at (818) 240-1000, x5591.

STUDENT CENTER

The J. Walter Smith Student Center contains offices for the Associated Students of Glendale College (ASGCC), the Office of Student Affairs, and student club offices. Also, there is a conference center with meeting rooms that members of the campus community may reserve for social and business functions. Arrangements for the use of Student Center meeting rooms may be made through the Office of Student Affairs at (818) 240-1000, ext. 5592.

**STUDENT EMPLOYMENT SERVICES/
JOB PLACEMENT CENTER**

The Student Employment Services office is located on the 2nd floor of the San Rafael Building. The mission of the Student Employment Services is to provide ongoing, comprehensive assistance to all Glendale College students in obtaining on- and off-campus employment.

The Student Employment Services staff assists students in finding off-campus positions related to their disciplines. Students are advised on application and interview techniques and resume writing. In addition to providing part- and full-time job listings, the center sponsors on-campus recruiting by interested businesses who wish to hire students.

Off-campus jobs can be accessed through a variety of resources including local posting and online job search sites.

On-campus positions are also available for currently enrolled students. Glendale College participates in several work study programs. (i.e.: Federal Work Study, CalWORKs, Work Study, EOPS Work Study, and College Employment Program.) Visit the Job Placement Center in the San Rafael Bldg. for details.

TRANSFER CENTER

The Transfer Center is designed to assist students with the process of transferring to four-year colleges and universities. We provide counseling, transfer workshops, college tours, host university representatives who advise students, a transfer information website, and maintain a library of college admissions materials. The Transfer Center is especially committed to the goal of increasing the transfer rate of under-represented students to institutions of higher learning. We are located on the second floor of the San Rafael Building and can be reached by phone at 818/240-1000 ext. 5442. Our Internet address is www.glendale.edu/transfercenter.

VETERAN'S RESOURCE CENTER

The Veteran's Resource Center is located in AA-1 & 2. The Veteran's Resource Center is an informational center that can assist with any questions regarding Veteran's educational benefits at GCC, as well as a great opportunity to meet with other Veterans and talk about their goals. Veterans can also join the Veteran's Association Club. For more information, visit "Veteran Information" online @ glendale.edu. Please see page 16 of this catalog for more information regarding Veteran's educational assistance.

STUDENT AFFAIRS & ORGANIZATIONS

The Office of Student Affairs coordinates a wide variety of activities, programs, and services to help students broaden their educational experiences at Glendale College. The goal of the student activities program is to provide students with opportunities to develop their leadership skills through participation in student government, cultural programs, campus activities, and student clubs and organizations.

ASSOCIATED STUDENTS OF GLENDALE COMMUNITY COLLEGE (ASGCC)

The Associated Students of Glendale Community College (ASGCC) is the official student government organization. Elected each semester, the ASGCC Legislature meets weekly to determine budgetary expenditures, establish and review policies, and coordinate programs and services that benefit students. Legislature meetings are held every Tuesday morning in the ASGCC conference room located in the J. Walter Smith Student Center. For more information go to www.glendale.edu/as.

ASGCC Membership

Students who pay the student services fee each semester automatically become members of the Associated Students of Glendale Community College. This membership enables students to participate in activities, programs, and services financed by the ASGCC. The student services fee partially finances the annual ASGCC budget that provides financial support to more than 100 campus programs and activities.

Eligibility Requirements for ASGCC Candidates and Officers

All students are encouraged to participate in ASGCC affairs and run for an elected position within the organization. Candidates for an elective office must complete the required nominating petitions and meet the eligibility requirements before their candidacy is approved by the Office of Student Activities. Candidates must be enrolled in at least six units and have a minimum cumulative grade point average of 2.0 to be eligible to run for office. Once a student is elected to office, he or she must carry and complete a minimum of 9 units and maintain a 2.0 grade point average throughout their term to remain eligible.

Student Government Elections

The ASGCC sponsors campus-wide student government elections during the fall and spring semesters. Any currently enrolled GCC student who is a member of the Associated Students may vote in an ASGCC election.

ASGCC Officers

The ASGCC Legislature consists of 21 student leaders who are elected by the student body. Elected officers include the ASGCC President, Vice President of Administration, Vice

President of Finance, Vice President of Campus Activities, Vice President of Campus Relations, and Vice President of Campus Organizations. These five positions make up the ASGCC Executive Committee. The Legislature membership also includes a total of 15 senators including three Senators of Administration, three Senators of Finance, three Senators of Campus Activities, three Senators of Campus Relations, and three Senators of Campus Organizations. There are also five Representative-at-Large members who are appointed by the Legislature.

Student Newspaper

The El Vaquero is the official student newspaper of Glendale Community College. Written and edited by journalism students, the paper focuses on campus news and issues related to students. The El Vaquero is published biweekly and is available to the campus community free of charge.

ATHLETIC PROGRAM

Glendale Community College offers a comprehensive and competitive intercollegiate athletic program for both men and women. The Vaquero athletic teams compete as members of the Western State Conference. Men's sports include baseball, basketball, cross-country, football, golf, soccer, tennis, and track and field. Women's sports include basketball, cross-country, golf, soccer, volleyball, tennis, track and field and softball.

The men's and women's athletic programs are supported by full-time coaches and staff including a certified athletic trainer. Additionally, a full-time athletic counselor provides academic support services to athletes including educational planning, enrollment advisement, and career guidance. For more information, please visit the college website at www.glendale.edu/athletics.

STUDENT CLUBS AND ORGANIZATIONS

Students are encouraged to participate and play an active role in campus life by joining a student club or organization. Supervised by the Office of Student Affairs, more than 50 clubs and organizations give students an opportunity to explore specialized interests and serve the campus community. These groups are usually organized according to five main themes including academic achievement, cultural awareness, community service, special interests, and religious awareness.

Academic Organizations: Alpha Gamma Sigma (AGS) the Scholars, EOPS Club, SPARK, and VOICES are organizations focused on promoting student access and achievement. These groups also provide valuable service to the college community and raise funds to support scholarships.

Cultural Organizations: These groups provide students with opportunities to learn about other cultures and meet students with similar backgrounds. Cultural organizations have included the Armenian Student Association, Black Student Alliance, Korean Club, Persian Students Association, GCC Gay Straight Alliance, Hawak Kamay Filipino Club, and the International Students Association.

Special Interest Clubs: Numerous special interest clubs enable students to participate in activities with others who share similar interests. Special interest clubs have included groups such as the Amnesty Club, Culinary Arts Club, Investors Club, Pre-Pharmacy Club, Sociology Club, Environmental Club, and the GCC Theatre Guild.

Religious Clubs: Religious clubs offer students a chance to promote religious awareness and interact with other students with similar beliefs. Active religious clubs have included the Campus Crusade for Christ, Christ in Action, SGI Buddhist Club, Korean Christian Club, and the Christian Fellowship.

Veterans Association Club: This is a new club open to all veterans. Go to <http://www.jtello.me/gccva/> for more information.

Additional information about campus activities and student leadership programs is available in the Office of Student Affairs.



ADMISSION AND REGISTRATION

ADMISSION REQUIREMENTS

Glendale Community College will admit any California resident possessing a high school diploma or the equivalent thereof, or who is 18 years of age or older. Non-residents, including international students, may be admitted. Information concerning residency may be found on page 48 of this catalog.

APPLICATION

An applicant may apply for admission to the College by completing an application on-line at www.glendale.edu.

An applicant need only submit one application per academic year. An academic year is summer through spring.

High School Students

High school students in the 10th, 11th or 12th grade who are making satisfactory progress towards high school graduation are eligible to apply and enroll in classes at GCC. The student must complete the on-line application and the Selected Student form with appropriate signatures, and a current high school (unofficial) transcript. The Selected Student form and high school transcript must be submitted for each subsequent semester of attendance. If the student is accepted, the student may enroll in six units during a semester, or three units during an inter-session. In order to continue taking classes at the college after the initial semester, the student must have completed the college class with a grade of "C" or better, and remain in good standing at their high school. Once the student has graduated from their high school, the student must reapply to GCC as a high school graduate and submit proof of graduation to the Admissions and Records Office.

ASSESSMENT

All first time students must take the assessment tests prior to registering for their first semester at the College. The assessment tests are English or ESL and mathematics. The English and mathematics tests are computerized and are administered everyday. Check the Assessment Schedule for exact time. An appointment must be scheduled to take the ESL test. The Assessment Center is located in SF 112. No student will be admitted to take a test without a picture I.D.

Chemistry Placement

This test is required for placement into CHEM 101. It is not needed if the student has completed CHEM 110 with a grade of "C" or better.

English Placement

This examination is similar in difficulty to material found in most newspapers and popular magazines. It includes both reading and written language sections. It is needed for placement into the nursing program and most English classes as well as many language, social science, speech, business, and humanities courses.

English as a Second Language (ESL) Placement

This exam is needed to qualify for initial placement into any ESL course. The exam includes reading comprehension, written grammar, listening comprehension, and a writing sample.

English as a Second Language (ESL) (Noncredit) Placement

This test is used to place students in non-credit ESL courses and requires an appointment.

Mathematics Placement

This test is designed for initial placement only. Students are encouraged to look at the math sample tests in the Assessment Center or via the website to determine the appropriate test to take for their skill level. Calculators are not allowed on the exams. Once placed in a GCC mathematics course, students advance in the mathematics sequence according to the course prerequisites.

Placement Test Policies

The following test taking policy is strictly enforced at the Assessment Center. Placement re-testing is not allowed without permission of the appropriate division chair. Test scores for placement are valid for only a specific period of time; the table below lists the longevity of each test. Once that period of time expires, the student will have to retest.

Placement Tests	Longevity	Test Taking Policy
Arithmetic Test	one year	once per semester
Chemistry	two years	once per year
English Placement	five years	once per year
ESL Placement	two years	once per year
ESL/NCR Placement	two years	once per year
Mathematics Placement	one year	once per year

CATALOG RIGHTS

New Students

When a new student begins attending GCC, he or she will come under the catalog requirements in effect at that time; thus, a student who begins in the fall 2015 semester will follow the requirements for graduation, IGETC certification for either the CSU or UC, G.E. Certification for the CSU, and certificates of completion that are listed in the 2015-2016 GCC catalog.

Continuing Students

1. A student remaining in continuous attendance in regular sessions at the campus of any California community college or in any combination of California community colleges and the California State University may, for the purpose of meeting graduation requirements or G.E. certification for the California State University, elect to meet the catalog requirements in effect at the time of beginning his or her continuous enrollment at the California State University or at a California community college.
2. Students may maintain their continuing student status for catalog purposes provided that they complete a course and earn units at GCC at least one semester during an academic year without missing two consecutive semesters.

Returning Students

1. Students who return to GCC to complete a degree or certificate program and would normally be placed under the new catalog requirements in effect, may petition for their original catalog year if the following conditions are met:
 - a. Student has earned 45 semester units prior to leaving GCC with a minimum GPA of 2.00 and these units are recorded on the student's official transcript at GCC. Units earned may reflect courses taken at GCC, as well as courses taken at other institutions.
 - b. Student has seen a counselor, has completed a SEP, and has officially declared a major and an educational goal (including transfer institution, if applicable).

The above does not apply to students planning to complete the general education for CSU or IGETC certification for transfer.

CLASS AUDIT POLICY

A student may audit a class at GCC providing that the following conditions are met:

1. Auditors must be eligible for admission to the college as regularly enrolled students. Jump Start students do not qualify to take a class using the audit policy.
2. Enrollment for the purpose of auditing will be on a space available basis, and requires the approval of the instructor.
3. Priority in class enrollment shall be given to students desiring to take the course for credit; therefore, enrollment for audit purposes will not be permitted until the second week of instruction.
4. Once audit enrollment is completed, no student will be permitted to change his or her enrollment to receive credit. A student shall not be permitted to change his or her enrollment from credit to audit.
5. A non-refundable audit fee of \$15 per unit, plus Health and Student Services fees, shall be payable at the time of enrollment as an auditor according to established fees by the California State Legislature and GCC District Board of Trustees. Students enrolled in 10 or more units will not be charged a fee for auditing up to three units.
6. No credit will be received for auditing a course. The college will not maintain any attendance or academic records.

CONTINUOUS ENROLLMENT

Although not continuous, new and returning students who submit applications during the current academic year (summer through spring) are not required to submit more than one application per academic year. Students will be able to obtain registration date and time for any term during the academic year by going to MyGCC.glendale.edu.

ELIGIBILITY FOR COURSES

It is the policy of the Glendale Community College District that every class offered, unless otherwise indicated in the official catalog and schedule of classes, shall be fully open to enrollment and participation by any person who meets the academic prerequisites of such class, and who is otherwise eligible for admission to and enrollment in the college. Students may occasionally have had experience in a

given area which they may feel will substantially satisfy the stated prerequisite for a course. In this situation, the student must have a *prerequisite/co-requisite challenge process* petition approved to make such substitution. Once such a petition has been approved, students may not later receive credit for a course for which they substituted the outside experience. Students who are considering developing a petition should first read the section on Credit by Examination.

Credit for lower level courses will not be granted if credits have been earned in higher level courses. Some courses have no stated prerequisite; however, many courses have expected skill levels in reading, writing, listening/speaking and math. It has been substantiated that students enrolled in a course with the stated skill levels are more successful in satisfactorily completing the course. Students should check the current schedule of classes for a complete explanation on how to match skill level to an appropriate course.

Counselors consider these factors when assisting students to complete their Student Educational Plan (SEP). Students will select courses from the SEP as they make out their programs during a registration period.

FEES

Fees are established by the California State Legislature and the GCC District Board of Trustees.

\$ 46 per unit	Enrollment Fee*
\$ 195 per unit	Nonresident Tuition*
\$ 18 fall/spring	Health Services Fee
\$ 14 summer/winter	
\$ 12.50	Student Services Fee
\$ 10	Student Photo I.D. Fee
\$ 10 per unit	Capital Outlay Fee

Enrollment Fee: All students, resident and non-resident, must pay the basic enrollment fee of \$46 per unit for each semester or summer/winter session.

Nonresident Tuition: Nonresident tuition is a mandatory fee of \$195 per semester unit (plus the enrollment fee of \$46 per unit) for students who are residents of other states, who are foreign nationals or who have taken legal residence in California for less than one year.

Health Services Fee: A Health Services fee of \$18 per semester and \$14 for a summer or winter inter-session is required of all students. Services include blood pressure screening, vision screening and hearing tests, tetanus, measles, mumps, and rubella immunizations, and assistance with health insurance questions. A registered nurse is available, and students may schedule appointments with physicians, nurse practitioners, and mental health counselors. The health fee may be waived for individuals who are members of a bona fide religious organization that believes in prayer for healing. Membership must be documented.

Student Services Fee: The \$12.50 Student Services fee is assessed each semester and summer/winter session. This fee provides membership in the A.S.G.C.C. In addition, payment of the fee funds and allows student access to various college

activities: the college bookstore, the college newspaper, inter-collegiate athletics, scholarship program, the emergency loan fund and instructional support.

Student Photo I.D. Fee: All new students are asked to purchase a photo I.D. card. Students are required to take their photo during the semester in which it was purchased. The fee for the photo I.D. is \$10. The card is used at the library, the bookstore, offices in College Services and instructional labs at the college.

Instructional Materials Fee: Various types of instructional materials may be required in some classes. For those students who wish to purchase the materials from the College, an Instructional Materials fee will be assessed. The courses that require materials or an Instructional Materials fee are noted in the Schedule of Classes. These materials include, but are not limited to, electronic data, tools, equipment, clothing, and those materials which are necessary for a student’s vocational training.

Capital Outlay Fee: The capital outlay fee is \$10 per semester unit for students, who are residents of other states, who are foreign nationals or who have taken legal residence in California for less than one year.

Supplementary Fees:

College Catalog:	\$5 per copy
Course Audit Fee:	\$15 per unit
HSE Test Fee:	\$150
	per battery of five tests or
	\$25 per test

Official College Transcript: First two are free
\$10

Rush service is an additional \$5 per copy

Parking: \$45 for summer/winter
\$75 for fall/spring

Refund Processing Fee: \$10

Returned Check/Charge Back: \$30

Verification of Enrollment: First two are free
\$5

All fees are subject to change without notice.

Financial aid may be available to students who meet the qualification requirements. The enrollment fee is waived for students who qualify for financial aid. Students with questions concerning financial aid eligibility should contact the college Financial Aid Office.

**Mandatory Fee. There is an exemption procedure for fees that are not mandated by the California State Legislature. Contact the respective department for details.*

REFUND/REPAYMENT POLICY

Refund Policy for all Students:

1. Refunds are automatic for those students who withdraw/drop unit(s) by the due date listed in the schedule of classes and on the GCC website. There is a \$10 refund processing fee.
2. Request for parking fee refunds must be initiated by students when they return their parking permits during the specific dates indicated in the Schedule of Classes and on the GCC website. There is a \$10 refund processing fee.

3. A student will be eligible for a refund who withdraws or drops units in accordance with the following:

A. Fall and Spring Semester - Students must withdraw/drop a class within the first two weeks of a semester length class, or within the first week of a six or eight week class.

B. Summer and Winter Session - Students must withdraw/drop a class within the first week of a five or six week class.

C. The student should check the Schedule of Classes or with the Admissions and Records Office for the drop/withdrawal date if a class is of shorter duration than those mentioned above.

Repayment Requirement Policies for Students Receiving Financial Aid:

Students who receive financial aid in the form of a Pell Grant, SEOG Grant, Cal Grant or EOPS Grant are subject to state and federal regulations that may require repayment of all or part of the funds received if they drop some or all of their units during a semester.

Students who receive financial aid and never attend class: Federal regulations only allow students to receive financial aid for classes that they actually attend. Students who receive financial aid for classes that they drop before the first day of class or that they otherwise never attend, must return those funds.

Students who receive financial aid for classes they attend and then drop: Financial aid is based on the number of units a student is enrolled in as of the registration deadline. Students who receive financial aid for 6 units or more and then drop to less than 6 units prior to the Registration Deadline established by the Admissions and Records Office, may be required to repay some of the funds received.

Students who drop all classes prior to completing 60% of the semester: Federal Return to Title IV regulations governing the federal student financial aid programs stipulate that students who withdraw from the college before completing at least 60% of the semester have not “earned” the funds they received and must repay some of their financial aid. The Financial Aid Office is required by law to notify the student of the overpayment due within 30 days, once it is determined that the student has withdrawn from school. *There is no appeal process. Federal regulations do not allow a college to make any exceptions to the Return to Title IV requirements.* Students who have not received the total amount of financial aid that they may have earned prior to withdrawing from school may be entitled to a post-withdrawal disbursement. In these cases, students will be notified within 30 days regarding the amount due them and how accepting additional funds will effect their standing under the Financial Aid Satisfactory Academic Progress policy.

Financial Aid Overpayments: If a student owes a repayment on federal student aid, the student must repay the amount in full. If the student fails to repay the amount due, the college may refer the account to the US Department of Education and the student may lose eligibility for any further federal student financial aid.

REGISTRATION

Each student must officially register in classes. The classes should be chosen from the student's educational plan. These classes constitute the official program of the student.

All students register according to the dates and times assigned to them. To be a continuing student, the registrant must have been enrolled in the immediately prior semester or session. New and returning students who submit applications during the current academic year (summer through spring) are considered active and eligible for registration for the entire academic year, and those students will receive registration information by going to MyGCC.glendale.edu. For information concerning this process, consult the semester Schedule of Classes or go to the GCC website.

After the beginning of the semester, students may:

- enroll in open semester-length courses through the first week of the semester with the permission of the instructor;
- enroll in closed semester-length courses with the permission of the instructor through the second week of instruction; and
- enroll in courses less than 16 weeks provided that 15% of the class meetings have not been held.

No registrations or adds of semester-length classes are allowed after the end of the second week of instruction.

No student will be enrolled in a class and have a grade recorded subsequent to the completion of a given semester unless it is established that the procedures for enrolling set up by the College are proved to have failed.

RESIDENCE REQUIREMENTS

The following statement of the rules regarding residency is intended for general information only. More detailed information can be obtained from the Office of Admissions.

At the time of application and at registration each student is required to verify residence information. Even though a student may be otherwise admissible to GCC, the student may be classified as a tuition-paying student in accordance with the residence requirements.

A "resident student" means any person who can verify physical presence in California for one year or more on the day preceding the first day of instruction of a semester or intersession during which the person proposes to attend, who can demonstrate intent to make California a home for other than a temporary purpose and financial independence. Alien Students: A student who is an alien may establish his or her residence if he or she is not precluded by the Immigration and Nationality Act from establishing domicile in the U.S..

All immigration documentaion and proofs of California residency must be submitted to the Admissions and Records Office PRIOR to the start of the semester of attendance.

A "non-resident student" means any person who has had residence in California for less than one year on the day preceding the first day of instruction of a semester or intersession during which the person proposes to attend.

A "non-resident student" may be admitted to GCC, but will be required to pay either an out-of-state or an international student tuition charge as appropriate to their circumstances. The tuition rates are established on a yearly basis. For information concerning the current rates please contact the Admissions Office.

In determining the place of residence the following rules apply:

1. There can be only one residence.
2. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which he returns in seasons of repose.
3. A residence cannot be lost until another is gained.
4. Residence can be changed only by the union of act and intent.
5. A man or woman may establish his or her residence. A woman's residence shall not be derived from that of her husband.
6. The residence of the parent with whom an unmarried minor child maintains his or her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent his or her residence is that of the parent with whom he or she maintained his or her last place of abode, provided the minor may establish his or her residence when both parents are deceased and a legal guardian has not been appointed.
7. The residence of an unmarried minor who has a parent living cannot be changed by his or her own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.
8. An alien, including an unmarried minor alien, may establish his or her residence, unless precluded by the Immigration and Nationality Act (8 U.S.C. 1101, et seq.) from establishing residence in the United States.
9. The residence of an unmarried minor alien shall be derived from his or her parents pursuant to the provisions listed above (6 & 7).

*California Education Code Section 68062

STUDENT RECORDS

Annually Glendale Community College informs students of the Family Educational Rights and Privacy Act of 1974, as amended; of the provisions of Sections 76200-76246 of the Education Code of the State of California; and of the provisions of Sections 54600-54630 of Title 5 of the California Administrative Code. These references, with which the institution intends to comply fully, were designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, to provide the process by which students may challenge the accuracy of those records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Education Rights and Privacy Act (FERPA) Office concerning alleged failures by the institution to comply with the Act.

An institutional guide explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the guide may be found in the campus library as well as in the Office of Admissions and Records. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of Admissions.

STUDENT RESPONSIBILITY

Glendale Community College provides its students with a wide variety of academic assistance and support services. It is the responsibility of each student to meet the requirements printed in the college catalog, the class schedule and college announcements.

The college establishes certain academic policies and requirements which must be completed before a degree or certificate can be granted. These include major and unit requirements, as well as verification of satisfying course prerequisites. Students also are responsible to see that they meet the admission requirements to the college or university of their choice if they elect to pursue an educational goal beyond their sophomore year. While counselors, faculty, administrators and staff will provide students with information and assistance, responsibility for meeting these requirements remains with the students.

To insure timely information from the college, students must inform the Office of Admissions and Records of changes in personal data, including change of name and address. It is the student's responsibility to enroll properly for classes. A student who fails to enroll officially in a class will not be given credit for that class. It is the student's responsibility to withdraw officially from the college or drop classes when he or she stops attending and to observe established deadlines. Otherwise, "F" grades may be assigned.

Other areas regarding student responsibility are included in the catalog under sections for: Admission and Registration; and Scholarship Information and Regulations.

TRANSCRIPTS

Transcripts should be sent directly from the high school, college, or university to the Admissions and Records Office at Glendale College. All transcripts become the property of Glendale College and will not be returned.

Glendale Community College reserves the right to evaluate work completed in other colleges or universities. The external credit units and cumulative grade points will be posted on the student's Glendale College transcript. Please see page 15 of this catalog for information regarding the issuance of external transfer credit. Transfers with acceptable grades will be granted advanced standing in-so-far as the work corresponds with that of Glendale College.

Upon the written request of a student, a transcript of the student's record at Glendale College will be forwarded to a college or university, individual, firm, etc. providing that such student has no outstanding financial obligation to the college. Students are entitled to two free transcripts. Records may be withheld for monies owed the college, library fines, unreturned P.E. supplies and/or equipment, health holds, or for disciplinary problems. For more information visit our website at www.glendale.edu.



SCHOLASTIC INFORMATION AND REGULATIONS

ACADEMIC RENEWAL WITHOUT COURSE REPETITION

The following procedure provides an opportunity for students to obtain alleviation of previously recorded, substandard academic performance which is not reflective of subsequent demonstrated ability.

1. A student may request academic renewal for not more than 24 units of substandard work (D's and F's) completed at GCC through an Academic Renewal petition.
2. If and when the petition is granted, all grades will remain on the permanent record/transcript. Courses will be notated on the transcript that units and grades have been disregarded from the grade point average. Academic renewal cannot be reversed.
3. Although none of the maximum 24 disregarded units completed with a passing grade count toward a degree, transfer or cumulative totals, passing work could satisfy a general education requirement (as subject credit only) for the associate degree.
4. The student seeking academic renewal is responsible for presenting official transcripts to the effect that the previously recorded 24 maximum substandard units were of substandard academic performance and is not reflective of more recently demonstrated academic ability.
5. Evidence of recent academic ability as shown on official transcript must include one of the following:
 - a. 12 semester graded (A-F) units with at least a 3.00 GPA
 - b. 24 semester graded (A-F) units with at least a 2.50 GPA
 - c. 36 semester graded (A-F) units with at least a 2.00 GPA
6. There must be at least 18 months between the end of the most recent academic renewal semester and the date of initiation of the request and such renewal.
7. A student may request academic renewal only once.
8. A student may repeat work taken during academic renewal term only if such repetition is necessary to allow normal progression toward an acceptable educational objective.
9. A student must include all work, including academic renewal terms, in computation of the cumulative grade-point average toward honors at graduation.

For further information regarding academic renewal contact the Office of Admissions and Records.

ATTENDANCE AND DROP POLICY

Students are expected to attend all class meetings. There are no authorized absences from class and irregular attendance may result in exclusion from classes.

It is the student's responsibility to register properly for classes. A student who fails to enroll officially in a class will not be given credit for that class.

Students also have the responsibility of officially withdrawing from college or dropping from class when they stop attending, and of observing established deadlines. Otherwise, "F" grades may be assigned.

It is the responsibility of each student to know the attendance and absence policy of each class in which he or she is

enrolled. It is the responsibility of each instructor to inform his or her class of the attendance and absence policies at the beginning of each semester.

Students shall be dropped from class for failure to attend the first class meeting during the first week of instruction if they have not made prior arrangements with the instructor. Students also may be dropped for continuous or cumulative absences for the number of hours a sixteen-week class is scheduled to meet in a two-week period.

CHANGE OF GRADES

The District recognizes the long standing prerogative of faculty to set standards of performance and to apply them to individual students. Therefore, the instructor is the final authority in determining grades that are assigned to students and that appear on their permanent academic records. The Superintendent/President or designee shall establish administrative regulations on grade changes. The following policies apply to changes of grades except for changes of Incomplete (I) and Withdrawal (W) grades.

1. All course grades are final when filed by the instructor at the end of the term. These grades become a part of the student's permanent record.
2. A change of grade shall occur in cases of clerical error, administrative error, or where the instructor re-evaluates the student's performance and discovers an error in the original evaluation. A clerical error is an error made by the instructor in calculating or recording the grade. A change of grade shall not occur as a consequence of the acceptance of additional work or re-examination beyond the specified course requirements.
3. A request for a grade change shall be initiated by the student affected or by the instructor within the next regular semester following the award of the original grade. If the instructor determines that there is a valid basis for the change, a Change of Grade form shall be used to notify the Admissions and Records Office. If the instructor determines that there is not a valid basis for the change and denies the student's request, the instructor's decision, subject to the appeals process described below, is final.
4. The Change of Grade form must be completed by the instructor, signed by the division chairperson, and submitted to the Admissions and Records Office. Once the change of grade is processed, students shall be notified by the Admissions and Records Office.

Students have the right to formally appeal a final grade in a course. Appeals are limited to situations in which the student believes the grade was prejudicially, capriciously, or arbitrarily assigned. Appeals must first be directed to the instructor of the course, orally or in writing. If further action is necessary, the student should appeal in writing to the division chair and then to the Vice President, Instructional Services. If the issue continues to be unresolved, a written appeal can be directed to the college Judicial Board. (See Grievance Policy)

CLASSIFICATION OF STUDENTS

Students are classified as follows: *Full time*—enrolled in twelve (12) or more units in a regular semester or four (4) or more units during an inter-session. *Part time*—enrolled in less than twelve (12) units during a regular semester or less than four (4) units during an inter-session. *Freshman*—one who has completed less than 30 units; *Sophomore*—one who has completed 30 units or more.

CLEARANCE OF OBLIGATIONS

Students or former students are expected to meet financial obligation due to the District. Pursuant to Title 5, Section 59410, college services such as grades, transcripts, diplomas, registration privileges or any combination thereof may be withheld from any student or former student who has not made satisfactory arrangements to meet his or her financial obligation to the district. When, in the judgment of the district, the financial obligation has been satisfied, college services will be reinstated.

COURSE REPETITION

In the past, students have elected to repeat courses for different reasons including alleviating a substandard grade (F, D, NC, NP) or non-evaluative symbol (W), to improve skills or to comply with an employer's requirements. However, due to changes in regulations (Title 5 and CCCCO), a student's ability to repeat a course is now more limited.

Under the new regulations, students will be limited to three "takes" of a course to alleviate a substandard grade. Previous enrollments will count toward the total three allowable takes per course. All substandard grades and withdrawals shall count toward the three enrollments.

Furthermore, only three types of courses may be repeatable (regardless of grade), including courses that are designed specifically for intercollegiate athletics, intercollegiate academic or vocational competition courses, or courses for which the repetition of the course is required by a University of California or California State University. All repeatable courses are indicated as such in the course description section of this catalog.

The new regulations also require grouping active participatory courses previously designated as "activities" courses into "families" and limiting enrollment in courses within the families to four experiences regardless of grade.

Course families are courses with related content where the content progresses into levels from one course to the next (Title 5 §55000) or in which the content is linked around themes. Areas that are now required to group courses into families are: Physical Education and Visual and Performing Arts. Listed below are GCC's Course Families: (For specific courses in each family, refer to the course description section of the catalog)

Course Families

ART - Ceramics; Ceramic Hand Building

STUDIO ARTS - 2D Art Foundations; Life Drawing; Oil Media; Water Media; Printmaking; Special Projects in Studio Arts; Sculpture; and 3D Design

DANCE - Ballet Technique; Modern Dance Technique; Jazz Technique; American Vernacular Dances; Cultural Dance; Choreographic Studies; Performance Skills; Production Studies; and Movement for Theatre

MUSIC - Piano; Classical Guitar; Contemporary Guitar; Voice Training

THEATRE ARTS - Acting; Directing, Playwriting, Management; Costume and Makeup; Scenic and Lighting, Technical Theatre:Stagecraft/Building; Musical Theatre; Theatre Production-Rehearsal and Performance; Technical Theatre Production-Running Crew

PHYSICAL EDUCATION/KINESIOLOGY - Adapted P.E., Badminton, Basketball, Cardio Fitness, Cycling, Golf, Martial Arts, Motor Performance Fitness, Soccer/Football, Tennis, Volleyball

Petitioning for Additional Enrollments

There are exceptions under which a student may be allowed to enroll in a class to alleviate a substandard grade. Students may petition to enroll in a class for a third time (second repeat) by completing the *Request for Third Enrollment* form. The student must obtain approvals from the instructor and division chair. The student must register in person at the Admissions and Records Office during the first week of a semester/intersession.

GCC may permit one additional enrollment in the same credit class for the fourth time, but the student will need to submit a *Petition to Waive College Requirement* form (Admissions and Records Office). The petition only allows a student to repeat a course due to significant lapse of time (3 years) since the course was last taken, OR when there are specific documented extenuating circumstances such as flood, fire, or other extraordinary conditions beyond the student's control. No additional units attempted or grade points are allowed for the repeated course.

For further information on how these new regulations may affect you, please see your counselor. Information about the new regulations can be found on the State Chancellor's Office website: <http://www.cccco.edu/ChancellorOffice/Divisions/Legal/RegulationNotices/tabid/411/Default.aspx>.

In computing the grade-point average of a student who repeats a course in which a "D", "F", "NC", or "NP" grade was received, the previous grade is disregarded and the new one is counted in calculation of the student's GPA if the new grade is equal to or higher than the original grade. After satisfactory completion of a course, students should submit a *Request to Count the Higher Grade* petition to the Admissions and Records Office in order to have their academic records adjusted. The original grade on the academic record will not be changed or eradicated.

In some cases, students may also be able to repeat a course for credit when the student has "used up" the four class experiences within a family. For repeatable courses, a student may petition to enroll in a course for additional experiences if the course is determined to be legally mandated (i.e. First Aid), required to meet industry standards, or due to extenuating circumstances (Per Title 5 § 55040 (8) & (9), and § 55045).

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 § 56029.

For questions and assistance regarding petitioning for additional enrollments to alleviate a substandard grade or repeat a class past the four experiences, see your college counselor.

CREDIT FOR ADVANCED PLACEMENT EXAMINATIONS

GCC recognizes the Advanced Placement (AP) Program of the College Entrance Examination Board. Course credit is granted for AP Exams with a score of three or higher if the division concerned has determined that the material covered is comparable to a specific course offering within that division. AP credit may be granted for fulfillment of GCC's degree requirements, GE breath certification for the CSU, and IGETC. However, when a student transfers to any other college or university, that institution routinely re-evaluates AP units in accordance with its own internal policies. Thus, AP units remain intact and do not transfer as GCC courses. For AP credit for transfer to a four-year college/university, see the Transfer Center.

It is the student's responsibility to petition for credit through the Admissions and Records Office. Since several universities require a minimum score in order to receive subject credit, students must discuss the applicability of AP credit with an academic counselor prior to submitting a petition to the Admissions and Records Office.

Units for which credit is given pursuant to the AP Exams shall not be counted in determining the 12 semester hours of credit in residence required for graduation.

Credit for AP will be granted only during the fall and spring semesters to students who have successfully completed or are enrolled in at least 12 units at GCC.

The maximum number of credits allowable for Advanced Placement—including any Credit by Exam units—shall not exceed 30 units. Credit by Exam transferred from other institutions is counted toward this maximum.

CREDIT BY EXAMINATION

Upon consent of the instructor and under special circumstances students who are regularly enrolled in good standing, have completed 12 or more units in residence, and believe they are qualified by experience or previous training, may apply to take a special examination to establish credit in a course in which they are not formally registered.

Students may not petition for credit by exam if they enrolled in the course and received a letter grade of "I", "D", "NP" or "F". Students may not petition for credit by exam for a course if that course is at a lower level in the subject sequence than a course for which the student has already received credit through completion of the course.

Students may attempt Credit by Exam only once in a particular course. If a course has already been taken for credit, it is not repeatable for Credit by Exam.

Students wishing to challenge courses approved for examination must obtain the form "Petition for Credit by Examination" from their counselor and discuss eligibility according to criteria set up by the college. An interview must be requested with the instructor of the course at which time the students' qualifications for challenging the course will be determined and arrangements will be made for the examinations.

Units for which credit is given pursuant to these exams will not be counted in determining the 12 semester units of credit in residence required for graduation.

Courses open to Credit by Exam include the following:

- Accounting 110
- Administration of Justice 101, 108, 110, 116, 118, 120
- Architecture 101
- AT 114 (Commercial Pilot Certificate required), 117 (Flight Instructor Certificate required), 119 (Private Pilot Certificate required), 120 (Private Pilot Certificate required), 122 (Instrument Rating required), 125 (Instrument Rating required), 135 (FAA Commercial Pilot Certificate required or satisfactory score on FAA Commercial Pilot Knowledge Exam)
- Business Administration 111, 112, 113, 114, 115, 204
- CABOT 106, 155, 205
- Chemistry 101, 102, 110
- Economics 101*, 102*
- Electronics and Computer Technology 110
- Engineering 101
- Geology 101, 105
- Health 101, 102, 104, 106, 110
- History 101, 102, 117*, 118*
- Machine Technology 101, 111
- Metallurgy 150
- Metals 150
- Nursing Science (all)
- Political Science 101*, 105, 106
- Psychology 101*
- Sociology 101*
- Technical Education 142, 143

NOTE: No student may earn more than 12 units by "examination".

*Also available through CLEP

College Level Examination Program Policy (CLEP)

CLEP is designed to award academic credit to students who have completed 12 or more semester units in residence at GCC with a cumulative GPA of at least 2.0 and have gained the equivalency of college course work through means other than enrollment in a formal college program.

Glendale College also grants credit for some of the various subject exams. For amount and type of credit awarded contact Admissions and Records or your counselor. Students transferring to other colleges and universities should check with the receiving institution as to the awarding of credit for both the general examinations and the subject examinations.

Units for which credit is given pursuant to these exams will not be counted in determining the 12 semester hours of credit in residence required for graduation, nor will CLEP credit be used toward IGETC certification.

CREDIT FOR ADVANCED PLACEMENT EXAMINATIONS

Advanced Placement (AP) Exam	Glendale College Associate Degree (Major/or GE)	CSU General Education	CSU Units Earned Toward Transfer	IGETC	UC Units Earned Toward Transfer
Art History	Score of 3, 4, or 5: ART 101 3 units	Area C1	6 semester units	Area 3A or 3B	8 quarter/5.3 semester units
Art Studio (Drawing) Art Studio (General) 2-D Portfolio 3-D Portfolio	Score 3, 4, or 5 (Drawing): ART 150 3 units Score of 3, 4, 5 (General): elective credit 3 units <i>Portfolio must be approved by Dept. Chair</i>	N/A	3 semester units	N/A	8 quarter/5.3 semester units
Biology	Score of 3, 4 or 5: BIOL 122 4 units	Area B2 and B3 4 semester units	6 semester units	Area 5B & 5C 4 semester units	8 quarter/5.3 semester units
Calculus AB	Score of 3: MATH 100 3 units Score of 4 or 5: MATH 103 5 units	Area B4 3 semester units	3 semester units <i>Only 1 AP Calc Exam may be used for transfer</i>	Area 2A 3 semester units	4 quarter/2.7 semester units
Calculus BC	Score of 3 or less: <i>Follow Calc AB subscore</i> Score of 4 or 5: MATH 103 & 104 10 units	Area B4 3 semester units	6 semester units <i>Only 1 AP Calc Exam may be used for transfer</i>	Area 2A 3 semester units	8 quarter/5.3 semester units
Chemistry	Score of 3, 4, 5: CHEM 110 5 units	Areas B1 and B3 4 semester units	6 semester units	Area 5A & 5C 4 semester units	8 quarter/5.3 semester units
Chinese Language & Culture	Score of 3 Chinese 101 5 units Score of 4 or 5: CHIN 101 & 102 10 units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Computer Science A	Score of 3, 4, 5: CS/IS 112 3 units	N/A	3-6 semester units <i>Consult appropriate CSU Catalogue for accurate units</i>	N/A	2 quarter/1.3 semester units
Computer Science AB	Score of 3, 4 or 5: CS/IS 130 4 units	N/A	6 semester units <i>Maximum credit for both AP CSA/AB exams is 6 semester units.</i>	N/A	4 quarter/2.7 semester units
Economics- Microeconomics	Score of 3, 4 or 5: ECON 101 3 units	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter/2.7 semester units
Economics- Macroeconomics	Score of 3, 4 or 5: ECON 102 3 units	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter/2.7 semester units
English-Language & Composition	Score of 3, 4, 5: ENGL 101 3 units	Area A2 3 semester units	6 semester units	Area 1A 3 semester units	8 quarter/5.3 semester units
English-Literature & Composition	Score of 3, 4, 5: ENGL 101 3 units or 3 units in GE 10 c. 2	Area A2 or C2 3 semester units	6 semester units <i>Maximum credit for 1 AP English exam may be used toward transfer</i>	Area 1A or 3B 3 semester units	8 quarter/5.3 semester units <i>Maximum credit for 1 AP English exam may be used toward transfer</i>

Advanced Placement (AP) Exam	Glendale College Associate Degree (Major/or GE)	CSU General Education	CSU Units Earned Toward Transfer	IGETC	UC Units Earned Toward Transfer
Environmental Science	Score of 3, 4, 5: 3 units of GE Natural Science	Area B2 & B3 (<i>if completed prior to Fall 2009</i>). Area B1 & B3 4 units	4 semester units	Area 5A & 5C	4 quarter/2.7 semester units
French Language	Score of 3: French 101 5 units Score of 4 or 5: French 101 & 102 10 units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
French Literature	Score of 3, 4, 5: 3 units of GE 10 c. 2	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
German Language	Score of 3: German 101 5 units Score of 4 or 5: German 101 & 102 10 units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Government & Politics-Comparative	Score of 3, 4 or 5: POL S 102 3 units	Area D8 3 semester units	3 semester units	Area 4H 3 semester units	4 quarter/2.7 semester units
Government & Politics-United States	Score of 3, 4 or 5: 3 units <i>Satisfies American Institutions graduation requirement</i>	Area D8 & US 2± 3 semester units <i>±Does not fulfill AHI California Govt. requirement</i>	3 semester units	Area 4H and US 2± 3 semester units <i>±Does not fulfill AI California Govt. requirement</i>	4 quarter/2.7 semester units
History-European	Score of 3, 4 or 5: Hist 101 & 102 6 units	Area D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
History-United States	Score of 3, 4 or 5: HIST 117 & 118 6 units	Area D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
History-World	Score of 3, 4 or 5: HIST 108 & 109 6 units	Area D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
Human Geography	Score of 3, 4 or 5: GEOG 102 3 units	Area D5 3 semester units	3 semester units	Area 4E 3 semester units	4 quarter/2.7 semester units
Italian Lang & Culture	Score of 3: ITAL 101 5 units Score of 4 or 5: ITAL 101 & 102 10 units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Japanese Lang & Culture	Score of 3: JAPAN 101 5 units Score of 4 or 5: JAPAN 101 & 102 10 units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units

Advanced Placement (AP) Exam	Glendale College Associate Degree (Major/or GE)	CSU General Education	CSU Units Earned Toward Transfer	IGETC	UC Units Earned Toward Transfer
Latin Literature	Score of 3, 4, 5: 3 units of GE 10 c. 2	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	4 quarter/2.7 semester units
Latin Vergil	Score of 3, 4, 5: 3 units of GE 10 c.2	Area C2 3 semester units	3 semester units	Area 3B and 6A 3 semester units	4 quarter/2.7 semester units
Music Theory	Score of 3, 4 or 5: Music 102 3 units	Area C1 3 semester units	6 semester units	Area 3A	8 quarter/5.3 semester units
Physics B	Score of 3 PHY 110 3 units Score of 4 or 5: PHY 105 4 units	Areas B1and B3 4 semester units	4-6 semester units ⁹ <i>Consult appropriate CSU Catalogue for accurate units accepted</i>	Area 5A & 5C 4 semester units	8 quarter/5.3 semester units ⁹⁹
Physics C Electricity/Magnetism	Score of 3: PHY 110 3 units Score of 4 or 5: PHY 105 4 units	Areas B1and B3 4 semester units	4-6 semester units ⁹ <i>Consult appropriate CSU Catalogue for accurate units accepted</i>	Area 5A & 5C 4 semester units	4 quarter/2.7 semester units ⁹⁹
Physics C Mechanics	Score of 3: PHY 110 3 units Score of 4 or 5: PHY 105 4 units	Areas B1and B3 4 semester units	4-6 semester units ⁹ <i>Consult appropriate CSU Catalogue for accurate units accepted</i>	Area 5A & 5C 4 semester units	4 quarter/2.7 semester units ⁹⁹ ⁹⁹ Maximum credit for 3 Physics exams is 8 quarter units/5.3 semester units.
Psychology	Score of 3, 4 or 5: PSYCH 101 3 units	Area D9 3 semester units	3 semester units	Area 4I 3 semester units	8 quarter/5.3 semester units
Spanish Language	Score of 3: SPAN 101 5 units Score of 4 or 5: SPAN 101 & 102 10 units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Spanish Literature	Score of 3, 4 or 5: SPAN 124H 3 units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Statistics	Score of 3, 4 or 5: MATHS 136 4 units	Area B4 3 semester units	3 -4 semester units <i>Consult appropriate CSU Catalogue for accurate units accepted</i>	Area 2A 3 semester units	4 quarter/2.7 semester units

CREDIT FOR MILITARY TRAINING

Glendale College will recognize and grant credit to veterans for educational training completed in the armed forces provided such credit is not a duplication of work taken previously. College work completed through the United States Armed Forces Institute will be accepted. In order to receive credit for military training, veterans must petition for such credit and present authentic military service and training records including a copy of discharge papers showing an honorable discharge.

Applicants desiring credit for military training will be required to provide appropriate documents before credit for military service can be granted (see page 16). Credit awarded for military training may include credit for hygiene and physical education toward the Associate degree.

PASS/NO PASS COURSES (P/NP)

There are two categories of Pass/No Pass courses.

The first category consists of courses which must be taken on a P/NP basis only. Courses in this category include:

Accounting 121, 155, 156
 Art 158, 288
 CABOT 93, 107, 200, 206, 208, 209, 220
 CS/IS 191,192
 English 182, 183, 186,187, 189, 191, 193
 Independent Studies 101
 Internship 050
 Mathematics 155, 190, 255, 301, 341
 Music 239
 Nursing Science 201-204, 216, 219, 220, 232, 233, 255, 260
 Physical Education 101, 102, 119, 134
 Social Science 146
 ST DEV. 100, 101, 103, 125, 128, 129, 141, 143

The second category consists of courses which may be selected at the student's option. The student must complete the Petition for Pass/No Pass and have it on file in the Office of Admissions and Records by Friday of the third week for a semester-length class or by Tuesday of the second week for all other classes.

Students electing to take classes on a P/NP basis participate in the class as a regular student. If the grade awarded by the instructor is "C" or higher, the course grade is recorded as "P". If the instructor-assigned grade is "D" or "F," the course grade is recorded as "NP".

Units earned on a P/NP basis will not be used to calculate GPA's. However, units attempted for which "NP" is recorded shall be considered in progress probation and dismissal procedures.

The courses designated must be outside of courses required for the student's major. The number of P/NP units designated may not exceed twelve (12) in residence at GCC (exclusive of those earned in courses which are graded only on P/NP) with no more than six units during any semester or summer/winter intersession. Once a petition is filed to take a class as P/NP, no student shall be permitted to change his/her enrollment to receive a letter grade of A to F.

Courses which may be selected by petition for Pass/No Pass:

Accounting 110, 120, 121, 130, 150, 157, 160, 165, 170, 175, 180, 201, 202, 210, 220, 225, 230, 235
 Administration of Justice (all)
 Alcohol/Drug Studies 101, 103, 110, 115
 American Sign Language 101-105, 202
 Anthropology 101-105, 111
 Architecture (all except 106, 141)
 Armenian 101-104, 115, 116, 125-127
 Art (all except 158, 257, 288)
 Aviation and Transportation 112, 113
 Biology 131, 145, 146
 Business Administration (all)
 Chemistry 110
 Child Development (all except 158, 175, 176)
 Chinese 101, 102
 CABOT (all except 90, 92, 94, 260)
 CS/IS (all except 142)
 Culinary Arts (all)
 Dance (all except 158)
 Economics 101, 102
 English 103, 105-117, 122-128
 ESL 115, 116, 123, 125, 128, 133, 135, 141, 145, 151, 155
 Ethnic Studies 101, 102, 110, 111, 124, 125, 132, 164
 Fire Technology (all)
 French 101-104
 Geography 101, 103, 106, 107, 110, 111
 Geology 101, 105, 111, 112
 Health 101, 102, 104, 106, 110
 History 101, 102, 106-109, 111-115, 119-122, 131-133, 136, 151, 152
 Hospitality and Tourism Management (all)
 Humanities 105, 110, 111, 115, 117, 120, 125, 130, 135
 Independent Studies 049
 Interdisciplinary Studies 110
 Italian 101-104
 Japanese 101-104
 Journalism 110
 Korean 101, 102
 Library 101, 190, 191
 Linguistics 101
 Math 119, 120, 101, 131, 141, 144, 145, 146, 219, 220, 245, 246
 Media Arts 101, 103, 104, 111, 112, 117, 202, 205, 207, 218
 Medical Office Administration 187
 Music (all except 239)
 Nursing Science 250
 Nutrition (all)
 Paleontology 101
 Philosophy (all)
 Photography (all except 257)
 P.E. 120-285, (except 228) 294, 295
 Physical Science 131
 Physics 110
 Political Science 102, 106, 108, 110-112
 Psychology (all)
 Real Estate (all except 162, 163, and 164)

Social Science 125-127, 134, 145
 Sociology (all)
 Spanish 101-104, 115, 125, 126
 Special Topics 060
 Speech Communication 104, 105, 108, 190-193
 Student Development 145
 Technical Education 147
 Theatre Arts 100-104, 107, 109-111, 121-123, 129, 130 134, 140, 151

FINAL EXAMINATIONS

At the end of each semester a final examination schedule is followed. Students must attend all classes in accordance with the schedule for that period. This arrangement permits the giving of final examinations in those classes which require them and the completion of the instructional program in the other classes. No student shall be excused from taking a final examination where such is required as part of a course.

GRADES, GRADE POINTS, AND GRADE-POINT AVERAGE

The standing of students in each course will be determined by class work and examinations. Grades will be reported and grade points allowed as follow:

A - Excellent.....	4 grade points per unit
B - Good	3 grade points per unit
C - Satisfactory	2 grade points per unit
D - Less than satisfactory.....	1 grade point per unit
F - Failing.....	0 grade points (cannot be removed by examination)
P- Pass (at least satisfactory—units awarded, not counted in GPA)	
NP- No Pass (less than satisfactory or failing—units not awarded in GPA but included in computation of progress probation)	

Grade-Point Average (GPA)

The GPA is computed by dividing the total number of grade points earned by the GPA units. A "W" notation does not enter into computation of the GPA. Also, such computations do not include the unit value of courses for which "P or "NP" are recorded or for courses completed under the regulations established for credit by examination. If a course is repeated for the purpose of improving previous substandard work, the units attempted and grade points earned are counted according to the course repetition policy. An "I" made up carries the grade points per unit appropriate to the grade given on makeup.

Non-Evaluative Symbols

Units for which the following grading symbols have been assigned will not be counted in the computation of the GPA.

I -	Incomplete (Included in the computation of progress probation)
W -	Withdrawn (Included in computation of progress probation)
IP -	In Progress—To be used when class extends beyond the normal end-of an academic term
RD-	Report Delayed
MW -	Military withdrawal- to be used when student receives military orders

An incomplete grade may only be given when an unforeseen emergency prevents a student from completing work in a course. The incomplete grade must be removed by the end of the 12th week in the semester following the term in which the incomplete was assigned, regardless of whether or not the student is registered for classes at the college. The nature of the unforeseen emergency and the conditions for removal of the "I" shall be stated by the instructor in an on-line contract. The contract shall include the grade to be assigned if the course work is not completed. The instructor will generate this contract when final grades are entered on-line. Once the work stipulated has been completed and evaluated, or the time limit for completing the work has passed, a final grade will be assigned.

GRIEVANCE PROCEDURES

Glendale Community College District is committed to providing a prompt and equitable means of resolving student complaints against actions taken by the college and its employees. In accordance with applicable State and Federal laws, the district maintains grievance procedures that are available to any student who reasonably believes a college decision or action has adversely affected his or her status, rights, or privileges as a student.

What can a student grieve?

Students may file grievances against actions by GCC employees in areas including, but not limited to the following: the exercise of rights of free expression; violation of published GCC rules, Board policies, and administrative regulations; academic decisions that may affect a course grade; and the assignment of final course grades (according to prescribed legal limits).

Where can a student get a copy of the GCC student grievance procedures?

Copies of GCC Board Policy 5530 and Administrative Regulations 5530 can be obtained from a division chairperson, the Dean of Student Affairs, the Dean of Instructional Services, the Dean of Student Services, and the Director of Admissions and Records. Additionally, students may access these regulations on the GCC web site at www.glendale.edu.

Non-Grade Grievances

A student may address a complaint about an action taken by a college employee that does not involve course grades through the grievance process. Informal meetings and discussions between persons directly involved in a non-grade grievance are essential at the outset of the dispute and are encouraged at all stages. If a student cannot resolve a non-grade grievance directly with the involved GCC employee, the student may request a meeting with the appropriate administrator/manager or division chairperson. The administrator/manager or division chairperson shall meet with the student and the employee in an attempt to resolve the issue and may meet with the student and GCC employee either jointly or separately. If no informal resolution is reached with the administrator/manager or division chairperson that is satisfactory to the student, the student may request an administrative hearing with the appropriate senior GCC

administrator as follows: Instructional Services employees: Vice President, Instructional Services or designee; Student Services employees: Vice President, Student Services or designee; Administrative Services employees: Vice President, Administrative Services or designee; College Administrators: Superintendent/President or designee.

The senior administrator shall meet with student and GCC employee either jointly or separately to attempt to settle grievance through mediation, negotiated agreement, or another mutually acceptable resolution. The final outcome or resolution will be communicated to the involved parties within ten instructional days after the conclusion of the hearing process.

Most complaints, grievances or disciplinary matters can be resolved at the campus level. This is the quickest and most successful way of resolving issues involving a California community college. Issues that are not resolved at the campus level may be presented to:

- The CCC Chancellor's Office if your complaint does not concern CCC's compliance with academic program quality and accrediting standards. Complete the web form at <http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx>.
- The Chancellor's Office website at <http://www.cccco.edu/ChancellorsOffice/Division/Legal/Discrimination/tabid/294/Default.aspx> if your complaint involves unlawful discrimination.
- The Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process> if your complaint is associated with the institution's compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.

Grade Appeals

This procedure provides a means of resolving a student's dispute of an academic decision (such as temporary removal from a lab or classroom setting) or the assigned final grade for a course. A student has the right initially to an informal review and explanation of his or her grade by the instructor who in turn is obligated to provide such a review. However, a student may only appeal a grade or academic decision if he or she is prepared to carry the burden of proving one or more of the following conditions as specified by law: a mistake in the assignment of the grade or in the process of its recording, fraud, bad faith, or incompetence.

A student shall initiate the process by filing a grade appeal with the instructor within the next regular semester (as specified in the applicable class schedule) following the award of the original grade. The student is expected to make a reasonable effort to resolve the matter on an informal basis with the instructor. If the student and instructor cannot settle the grade appeal, the student may request a meeting with the appropriate division chairperson. The division chairperson will then meet with the student and the instructor either jointly or separately to attempt to work out the grievance.

If the student cannot resolve the grade appeal with the instructor and division chairperson, then the student may request a conference with the appropriate dean. The dean will meet with the student and instructor either jointly or separately to resolve the grade appeal through compromise, negotiated settlement, or a recommendation that is satisfactory to all involved parties. If the dean is unable to resolve the complaint, and the student wishes to continue the grade appeal process, then the student may submit a written request for a formal grade appeal hearing with the Campus Judicial Board.

The Campus Judicial Board will conduct a closed hearing and based on the examination of supporting documents and testimony may take the following actions: Accept the formal grade appeal and recommend an administrative grade change; reject the formal grade appeal; make related recommendations as appropriate.

The Board will issue a written decision that includes a determination of whether the student established a rationale for a grade change according to applicable laws, and recommendations for the relief, if any, that should be afforded to the student. These findings are then submitted to the Superintendent/President for a final review.

After receiving the report of findings and recommended actions from the Campus Judicial Board, the Superintendent/President will issue a written decision to the involved parties that include his or her conclusions and directives. The Superintendent/President's decision shall be final and binding in all formal grade appeal hearings.

HONORS

Honors at Entrance

Honors at Entrance is granted to selected graduates of accredited United States high schools who have obtained a 3.5 or higher in their sophomore and junior years and first semester of the senior year. The student must be a first-semester-freshman and be enrolled in the college full-time. Students must apply for Honors at Entrance and submit official copies of their high school transcripts to the Office of Admissions and Records. Grades in physical education and military science courses are not included when calculating the GPA.

Dean's Honors

All students who are in good standing and whose semester grade-point average is 3.50 or higher in 12 or more units; 3.75 to 3.99 in 9 to 11.5 units; or 4.00 in 6 to 8.5 units, with grades of A, B or C are eligible for Dean's Honors. An earned grade of NP or I disqualifies a student for Dean's Honors.

Dean's Honors will be posted each semester to the students' permanent academic records.

Academic Honors at Graduation

Academic Honors are awarded to students at graduation who have achieved a grade-point average of 3.5 or above in all degree-applicable work completed at Glendale Community College.

PETITIONS PROCEDURE

Students with extenuating circumstances warranting special consideration for adjustment or deviation from established procedures and policies of the college may file a petition with the Office of Admissions and Records. The Petition to Waive College Requirement must be supported with appropriate documentation.

The notation of withdrawal "W" is not expunged from a transcript for any reason other than California Education Code, Title 5, Section 55024.

REMEDIAL COURSEWORK LIMIT POLICY

Glendale College offers remedial coursework through pre-collegiate basic skills courses in reading, writing, learning skills, study skills, mathematics, and English as a Second Language. These courses are designated as non-degree applicable credit courses. The Superintendent/President or designee shall establish administrative regulations on remedial coursework. (Title 5, Section 55002)

STANDARDS OF SCHOLARSHIP

Glendale Community College interprets a "C" average as a satisfactory scholarship standard.

Students who fail to maintain satisfactory scholarship shall be placed on academic or progress probation and shall be dismissed.

1. Academic Probation

A student shall be placed on academic probation if the student's cumulative grade-point average for all semester units attempted at GCC is less than 2.0.

2. Progress Probation

A student who has enrolled in a cumulative total of at least twelve (12) semester units shall be placed on progress probation if the percentage of all units in which a student has enrolled for which grades of "W", "I" and "NC" or "NP" are recorded reaches or exceeds fifty percent (50%).

3. Dismissal

- a. A student on probation (academic, progress or a combination of both) who earns any form of probationary status during enrollment at the end of the third consecutive semester of attendance shall be dismissed and shall not be reinstated until at least one semester (fall or spring) has elapsed after the dismissal. Students on dismissal are only allowed to enroll in a short term session for winter or summer.
- b. A student having been readmitted on probation after academic dismissal must maintain a grade-point average of at least 2.0 and must not be placed on progress probation. If either the grade-point average falls below 2.0 or the student is assigned the progress probation status, that student shall again be dismissed for one semester (either fall or spring).

Appeal of Dismissal

Following the notification of dismissal from the college, students may appeal the dismissal action by filing a

reinstatement petition with the Director of Admissions and Records. The written petition must include the extenuating and verifiable circumstances that warrant an exception to the dismissal action. The petition must be filed with the time lines outlined below or the student waives the rights to appeal the dismissal action.

If the appeal is approved, the student shall be required to participate in a prescribed intervention and complete a reinstatement contract, which shall include the maximum number of units in which he/she shall enroll. Failure to comply with terms and conditions of contract may result in a subsequent dismissal.

Timeline for Appeals

Appeals for reinstatement must be received by the Director of Admissions and Records by August 1 for the fall semester, and by January 31 for the spring semester.

Financial Aid Satisfactory Progress (SAP)

In order to receive financial aid, students must meet the Glendale Community College Standards of Scholarship. In addition, students are expected to meet the following standards required to maintain eligibility for federal or state financial assistance

General Requirements:

Eligible Program—A student must be enrolled in an educational program which leads to a degree or certificate that the student has not previously earned and which requires at least two semesters of study.

Review of Previous College Records—Students are expected to make satisfactory progress according to the college's standards of scholarship during all periods of enrollment whether or not they are receiving financial aid. Previous enrollment at Glendale Community College and units transferred from other institutions will be included in determining the student's maximum time frame for remaining eligible for Title IV funds. However, only GCC courses will count toward the student's GPA requirement.

Course Repetitions—Course repetitions within college and federal policy will be allowed, unless the student is on a Financial Aid contract. In that case, repeated courses are not counted toward financial aid eligibility.

Financial Aid Satisfactory Academic Progress (SAP) Standards

1. **Complete Educational Goal Within Maximum Time Frame**
Students pursuing a degree or transfer program are allowed a maximum of 72 attempted units within which to complete their educational objective. Students enrolled in a certificate program must complete their program within 30 attempted units. Attempted units are units in which the student received a grade, a W or a P/NP. All attempted units, including units transferred from other colleges, are included in this calculation, except for ESL and remedial units. Students not meeting this standard are placed on Term Dismissal. Students with prior degrees are automatically placed on Term Dismissal.

2. Successful Progression Toward Educational Goal

Students must successfully complete at least 67% of all attempted units to meet financial aid eligibility requirements. Attempted units are any units in which the student is enrolled beyond the Deadline to Drop the class. All attempted units, including units transferred from other colleges, are included in this calculation. Units with grades of F, W, NP and IP are not successfully completed.

3. Maintain a 2.0 Grade Point Average Requirement

Students must maintain an official GCC cumulative Grade Point Average (GPA) of at least 2.0 to be eligible for financial aid programs. Grades transferred in from other colleges are not considered.

Warning and Progress Dismissal

Students' compliance with Financial Aid Satisfactory Academic Progress Standards is measured each semester. Students who are warned that they are in danger of not meeting one or more of the Financial Aid Satisfactory Academic Progress standards must meet the standard(s) by the end of the semester in order to remain eligible for financial aid. Students not meeting this standard after the "Warning" semester are placed on Progress Dismissal and are no longer eligible for financial aid.

Appeal Process for Progress Dismissal or Term Dismissal

Students may appeal their Progress Dismissal or Term Dismissal disqualification from financial aid if failure to meet SAP requirements is due to mitigating circumstances beyond the student's control. The appeal should include documentation of the mitigating circumstances. Not all appeals are approved. Students appealing a disqualification due to not meeting progress standards may be reinstated for one semester and must meet all Satisfactory Academic Progress standards by the end of the semester. Students appealing a disqualification due to exceeding the Maximum Time Frame for completing an eligible program may be allowed to continue on a Financial Aid Contract. Only the courses on the Financial Aid Contract will count toward financial aid eligibility and must be successfully completed for the student to remain eligible for financial aid.

Academic Dismissal

Students who are placed on Academic Dismissal by the College are not eligible for financial aid. There is no Financial Aid appeal process for this status.

STANDARDS OF STUDENT CONDUCT

The Standards of Student Conduct provide a prompt and equitable means to address alleged student violations of the college's behavioral regulations. Students who violate college policies and behavioral regulations shall be subject to the disciplinary procedures outlined in the *Standards of Student Conduct*, GCC Administrative Regulation 5500. These procedures are not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

Prohibited conduct that may subject a student to disciplinary sanctions includes, but is not limited to the following:

1. Disruption of the orderly operation of the college, including but not limited to the delivery of GCC instructional, administrative, or student services; campus activities sponsored or sanctioned by GCC; other authorized non GCC activities when the act occurs on GCC premises.
2. Violation of published GCC rules, Board policies, and administrative regulations.
3. Knowingly furnishing false information to any GCC employee or campus office for the purpose of completing GCC documents, applications, or forms processed by the college.
4. Forgery, alteration, or other unauthorized use of GCC documents, applications, records, identification, or forms processed by the college.
5. Unauthorized possession or duplication of keys to any GCC premises, entry into or use of any GCC premises, or use of GCC supplies and equipment.
6. Cheating, plagiarism, or other violations of GCC policies and administrative regulations governing academic honesty.
7. Misuse of GCC computer systems in violation of GCC board of policies and regulations governing the use of computer and communications technology.
8. Gaming, gambling, or participating in other activities for the purposes of wagering or betting funds.
9. Soliciting or assisting another to perform any act that would violate the *Standards of Student Conduct* and subject a student to disciplinary sanctions.
10. Violation of judicial and statutory standards of obscenity; engaging in lewd or indecent behavior on campus or at a campus function.
11. Violation of federal, state, or local law on GCC premises, or at GCC sponsored or supervised activities.
12. Use, possession, or distribution of narcotics, other legally controlled substances, or alcoholic beverages except as expressly permitted by law and GCC regulations.
13. Failure to comply with directions of GCC employees who are acting within the scope of their job responsibilities.
14. Presence on campus or at a college-sponsored function while under the influence of narcotics, other legally controlled substances, or alcoholic beverages except as expressly permitted by law and GCC regulations.
15. Abusive behavior directed toward, or hazing of, a member of the campus community or a campus visitor.
16. Illegal or unauthorized possession or use of firearms, explosives, other weapons, or dangerous chemicals.
17. Sexual harassment of a member of the campus community or a campus visitor including, but not limited to unwelcome sexual advances; requests for sexual favors; other verbal, non verbal, or physical conduct of a sexual nature in violation of GCC board policies and administrative regulations on sexual harassment, and applicable State and Federal laws.

18. Verbal abuse, threats, intimidation, harassment, coercion or other conduct that threatens or endangers the health and safety of a member of the campus community or a college visitor.
19. Assault, battery, or any other physically abusive behavior that threatens or endangers the health and safety of a member of the campus community or campus visitor.
20. Theft or attempted theft of GCC property, or property of a member of the campus community or campus visitor.
21. Actual or attempted vandalism or destruction of GCC property, or property of a member of the campus community or campus visitor.
22. The use of any electronic listening or recording device in any classroom without the prior consent of the instructor, except as necessary to provide reasonable accommodations for students with disabilities.
23. Selling, preparing, or distributing recorded course materials for any purpose unless authorized by the instructor in writing.

Authorized disciplinary sanctions for violations of student behavioral regulations include, but are not limited to written reprimand, loss of privileges, restitution, temporary removal from class, suspension, and permanent expulsion. The college administers these sanctions through the *Standards of Student Conduct* and provides involved students with their due process rights guaranteed by State and Federal constitutional protections. Copies of the *Standards of Student Conduct* are available in the Student Affairs Office located in the J.W. Smith Student Center.

UNIT OF WORK

The credit value in semester units of each course is indicated after the title of the course under "Course Descriptions." Each unit represents one hour per week of lecture or discussion, or a longer time in laboratory or other exercises not requiring outside preparation. For each hour of lecture-discussion, two hours of preparation are assumed.

UNIT LIMITATIONS

The students' program of studies will vary according to their needs and objectives. Students registered in 12 or more units are classified as full-time students; those registered for less than 12 units are classified as part-time students. The academic load carried should be in line with the best combined judgment of the student and the counselor. The college recommends that students who are working 20 hours per week should carry no more than 10 units; 30 hours per week, no more than 8 units; and 40 hours per week, no more than 6 units. Individuals having health problems should make proportionate adjustments in their college programs.

Students may not register in more than 19 units, including wait-list units, in a fall or spring semester.

WITHDRAWAL/COURSE DROP POLICY

Once enrolled in courses, students are not considered dropped or withdrawn unless:

- They have dropped the course Online via MyGCC or
- They have dropped the course with an Add/Drop form in person at the Admissions & Records office.

A grade of "W" will not be made on the permanent academic record of a student who drops or is dropped from the course or from college:

- During the first two weeks of a semester-length course;
- During the first week of a course which is at least five weeks in length and less than a semester in length; or
- During the first 20% of a course which is less than five weeks in length

Students who drop or are dropped from semester length courses after the second week and prior to the end of the 12th week will receive grades of "W" on their permanent academic records.

In order to receive a grade of "W" in a five-week summer/winter session course, a student must drop by the end of the third week, and by the end of the fourth week for a six-week summer/winter session class.

Any courses of duration not listed above adhere to a pro rata schedule for deadlines.

A student must drop a course during the period stated to not receive a withdrawal notation (W). There are no extenuating circumstances to remove a "W" from a student record. If circumstances occur after the final drop date to receive a "W", the student may petition (see page 55 of this section). Extenuating circumstances are verified cases of accident, illness or other circumstances beyond the control of the student. Such withdrawals or drops shall be recorded as a "W".

Students not dropped or withdrawn from courses during the periods and circumstances described above will not be eligible for a notation of "W" and must be assigned a letter grade in the "A" through "F" category, or "P/NP" in those courses so designated.

According to California Education Code, Title 5, Section 55024, the number of times that a student may withdraw from a class is limited. See your counselor for procedures and policies.

GRADUATION REQUIREMENTS ASSOCIATE OF ARTS/ASSOCIATE OF SCIENCE DEGREES

Glendale Community College shall confer the degree of Associate of Arts or Associate of Science upon a student who has satisfactorily completed all of the requirements for graduation. At GCC, a student is allowed to petition for one Associate in Arts or Associate in Arts for Transfer degree (AA or AA-T) and one Associate in Science or Associate in Science for Transfer degree (AS or AS-T) for a total of two Associate degrees. However, if a student seeks to earn additional degrees for employment purposes, or for four-year university admission requirements, he or she may do so if:

- The student has met the minimum requirements for the proposed major/certificate; and
- At least 12 required units in the proposed major are separate and distinct from the required units of the student's first and second degrees earned at GCC; and
- The student has achieved a minimum GPA of 2.0 for all units attempted in pursuit of the degree; and
- The student has completed a graduation petition with an academic counselor, preferably during the beginning of the final semester.

If all of the above requirements are met, the student may be able to petition for more than one degree during the same semester.

The Associate degree is granted to persons who file a Petition for Graduation in the Admissions and Records Office, who are not on academic probation, and who have completed a minimum of 12 of the last 18 semester units of the required college curriculum of 60 degree applicable semester units at GCC. Exceptions to the residence requirement can be made by the Board of Trustees when an injustice or undue hardship would result. The completion of the required 60 semester units must include all of the following:

MAJOR

1. The requirement for the **Associate in Arts** degree may be met by completing an approved *Area of Emphasis or Major* with a minimum of **18 semester units**: The approved Areas of Emphasis and Majors are listed on the following pages.

The requirements for the **Associate in Science** degree may be met by completing an approved major/certificate program of **18 semester units or more**. The approved majors/certificate programs are listed on the following pages.

When a course required for an Area of Emphasis or Major is also an approved general education course, the course may be double-counted. However, units are only counted once to satisfy the 60 unit requirement for the Associate Degree.

AMERICAN INSTITUTIONS /STATE & LOCAL GOV'T

2. **Three semester units** in American Institutions and State & Local Government are required: POL S 101**, 105-106; SOC S 125-126***, 132. (**Students who complete POL S 101 before Spring 2014 must also complete POL S 106).

U.S. HISTORY

3. **Three semester units** in American History are required: ECON 111/HIST 116; HIST 110, 111(CD), 117, 118, 151; SOC S 125-126***, 131.

MATHEMATICS

4. Evidence of proficiency in mathematics is required. This requirement may be fulfilled with a grade of **"C"** or better in MATH 101, 120, 131, or 220AB (2 units).

HEALTH

5. **Three semester units** of community and personal hygiene are required: HLTH 104, 106; PSYCH 111(CD)* or equivalent will satisfy this requirement.

PHYSICAL EDUCATION

6. **Two semester units** of physical education activity classes and/or dance activity classes must be completed unless exempted by established policy.

FIRST AID

7. **One semester unit** in first aid and CPR is required: HLTH 101, 102; EMT 140.

CULTURAL DIVERSITY

8. **Three semester units** in Cultural Diversity are required. Courses which satisfy this requirement have been marked by (CD) and appear throughout the graduation requirements. The requirement may be satisfied by completing any one of the graduation requirements with a course marked (CD) or by completing CH DEV 156.

GENERAL EDUCATION

9. **Eighteen (18) semester units** of general education including at least one course in each of the following areas:
 - a. **Natural Science**. One course (**3 semester units**) ANTHR 101, 111; ASTRO 102, 103, 110, 110H, 120; AT 122; BIOL 101, 102, 103, 112, 115, 120-123, 125, 125H, 126-131, 145, 146, 298; CHEM 101, 102, 105, 106, 110, 120, 121; GEOG 101, 107, 111; GEOL 101, 101H 102-105, 111, 111H, 112, 120; OCEAN 115, 116; PHYS 101, 101H, 102, 102H, 103, 103H, 105, 106, 110; PHYS SCI 131; PSYCH 103; T ED 145.

- b. **Social Sciences.** One course (3 semester units)
 ANTHR 102(CD), 102H, 103, 104, 105(CD);
 BUSAD 110; ECON 101, 102, 102H, 105; ETH S
 101(CD), 102(CD), 110(CD), 111(CD), 120(CD)-
 125(CD), 132(CD), 164(CD); GEOG 102(CD), 103,
 105, 106, 110, 114; HIST 101-109, 113, 114, 115(CD),
 119-122, 131-133, 136; INTERDIS 110; MCOMM
 101; POL S 102, 103, 103H, 104, 110, 111; PSYCH
 101, 101H, 104-106, 108-110, 111(CD)*, 113(CD),
 115, 131, 150; SOC S 101, 124, 127(CD), 134, 136;
 SOC 101, 102, 103, 104, 105, 131; SPCH 108.
- c. **Humanities.** Two courses (6 semester units)—
 one from each of the two areas below.
1. **Interdisciplinary Humanities—3 semester units** required: HUMAN 105(CD), 105H(CD), 106, 110, 111, 115(CD), 117, 120, 125(CD), 130, 135(CD).
 2. **Arts, Foreign Language, Literature and Philosophy—3 semester units** required:
 ARMEN 101-104, 115, 116, 117, 125-127; ART
 101, 101H, 102, 102H, 103-109, 111-113, 115, 116,
 118-121, 125, 199; CHIN 101, 102; DANCE 100,
 102; ENGL 102*, 103, 105-111, 114-117, 122, 123,
 124(CD), 125, 127, 128; FREN 101-104; ITAL
 101-104; JAPAN 101-104; KOREA 101, 102;
 LING 101; MUSIC 101, 102, 120-122, 125-127,
 128(CD); PHIL 101, 112, 113(CD), 114(CD), 116,
 118(CD), 119-122; SPAN 101-104, 106, 115, 125,
 126, 131; SPCH 106, T ART 101, 102, 107.

- d. **Language and Rationality.** At least two courses
 (6 semester units) one from each of the two areas
 below.

1. **English Composition—3 semester units**
 Evidence of proficiency in written English is
 required. This requirement may be fulfilled
 with a grade of "C" or better in ENGL 101
 or 101H.
2. **Communication and Analytical Thinking—
 3 semester units**
 ACCTG 101, 102; BUSAD 120, 125; CABOT
 102, 105; CS/IS 101, 120, 125, 130, 135, 137, 139,
 140, 165, 172, 180; ENGR 132, 156; ENGL 102*,
 102H, 104, 222; JOURN 102, 107; MATH 100-
 103, 103H, 104, 104H, 105, 105H, 107, 107H,
 108, 108H, 110, 112, 119, 120, 131, 133, 135, 136,
 138, 139, 219, 220; PHIL 117, 123; SPCH 100,
 101, 103-105; T ED 143.

NOTE: Graduation requirements 2, 3, 5, and 7 can be satisfied by
 examination. See a counselor for details.

*Courses with an asterisk may be counted in one area only.

**Students who complete POLS 101 prior to spring 2014 must
 also complete POLS 106.

***These courses satisfy areas 2 and 3.

Planning to Transfer?

ASSIST is a computerized student-transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one public California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's public colleges and universities and provides the most accurate and up-to-date information available about student transfer in California.

www.assist.org

Your official source for California articulation and student transfer information.



DEGREE AND CERTIFICATE PROGRAMS

Associate in Areas of Emphasis

Arts and Humanities

Science and Mathematics

Social and Behavioral Sciences

Associate in Arts/Science for Transfer (AA-T/AS-T)

Administration of Justice
 Anthropology
 Business Administration
 Child Development
 Communication Studies
 English

Geography
 History
 Kinesiology
 Mathematics
 Philosophy
 Physics

Political Science
 Psychology
 Sociology
 Spanish
 Theatre Arts

Associate in Arts Majors

Biological Science
 Business Administration
 Choreographic Studies and
 Dance Techniques
 English
 Foreign Language
 (2 options)

Health Science
 (2 options)
 Interdisciplinary Humanities
 (2 options)
 Mass Communications
 Mathematics
 Music

Physical Science
 Social Sciences
 Speech/Communication
 Theatre Arts
 (2 Options)
 Visual Arts
 (7 options)

Associate in Science Majors (Certificates)

Certificate of completion are offered on the following:

Accounting
 Administration of Justice
 Animation
 Architectural Drafting & Design
 Specialist in Alcohol/Drug Studies
 Art
 Two-dimensional
 Three-dimensional
 Aviation and Transportation
 Aviation Administration
 Pilot Training
 Bookkeeping
 Business Administration
 Financial Planning & Investment
 General Business
 International Business
 Entrepreneurship/Small Business
 Ceramics

Child Development
 Teacher
 Infant/Toddler
 School-Age Care
 Master Teacher
 Site Supervisor
 Choreographic Studies &
 Dance Technique
 Computer Applications and Business
 Office Technologies
 Administrative Assistant
 General Office
 Legal Secretary
 Computer Numerical Control Technician
 Computer Science
 Computer Software Technician
 Dance Teaching
 Dietary Services Supervisor
 Electronics & Computer Technology
 Electronics Technology Technician
 Engineering/Electro Mechanical Design
 Fire Technology

Insurance Specialist:Property & Casualty
 Machine & Manufacturing Technology
 Machinist
 Management
 Marketing
 Mass Communications
 Medical Office Administration
 Medical Front Office
 Music
 Photography
 Real Estate Appraisal
 Real Estate Broker
 Registered Nursing
 Restaurant Management
 Technical Theatre
 Television Production
 Corporate Television
 Mass Media
 Videography
 Web Development
 Welding, Occupational
 (Combination Welder)

Certificates Non-Degree

Aviation and Transportation
 Flight Attendant
 Computer Applications Specialist
 Computer Applications Technician
 Computer Information Systems
 Computer Programmer
 Computer Support Technician
 Computerized Accounting Specialist

CSU, Breadth
 Dental Front Office/Billing & Coding
 Desktop Publishing Technician
 Electro/Mechanical Fabrication Tech.
 Graphic Design
 Human Resources Assistant
 IGETC
 Insurance Professional

International Business Professional
 Medical Billing and Coding
 Receptionist/Office Clerk
 Retail Management
 Tax Preparer
 Verdugo Fire Academy
 Verdugo Recruit Academy
 Unix System Administrator

The certificates listed above meet Title 5 codes, and are approved by the California Community College Chancellor's Office. Certificates listed in any other publication (including on-line) that are not listed above may not be valid certificate programs. Please check with the Admissions Office.

MAJOR REQUIREMENTS FOR THE ASSOCIATE IN ARTS

The following is a list of the majors and their requirements that satisfy the Associate in Arts degree for Glendale Community College.

Please note: all courses used to satisfy the major for the Associate degrees must be completed with a grade of "C" or better.

BIOLOGICAL SCIENCE

Program Learning Outcomes: Upon completion of this program, students will be able to describe and demonstrate correct use of laboratory equipment; be well-prepared for upperdivision biology courses; and be well-qualified as transfer students to a 4 year university biology program.

Required: BIOL 101, 102; CHEM 101, 102; MATH 101.

BUSINESS ADMINISTRATION

Required: ACCTG 101, 102; BUSAD 101, 120; CS/IS 100 or 101.

CHOREOGRAPHIC STUDIES AND DANCE TECHNIQUES

Program Learning Outcomes: Upon completion of this program, students will be able to integrate technical dance skills using correct body alignment and muscle coordination and compare various dance forms in relation to historical and cultural context.

The following dance courses are required (19 units): DANCE 100, 111 (1.5 units), 116 (1.5 units), 121 (1.5 units), 130 (1.5 units), 129 (2 units); 135 or 136 (3 units), 140 (1 unit) or 127 or 128; and BIOL 120.

ENGLISH

Students completing an AA degree in English develop core competencies in several areas including communication, critical thinking, global awareness, information competency, and personal responsibility. This is achieved through the study of texts and by enhancing their skills in reading, writing, and research. **Program Learning Outcomes:** Upon completion of this program, students will be able to apply literary and rhetorical concepts in order to critically read, write, think, and research.

Required: ENGL 105-106 or ENGL 109-110.

Select an additional 12 units from ENGL 101, 102, 103*, 104, 105, 106, 107, 108, 109, 110, 112*, 114, 115, 116, 117, 122, 123, 124, 125, 127, 128.

* A maximum of 6 units of ENGL 103 and 112 combined may be counted toward the 18 units required.

FOREIGN LANGUAGE

Program Learning Outcomes: Upon completion of this program, students will demonstrate increased reading and listening comprehension of the target languages; utilize oral and written communicative skills to produce the target languages; and demonstrate increased appreciation of the target languages' cultures.

Required: A minimum of 18 units in one of the following options:

Option 1: Any French or Spanish language (title will reflect the language chosen)

Option 2: Ten (10) units in any foreign language and eight (8) units in another.

HEALTH SCIENCE

Program Learning Outcomes: Upon completion of this program, students will be able to identify anatomical structures and describe the functions of important systems in the human body; be accepted to a nursing program ; and be well-prepared for courses in the nursing program or a 4-year university program of their choice.

Required Core (14 units from either Option A or B) plus 6 elective units:

Option A: BIOL 115 (or BIOL 122), 120; CHEM 110 or 120

Option B: BIOL 120, 121; CHEM 110 or 120

ELECTIVES (6 units): Choose one course from each category

Category 1—Speech: SPCH 100, 101, 103

Category 2—Social Science: ANTHR 102, PSYCH 101, SOC 101

INTERDISCIPLINARY HUMANITIES

American Responses to Other Cultures

Program Learning Outcomes: Upon completion of this program, students will be able to apply literary, rhetorical, interdisciplinary concepts , and discipline specific concepts (such as geography and history) in order to critically read, write, think, and research about the ways that American has responded to global cultures.

- Select 9 units from: HUMAN 105, 110, 111, 125.

- Select 9 units from at least 3 of the following disciplines: ENGL 111, 124, 127, 128; ETH S 101, 102, 110, 120, 121, 123, 132, 164; GEOG 102; HIST 103, 104, 111, 113, 114, 119, 120, 121, 131, 132, 135; PHIL 121, 122; SOC S 134; SOC 102, 105; SPAN 124, 126.

MASS COMMUNICATIONS

Program Learning Outcomes: Upon completion of this program, students will be able to analyze and differentiate the primary influences of dominant mass media on major cultural practices and social and political institutions; and research and explain the historical influences of dominant communication technologies on society, culture and human behavior.

Required: ENGL 101; JOURN 102, 103, 104; MCOMM/JOURN 101.

A minimum of 3 units must be selected from the following: JOURN 106, 107; MCOMM/JOURN 049**; MCOMM 120.

***A maximum of 6 units in MCOMM/JOURN 049 may be counted toward the 18 units required.

MATHEMATICS

Program Learning Outcomes: Upon completion of this program, students will be able to solve applications in math and science using derivatives, integrals, differential equations and linear algebra; evaluate limits, derivatives and integrals; solve a variety of rudimentary and second order differential equations; and analyze, synthesize and evaluate theorems in Linear Algebra.

Required: MATH 103, 104, 105, 107, 108.

MUSIC

Students will be able to demonstrate technical skills requisite for artistic self-expression in at least one major performance area at a level appropriate for the particular music concentration; demonstrate an understanding of the common elements and organizational patterns of music and their interaction, and the ability to employ this understanding in aural, verbal, and visual analysis; demonstrate a basic knowledge of music history through the present time; and demonstrate keyboard competency in intermediate to advanced piano performance literature. **Program Learning Outcomes:** Upon completion of this program, students will be able to demonstrate an understanding of the common elements and organizational patterns of music and their interaction, and the ability to employ this understanding in aural, verbal, and visual analyses; demonstrate a basic knowledge of music history through the present time. Demonstrate keyboard competency in intermediate to advanced piano performance literature; and demonstrate technical skills requisite for artistic self-expression in at least one major performance area at a level appropriate for the particular music concentration.

Required: MUSIC 103 or 113, 104, 105, 107, 108, 125, 126, and 2 units of MUSIC 140.

Piano proficiency equivalent to the level of Piano III (MUSIC 162)

Four semesters (4 units) of enrollment in any of the following (in addition to corequisites already listed in AA degree):

MUSIC 143, 144, 145, 146, 147, 148, 152, 230, 231, 232, 233, 235, 236, 237, 240, 241, 242.

PHYSICAL SCIENCE

Program Learning Outcomes: Upon completion of this program, students will be able to explain the difference between evidence and theory in science and cite an example in their explanation; use instruments and computers to accurately measure, graph, and analyze physical properties (these instruments will include calipers, micrometers, mass balances, spectrometers, interferometers, and digital oscilloscopes depending upon which courses the student had taken); interface computers and sensors using digital conversion technology and the Data Studio Software package to perform experiments in mechanics, electricity and magnetism, thermodynamics, and chemistry

Required: A minimum of 18 units from at least two of the following 3 categories:

Category 1: PHYS 101, 102, 103, 105, 106

Category 2: CHEM 101, 102, 103, 105, 106

Category 3: ASTRO 102, 103, 110, 120;

GEOG 101, 102, 103, 104, 105, 111, 112, 120;

OCEAN 115, 116; PALEO 101.

SOCIAL SCIENCES

Program Learning Outcomes: Upon completion of this program, the student will have developed a broad and critical understanding of the complex interconnections between the human and environmental forces in their world. The student will be able to demonstrate critical thinking skills and a basic understanding of the complex interrelationships between human kind and the biophysical environment.

Required: A minimum of 18 units from the following:

1. Select courses (minimum 6 units) to satisfy each of the following 3 areas:

American Institutions: POL S 101, 105, 151;

SOC S 125-126, 132. (POL S 101 completed in the Spring 2014 or after satisfies both areas 2 and 3).

State and Local Government: POL S 106, 151;

SOC S 125-126, 132. (POL S 101 completed in the Spring 2014 or after satisfies both areas 2 and 3).

American History: ECON 111 or HIST 116; HIST 110, 111, 117*, 118*, 150, 151; SOC S 125-126, 131.

2. Select 12 units from four different disciplines: ANTHR 101 - 105, 111; ECON 101, 102, 102H, 105, 110, 111; ETH S 101, 102, 110, 111, 120-125, 132, 164; GEOG 101-103, 105-107, 110, 111, 114; HIST 101-109, 112-116, 117*, 118*, 120-122, 131, 132, 135, 136, 152; PHIL 101, 112-114, 116-123; POL S 102, 103, 103H, 108, 110, 111; PSYCH 101, 101H, 103, 104-106, 108-111, 113, 115, 131, 150; SOC S 101, 124, 127, 134, 136; SOC 101, 105, 131, 140.

*These courses may not be used in more than one area.

SPEECH/COMMUNICATION

Program Learning Outcomes: Upon completion of this program, students will be able to demonstrate oral and written communication skills to produce effective speeches; demonstrate increased appreciation of the speech communication process, and demonstrate the ability to apply critical thinking skills in the areas of speaking and listening.

Complete the required courses and choose from either option 1 or 2 to complete the Speech/Communication major for the AA degree.

Required: ENGL 101 and SPCH 101.

Select 3 courses from the following: SPCH 100, 103, 104, 106, 108

Option 1

Select 1 course: PSYCH 101 or SOC 101.

Option 2

Select three units from: SPCH 190, 191, 192, or 193.

THEATRE ARTS

Choose from one of the following options:

Option 1: General

Students will identify theatre as a collaborative art form; analyze a play from script to performance; apply skills and knowledge of theatre in preparation for transferability or vocation; and identify theatre terms and occupations.

Program Learning Outcomes: Upon completion of this program, students will be able to apply skills and knowledge of theatre in preparation for transferability or vocation; analyze a play from script to performance; identify theatre terms and occupations; and identify theatre as a collaborative art form.

Required: T ART 101; three units from T ART 130, 131, 160, 161, 162, 163, or 164; three units from T ART 100 (formerly 108) or 103;

Nine units from: DANCE 110, 115, 120, 125, 190; SPCH 101; T ART 102, 107, 109, 110, 121, 123, 129, 130, 131; One course from: Art 101, 102; DANCE 101; ENGL 116, 125; HUMAN 117; SPCH 105; T ART 104, 106, 111, 121, 130, 131, 133, 134, 140, 151, 155.

Option 2: Acting

The student will learn to demonstrate respect and appreciate plays and theatre as a collaborative art form; analyze and evaluate play scripts; apply skills and knowledge of theatre in preparation for transferability or vocation; demonstrate a basic knowledge of physical stage and dramatic text terminology; and interpret and implement verbal and written instructions. **Program Learning Outcomes:** Upon completion of this program, students will be able to apply skills and knowledge of theatre in preparation for transferability or vocation; analyze a play from script to performance ; identify theatre terms and occupations ; and identify theatre as a collaborative art form.

Required: T ART 101, 103, 107, 109, 111 and 129;
Two units from: DANCE 110, 115, 120, 125, or 190

One course from: T ART 123, 130 or 131;

Three units from: T ART 160, 161, 162, 163 or 164;

One course from: ART 101, 102; DANCE 101, 126, 145; ENGL 116, 125; HUMAN 117; MUSIC 129, 135, 170; SPCH 101, 105, 106; T ART 102, 104, 121, 133, 134, or 140.

VISUAL ARTS

Required: A minimum of 18 units in one of the following options:

Option 1: Art History

Students will be able to use the specialized vocabulary of art history; identify examples of art objects depending on course (ancient, Renaissance, etc.); and analyze the cultural significance of art objects studied. **Program Learning Outcomes:** Upon completion of this program, students will be able to analyze cultural significance of art objects studied Identify specific examples of artApply the specialized vocabulary of art history.

• Required: ART 101, 102, 130.

• Select 3 courses from: ART 103-109, 112, 113, 116, 118, 120, 121, 138, 150, 199.

Option 2: Two Dimensional

Program Learning Outcomes: Upon completion of this program, students will be able to define and use core concepts in 2D and 3D art; demonstrate skill in a broad range of media, materials and processes; describe, analyze and provide criticism of works of art in various media; prepare and organize art works for exhibition, if applicable; understand safe and hazard-free use of art materials and equipment; produce original work the demonstrate a high level of craft; prepare artist statements, resumes and collateral written materials; and relate works of art to ideas from the study of art history and the humanities.

• Required: ART 101 or 102, 130, 150.

• Select 3 courses from: ART 131, 151, 152, 160, 164, 166, 170, 174, 179, 280; PHOTO 101.

Option 3: Graphic Art

Program Learning Outcomes: Upon completion of this program, students will be able to continually develop curriculum incorporating the critical elements of Graphic Design; continually develop curriculum incorporating the industry standard technical elements of Graphic Design; and demonstrate articulation with surrounding 4 year institutions and with the local Graphic Design Community.

• Required: ART 101 or 102, 130, 132, 134.

• Select 3 courses from: ART 135, 136, 142, 150, 156.

Option 4: Three Dimensional

Program Learning Outcomes: Upon completion of this program, students will be able to define and use core concepts in 2D and 3D art; demonstrate skill in a broad range of media, materials and processes; describe, analyze and provide criticism of works of art in various media; prepare and organize art works for exhibition, if applicable; understand safe and hazard-free use of art materials and equipment; produce original work that demonstrate a high level of craft; prepare artist statements, resumes and collateral written materials; and relate works of art to ideas from the study of art history and the humanities.

- Required: ART 101 or 102, 130, 138.
- Select 3 courses from: ART 152, 157, 179, 180, 181, 186, 187, 190, 280.

Option 5: Photography

Program Learning Outcomes: The student will be proficient in black and white processing/printing; digital photography workflows and color; and proficient in available light photography. The student will be able to produce a cohesive photographic project that is conceptually and technically well developed.

- Required: ART 199; PHOTO 101, 106, 130
 - Minimum of 4 units from: PHOTO 107, 118, 140, 142
- Recommended courses: PHOTO 103, 115, 121, 145

Option 6: Animation

Program Learning Outcomes: Upon completion of this program, college-age students and avocational learners gain skills allowing for transfer to 4-year colleges or entry into the workplace; and Industry-workers retrain themselves to diversify their work options within animation, gaming, or visual effects.

- Required: ART 101 or 102, 130, 150, 152, 201, 205, 206; HUMAN 115.

Option 7: Media Arts

Program Learning Outcomes: Upon completion of this program, students will demonstrate an effective ability to work as a member of a team to achieve the challenges of technical and conceptual goals of the project from origination to the completion of the high quality final deliverable media productions; demonstrate mastery of conceptual editing techniques to support storytelling and solving story problems through the use of editing dialogue, sound design, music, and sound effects to complete the creation of the master for final deliverables; and demonstrate an understanding of composition, film language and lighting techniques to support the creative vision of the director.

- Required: ENGL 112 or JOURN 102; MCOMM 101; MEDIA 101, 104, 107, 110 and 112. AS-T - ADMINISTRATION OF JUSTICE



ASSOCIATE DEGREES FOR TRANSFER AA-T/AS-T

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. However, this degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system.

Students who have been awarded an AA-T or AS-T degree are able to complete their remaining requirements for the baccalaureate degree within 60 semester or 90 quarter units. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Students must complete all CSU General Education-Breadth (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) requirements with a grade of "C" or better. The Pass/No Pass grading option is not appropriate for the CSU "Golden Four" requirements (CSU Breadth areas A1, A2, A3, and B4 or IGETC areas 1A, 1B, 1C, and 2).
4. Certified completion of the CSU GE Breadth or IGETC patterns.
5. Completion of a minimum of 18 semester units in an AA-T or AS-T major. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "Pass-No Pass" basis (title 5 § 55063).

*Units for major may be double-counted for CSUGE or IGETC

**Elective units to reach 60 unit total must be CSU transferable

CSUGE (40 units) or IGETC (37-39 units)

Total Units Required for Degree (60 units)

AS-T — ADMINISTRATION OF JUSTICE

The AS-T in Administration of Justice is designed to prepare the student for transfer to a four-year institution of higher education and is specifically intended to satisfy lower-division requirements for a baccalaureate degree in Administration of Justice at a California State University. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of administration of justice including topics and issues related to global, national, and local aspects within this field of study. **Program Learning Outcomes:** Upon completion of the program, students will demonstrate an understanding of the major components and function of the criminal justice system in America; demonstrate knowledge of criminal laws in California, and define ethics in law enforcement and the consequences of unethical behavior.

Required Core: ADMJ 101 and 103 (6 units)

List A: Select two courses (6 units) ADMJ 116, 118, 120

List B: Select two courses (6 units) Any course from List A not used above; MATH 136; PSYCH 101; SOC 101.

Required Units for Major: 18-19 units*

AA-T — ANTHROPOLOGY

The AA-T in Anthropology is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy lower-division requirements for a baccalaureate degree in anthropology at a California State University. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of anthropology including those topics and issues related to global, national, and local aspects of the field of study. **Program Learning Outcomes:** Upon completion of this program, students will be able to analyze and describe how culture acts as our primary adaptive response.

Required Core: (9 units) ANTH 101 and 111, 102, 103

List A: Select one course (3 units) ANTH 104, 105

List B: Select one to two courses (3-5 units)
BIOL 101, 102, 120, 123; GEOG 101, 111; GEOL 101, 102, 111, 112; SOC S 200,

List C: Select one course (3 units)
ETH S 101, 125; GEOG 103; HIST 133, 140; HUMAN 115; PHILO 113, 114.

Required Units for Major: 19.5-21 units* Required Units for Major: 18-19 units*

AA-T — ART HISTORY

The AA-T in Art History is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy lower-division requirements for a baccalaureate degree in art history at a California State University. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of art history including topics and issues related to global, national, and local aspects of the field of study. **Program Learning Outcomes:** Upon completion of this program, students will be able to identify major topics, developments, debates, and issues of art history; apply their knowledge of key concepts in art history to discuss, analyze, and synthesize a variety of theoretical and practical foci within the discipline; and gain a global, national, and local perspective on issues pertaining to art history preparing them for multiple pathways to future study and career opportunities.

Required Core: (9 units) ART 101, 102, and 150

List A: Select one course (3 units): ART 108, 109, 112, 115, 116

List B: Select one course (3 units) ART 130, 138, 152, 180, 186, 220; PHOTO 101

List C: Select one course (3 units): Any List A or B course not already used; ART 103, 104, 105, 107, 111

Required Units for Major: 18-19 units*

AS-T — BUSINESS ADMINISTRATION

The AS-T in Business Administration is designed to provide students with the common core of lower division courses required to transfer and pursue a baccalaureate degree in Business Administration. This includes business degrees with options such as accounting, finance, human resources management, international business, management, operations management, and marketing. The AS-T in Business Administration degree aligns with the CSU Bachelor of Science in Business Administration. **Program Learning Outcomes:** Upon completion of this program, students will be able to recognize, analyze, and assess current economic challenges facing global and domestic businesses; analyze, evaluate, and explain business problems using basic concepts and terminology of accounting and finance; and understand and apply the four P's of marketing, business law, investments, and management. **Students must complete the IGETC certification for this degree.**

Required Core: (19 units) ACCTG 101, 102; BUSAD 120; ECON 101, 102

List A: MATH 136

List B: Select two courses (8 units)
CS/IS 101; BUSAD 101 or 106.

Required Units for Major: 30-32 units*

AA-T — COMMUNICATION STUDIES

The AA-T in Communication Studies is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy lower-division requirements for the Baccalaureate Degree in Communication Studies at a California State University. The knowledge and skills offered in this degree help our students build satisfying and productive relationships in their careers as well as in their personal and civic lives. **Program Learning Outcomes:** Upon completion of this program, students will be able to demonstrate oral and written communication skills to produce effective speeches; demonstrate increased appreciation of the speech communication process, and demonstrate the ability to apply critical thinking skills in the areas of speaking and listening.

Required Core: SPCH 101

List A: Select two courses (6 units): SPCH 100, 103, or 104

List B: Select two courses (6 units): Any course from list A not used above; JOURN/MCOMM 101; SPCH 106, 108, 191+, 192+, 193+;

List C: Select one course (3 units): Any course from List A or B not used above; ENGL 102 or 102H, 104; JOURN 102; PSYCH 101 or 101H; SOC 101.

Required Units for Major: 18*

+A maximum of three units combined may be applied to the major

AS-T — EARLY CHILDHOOD EDUCATION

The AS-T in Early Childhood Education is designed to prepare the student for transfer to a four-year institution of higher education and is specifically intended to satisfy lower-division requirements for a baccalaureate degree in Child Development at a California State University. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of Child Development including those topics and issues related to global, national, and local aspects of the field of study. **Program Learning Outcomes:** Upon completion of this program, students will be able to promote Child Development by developing an understanding of young children and their needs, as well as, the multiple interacting influences on children's development and learning in order to create healthy, respectful supportive and challenging environments for all children; build family and community relationships; observe, document and assess child development and learning to support young children and families; plan, implement and evaluate developmentally appropriate, culturally and linguistically relevant experiences that promote and/or support development and learning for all children; and identify and conduct themselves as members of the early childhood profession, using ethical guidelines and other professional standards related to early childhood best practices. **Students must complete the CSU, Breadth certification for this degree.**

Required Core: (24 units) CHLDV 133, 135, 138, 140, 141*, 142, 150, 156, 180*, 181*, 182* (*141 must be taken concurrently with 180, 181, or 182)

AA-T — ENGLISH

The AA-T in English is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy lower-division requirements for a baccalaureate degree in English at a California State University. **Program Learning Outcomes:** The knowledge and skills offered in this degree lead students to develop foundational knowledge in grammar, composition, literary analysis, and logical argumentation in the field of English. These skills provide tools for inquiry into local, national, and global topics within the discipline.

Required Core: (6 units) ENGL 102, 104

List A: Select two courses (6 units): ENGL 105, 106, 109, 110, 122, 123

List B: Select one course (3 units): Any course from List A not already used; ENGL 103, 114, 115, 116, 125

List C: Select one (3 units): Any course from List A or B not already used; ENGL 111, 117, 127, 222; HUM 115; LING 101; T ART 101; SPAN 124H.

Required Units for Major: 18*

AA-T — GEOGRAPHY

The AA-T in Geography is designed to prepare the student for transfer to four year institutions of higher education and is specifically intended to satisfy lower-division requirements for a baccalaureate degree in geography at a California State University. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of geography including those topics and issues related to global, national, and local aspects of the field of study.

Required Core: GEOG 101, 102, 111

List A: Select two courses (6 units): GEOG 103, 107, 110

List B: Select two courses (6 units): Any course from List A not already used; ANTH 102; GEOG 106; GEOL 101.

Required Units for Major: 19 units*

A not already used; ANTH 102; GEOG 106; GEOL 101.

Required Units for Major: 19 units*

AA-T — HISTORY

The AA-T in History is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in History at a California State University. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of history including those topics and issues related to global, national, and local aspects of the field of study. **Program Learning Outcomes:** Upon completion of this program, students will engage in wide reading, deep thinking, and clear communication about the vast record of human experience. Students will learn how to discover facts, weigh interpretations, and draw conclusions in order to comprehend the present, envision alternative scenarios, and identify with generations to come.

Required Core: (6 units): HIST 117, 118

List A: (6 units): HIST 101, 102

List B: Select one course from each area

Area 1: (3 units) ANTHRO 102; ART 118; HIST 103, 104, 105, 111, 113, 114, 115, 119, 120, 121, 131, 132; ETH S 101, 102, 110, 120, 121, 123-125, 132, 164; GEOG 102, 103, 105, POL S 110; ENGL 111, 124; SPAN 102

Area 2: (3 units) Any history course from area 1 not already used; ART 113; ENGL 111, 124; HIST 132, 136, 152; PHIL 113, 114, 118, 121; POL S 101, 110, 111; SOC S 101, 134; SPCH 108.

Required Units for Major: 18-20 units*

AA-T — JOURNALISM

The AA-T in Journalism is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy the lower-division requirements for a baccalaureate degree in Journalism at a California State University. **Program Learning Outcomes:** Upon completion of this program, the student will have the skills necessary to recognize and produce well-written news and feature articles; the ability to visually present news material (articles and pictures) in an appealing way; and demonstrate knowledge of what is newsworthy.

Required Core: (9 units): JOURN 102, 103; MCOMM 101

List A: Select one (3 units): JOURN 104, 110, 250

List B: Select two courses (6 units): ENGL 104; PHOTO 101; POL S 101

Required Units for Major: 18-19 units*

AA-T — KINESIOLOGY

The AA-T in Kinesiology is designed to provide a fundamental understanding of principles and theories related to human movement, anatomy, physiology, mechanics and motor learning. The completion of the required coursework will satisfy lower division kinesiology requirements needed to transfer to most four

year institutions. This degree is intended for students who are interested in pursuing a variety of majors in the Kinesiology field. **Program Learning Outcomes:** Upon completion of this program, the student will have the skills necessary to be successful in upper division courses at the university. The student will be able to demonstrate critical thinking skills necessary to understand and analyze knowledge specific to kinesiology; exhibit knowledge of the skeletal and neuromuscular structures of the human body; demonstrate oral and written communication that meets appropriate professional and scientific standards in kinesiology; perform basic motor skills and apply a variety of concepts, theories, and methods common to kinesiology to bridge the gap between theory and practice; and apply and access universal risk management tools used to promote safe practices in physical activity.

Required Core: KIN 100/PE 120; BIOL 120, 121; and Select one course from any of the following Movement Based Course areas for a minimum of three (3) units:

Combative: PE 131, 217, or 227

Fitness: PE 102, 164, 194, 226

Individual Sports: PE 140, 202, 261

Team Sports: PE 150, 200, 274

List A: Select two courses (6 units minimum):

CHEM 101 or 120; HLTH 102; MATH 136; PHYSICS 105

Required Units for Major: 22-24 units*

AS-T — MATHEMATICS

The AS-T in Mathematics provides students with sufficient understanding of mathematical concepts, skills, and applications to attain upper division status in mathematics at most four-year colleges or universities. This coursework will satisfy the lower division mathematics requirements at the California State University. Successful completion of the transfer degree in Mathematics guarantees the student acceptance to the California State University. This degree is intended for students who are interested in the theory of mathematics and are planning on transferring to a four-year university and majoring in Mathematics, Physics, Engineering, or Computer Science. **Program Learning Outcomes:** Upon completion of this program, students will be able to solve applications in math and science using derivatives, integrals, differential equations and linear algebra; evaluate limits, derivatives and integrals; solve a variety of rudimentary and second order differential equations; and analyze, synthesize and evaluate theorems in Linear Algebra.

Required Core: (14 units): MATH 103 or 103H, 104 or 104H, and 105 or 105H;

List A: Select one course (4 units): MATH 107, 107H, 108, 108H;

List B: Select one course from the following: Any course from List A not used above; CS/IS 112, 135, 139; MATH 136; PHYSICS 101, 101H.

Required Units for Major: 21-23 units*

AA-T — PHILOSOPHY

The AA-T in Philosophy is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Philosophy at a California State University. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of philosophy including those topics and issues related to global, national, and local aspects of the field of study. **Program Learning Outcomes:** Upon completion of this program, students will be able to identify and evaluate arguments. Students will be able to recognize the importance of reasoning in seeking truth. Students will be able to articulate and distinguish competing theories and perspectives.

Required Core: Select two courses (6 units): PHILO 117 or 123; PHILO 101 or 116

List A: Select one course (3 units): PHILO 119, 120;

List B: Select two courses (6 units): HIST 101, 102; PHILO 113 or 114 or 121; PHILO 112 or 118

List C: Select one course (3 units): HUMAN 105, 106, 110, 111, 115, 117, 125, 130; PHILO 112 or 118 (if not used above)

Required Units for Major: 18-22 units*

AS-T — PHYSICS

The AS-T in Physics provides a foundation in physics and mathematics for students planning to transfer into a baccalaureate program in physics or physics education. Successful completion of the transfer degree in Physics guarantees the student acceptance to a California State University to pursue a baccalaureate degree in Physics or a related field. **Program Learning Outcomes:** Upon completion of this program, students will be able to apply appropriate physical laws and mathematical techniques to analyze various physical situations. Students will be able to perform various scientific experiments and to analyze data to check agreement with theoretical predictions.

Required Core: PHY 101, 102, 103; MATH 103, 104, 105.

Required Units for Major: 24 units*

AA-T — POLITICAL SCIENCE

The AA-T in Political Science is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Political Science at a California State University. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of political science including those topics and issues related to global, national, and local aspects of the field of study. **Program Learning Outcomes:** Upon completion of this program, students will be able to critically analyze and evaluate political institutions and processes in their state, national and international environments.

Required Core: (3 units) POL S 101 (POLS 106 is also required if POLS 101 is completed prior to Spring 2014.)

List A: Select three courses (9 units): MATH 136; POL S 102, 103, 104

List B: Select two courses (6 units): ANTHR 102; ETH S 102, 120, 121, 123, 132; GEOG 102; HIST 104, 117, 118; MCOMM 101; POL S 108, 110, 111; SOC 102.

Required Units for Major: 18-19 units*

AA-T — PSYCHOLOGY

The AA-T in Psychology is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Psychology at a California State University. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of psychology including those topics and issues related to global, national, and local aspects of the field of study. **Program Learning Outcomes:** Upon completion of this program, students will be able to communicate how genetics and environmental factors interact to affect behaviors. Students will be able to critically analyze research articles.

Required Core: MATH 136; PSYCH 101 or 101H; SOC S 200

List A: Select one course: BIOL 115, 122; PSYCH 103

List B: (3 units) Any course from List A not already used; PSYCH 104

List C: (3 units) Any course from List A or B not already used; ANTHR 102; BIOL 120; CHEM 101, 102; ENGL 102, 104; PSYCH 105, 106, 110, 111, 113, 115, 131, 203; SOC 101.

Required Units for Major: 19.5-20.5 units*

AA-T — SOCIOLOGY

The AA-T in Sociology is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Sociology at a California State University. The major has been designed to meet lower-division requirements for Sociology majors at most transfer institutions. **Program Learning Outcomes:** Upon completion of this program, students will be able to critically analyze and evaluate social phenomena, which involve social institutions and processes, within various contexts from the local to the global.

Required Core: SOC 101

List A: SOC 102, MATH 136

List B: Select two courses (6 units): ETH S 121; PSYCH 104, PSYCH/SOC 131; SOC 104;

List C: Select one course (3 units): Any course from List B not used above; PSYCH 101 or 101H; SOC 105 or 140.

Required Units for Major: 18-19 units*

AA-T — SPANISH

The AA-T in Spanish is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy lower-division requirements for a baccalaureate degree in Spanish at a California State University. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of Spanish including grammar, composition, oral expression, and literary analysis in the field of Spanish. These skills also provide tools for inquiry into local, national, and global topics within the discipline. This degree is extremely relevant due to the high percentage of Speakers that live in California.

Program Learning Outcomes: Upon completion of this program, students will be able to demonstrate reading and listening comprehension skills, and oral and written communicative skills in Spanish. Students will be able to demonstrate a broad knowledge of the cultures of the Spanish speaking world and the history and/or literature of Spanish speaking countries as a foundation for upper-division courses in Spanish.

Required Core: SPAN 101, 102, 103 or 115, 104

List A: Select one course (3 units): HIST 103, 104; SPAN 125, 126.

Required Units for Major: 23 units*

AA-T — THEATRE ARTS

The AA-T in Theatre Arts is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Theatre Arts at a California State University. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of Theatre Arts including those topics and issues related to global, national, and local aspects of the field of study. Students have a variety of courses in the fundamentals of theatre including the areas for dramatic criticism, theory, performance, technical stage, and preparation in all aspects of theatre arts production.

Program Learning Outcomes: Upon completion of this program, students will be able to identify major topics, ideas, debates and issues in theater arts. Students will be able to apply their knowledge of key concepts in theatre arts to discuss, analyze, and synthesize a variety of theoretical and practical foci within the discipline. Students will be able to gain a global, national, and local perspective on issues pertaining to the theatre arts preparing them for multiple pathways for future study and career opportunities.

Required Core: (9 units): T ART 101 or 102, 103, 160-164, 180-184

List A: Select three courses (9 units): T ART 104, 107 or 155, 109 & 110, 123, 160-164*, 171-173, 180-184*.

*If not used in Required Core.

Required Units for Major: 18 units*



AREAS OF EMPHASIS

The following is a list of the areas of emphasis and their requirements that satisfy the Associate in Arts degree for Glendale Community College. Please note that all courses used to satisfy the area of emphasis for the Associate in Arts degree must be completed with a grade of "C" or better. Students transferring to the University of California, the California State University, or a private college or university are advised to see their counselor or the Transfer Center for additional transfer requirements. Completion of CSU GE or IGETC as part of the 60 units for the AA degree may be appropriate.

ARTS AND HUMANITIES

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments. This area of emphasis is recommended for transfer students seeking an Associate Degree prior to transferring to a college or university pursuing a major in the arts and humanities.

Select a minimum of 18 units from the following, with at least 3 units from Arts and 3 units from Humanities:

Arts

ART 101, 101H, 102, 102H, 103-109, 111-113, 115, 116, 118-120, 121, 125, 199; DANCE 100, 102; ENGL 103; MUSIC 101, 102, 104, 105, 107, 108, 120, 121, 122, 125-128; T ART 101, 102, 107.

Humanities

ARMEN 101-104, 115, 116, 125, 126; CHIN 101, 102; ENGL 105-111, 114-117; FREN 101-104; HIST 101-111, 113-121, 131-133, 136, 152; HUMAN 105, 105H, 106, 110, 111, 115, 117, 120, 125, 130; ITAL 101-104; JAPAN 101-104; KOREA 101, 102; PHILO 101, 113, 114, 116, 118, 119, 121-122; SPAN 101-104, 115, 124H, 125, 126.

SCIENCE AND MATHEMATICS

These courses emphasize the facts and principles which form the foundations of living and non-living systems, as well as mathematical concepts and quantitative reasoning and their application. Students will understand and appreciate the methodologies of science as investigative tools and the limitations of scientific endeavors. Students will understand basic computational skills as well the understanding of basic mathematical concepts. This area of emphasis is recommended for transfer students seeking an Associate Degree prior to transferring to a college or university pursuing a major in engineering, mathematics, or science.

Select a minimum of 18 units from the following, with at least 3 units from Life Science, 3 units from Physical Science, and 3 units from Mathematics:

Life Sciences

ANTHR 101, 111; BIOL 101, 102, 103, 112, 115, 120-123, 125, 125H, 126-128, 130.

Physical Sciences

ASTRO 102, 103, 110, 110H, 120; CHEM 101, 102, 105, 106, 110, 120, 121; GEOG 101, 107, 111; GEOL 101, 101H, 102-105, 111, 111H, 112, 120; OCEAN 115, 116; PALEO 101; PHY SCI 131; PHYS 101, 101H, 102, 102H, 103, 103H, 105, 106, 110; T ED 145.

Mathematics

MATH 100, 102, 103, 103H, 104, 104H, 105, 105H, 107, 108, 110-112, 135, 136, 138.

SOCIAL AND BEHAVIORAL SCIENCES

These courses emphasize individual behavior and behavior in human social, political, and economic institutions. The pattern of coursework completed will ensure opportunities for students to develop understanding of the perspectives and methods of the social and behavioral sciences. Students will be exposed to a pattern of coursework designed to help them gain an understanding and appreciation of the contributions and perspectives of men, women and of ethnic and other minorities and a comparative perspective on both Western and non-Western societies. This area of emphasis is recommended for transfer students seeking an Associate Degree prior to transferring to a college or university pursuing a major in the social and behavioral sciences.

Select a minimum of 18 units from the following, with courses from at least two disciplines:

ANTHR 102, 102H, 103-105; ECON 101, 102, 102H, 105, 110, 111; ETH S 101, 102, 110, 111, 120-125, 132, 164; GEOG 102, 103, 105, 106, 110; JOURN 101; LING 101; MCOMM 101; POL S 101-103, 103H, 108, 110, 111; PSYCH 101, 101H, 103-106, 108-111, 113, 115, 131; SOC S 101, 124, 127, 131, 132, 134, 136, 200; SOC 101, 102, 104, 105, 131, 140; SPCH 108.

ASSOCIATE IN SCIENCE CERTIFICATE PROGRAMS

Certificate Programs are primarily business and technical programs for students desiring education beyond high school. These programs provide opportunities for students to prepare themselves for a wide variety of careers. In most cases these programs are planned without regard to transfer schools; however, many courses are transferable to four-year colleges or universities if students change their educational goals.

1. Certificates of Achievement shall be issued upon request by the Office of Admissions and Records to students who qualify by completing one of the occupation-centered curriculums. The student must have a grade of "C" or better in all courses constituting the certificate program.
2. To earn a certificate, students must complete the number of units required by the division. No certificate shall consist of less than 12 semester units.
3. At least 12 units of the required courses must be completed at Glendale Community College; therefore, to earn a certificate that requires 12 units, all courses must be completed at GCC.
4. Students pursuing certificate programs of less than 18 units are not eligible for financial aid.

ACCOUNTING

Program Learning Outcomes: Upon completion of this certificate program, students will be able to demonstrate the ability to read and understand the contents of a corporation's annual report. Students will be composing entry-level correspondence and respond to correspondence initiated by others. Students will be able to create, edit, and print worksheets using formulas and statistics, date and time, financial and logical functions to solve business information.

REQUIRED COURSES: ACCTG 101, 102, 120; BUSAD 101, 120; CABOT 105 (or BUSAD 106*), 270 (or ACCTG 180); CS/IS 101.

A minimum of 5 units must be selected: ACCTG 110**, 121, 130, 150, 155-157, 160, 165, 170, 175, 180***, 201, 202, 210, 220, 225, 230, 235; BUSAD 106*, 131, 135, 136; CABOT 106, 271; ECON 101, 102; INTERN 050 (ACCTG).

*CABOT 105 is appropriate for certificate students.

**No credit will be granted if Accounting 110 is taken after Accounting 101.

***If not used to fulfill CORE requirement

ADMINISTRATION OF JUSTICE

This program is designed to provide a broad-based education in the areas of law enforcement, corrections and the judicial system. The program is appropriate for students seeking employment as a law enforcement officer, correctional officer, probation or parole officer, or as a legal professional such as a paralegal or attorney. Students will demonstrate an understanding of the major components and function of the criminal justice system in America. Students will demonstrate knowledge of criminal laws in California. Students will define ethics in law enforcement and the consequences of unethical behavior. **Program Learning Outcomes:** Upon completion of this program, students will demonstrate an understanding of concepts in: criminal law, law enforcement procedures, crisis intervention, legal aspects of evidence and forensic science; discuss the aspects of community relations; discuss the techniques used in investigation procedures; and discuss the different aspects of special crimes.

The required core courses (21 units): ADMJ 101, 103, 110, 117, 118, 120, 134 and 170.

Minimum of 6 units from: ADMJ 107, 108, 116, 129, 130, 165, 202.

Recommended courses: ADMJ 201, SPCH 101.

ANIMATION

This certificate is designed to provide academic and hands-on learning experience for individuals planning on a career in the field of animation. Industry-workers retain themselves to diversity their work options within animation, gaming, or visual effects. College-age students and avocational learners gain skills allowing for transfer to four-year colleges entry into the workplace.

CLASSICAL ANIMATION

REQUIRED COURSES: ART 101 OR 102, 130, 210, 150, 152, 153, 201, 205, 206, 209; T ART 103; DANCE 140

*DIGITAL ANIMATION

REQUIRED COURSES: ART 101 OR 102, 152, 220, 230-234; PHOO 121 AND 122

*This certificate does not satisfy the major requirements for the AS degree.

SPECIALIST IN ALCOHOL/DRUG STUDIES

Program Learning Outcomes: Upon completion of this program, students will be able to demonstrate the ability to utilize their counseling and cognitive abilities necessary to integrate the counselor skills and ethical standards learned in the preceding Alcohol/Drug Studies Counseling program courses. The program is designed to provide academic preparation and field experience for individuals employed, or preparing for employment, as alcohol and drug abuse specialists in public and private agencies. During the capstone internship classes, students will be able to demonstrate the ability to utilize their counseling and cognitive abilities necessary to integrate the counselor skills and ethical standards learned in the preceding Alcohol/Drug Studies Counseling program courses. Students will be able to demonstrate the cognitive and counseling abilities necessary to integrate the counselor competencies and standards learned in a two year Alcohol/Drug Studies Counseling program, including evidence-based theory and competencies inherent in entry level alcohol/drug counselor positions. To earn a certificate the student must complete the core courses and selected courses from each section as designated, for a total of 39 units.

This program is accredited by the California Association of Alcohol and Drug Educators and designed to meet the certification requirements of both the California Association of Alcohol and Drug Abuse Counselors and the Coalition of Program Standards.

CORE CURRICULUM (9 units): AD ST 101, 103, 105.

BEHAVIOURAL COURSES REQUIRED: PSYCH 101

Select 3 units from: PSYCH, 104, 108, 110; ETH S 121***; SOC 101*.

REQUIRED SKILL COURSES: AD ST 110 and 112.

Select 3 units: AD ST 111, 113, 114, 115, 118, 119**.

FIELD EXPERIENCE (4 units): AD ST 154.

CULTURAL DIVERSITY (3 units): ANTHR 102; CHLDV 156; ENGL 124; ETH S 101, 102, 110, 111, 120, 121***, 122 - 125, 132, 164; HIST 111, 115; HUMAN 105, 105H, 115, 125, 135; MUSIC 128; PHIL 113, 114, 118; PSYCH 111, 113; SOC S 127.

***ETH S 121 may be counted in one area only.

ARCHITECTURAL DRAFTING AND DESIGN

This curriculum prepares students to enter employment as an architectural draftsman in the building construction field. **Program Learning Outcomes:** Upon completion of this program, students will demonstrate techniques to accomplish drawings utilizing different computer aided design (CAD) software; develop a portfolio of their work (this portfolio will show the students best work from different classes within the department, discuss building construction techniques, principles, and building code); demonstrate skills in the production of working drawings of residential and commercial structures; and discuss how design/drawing techniques, application of the International Building Code (IBC), building construction techniques, and other standards affect the design of their structure.

REQUIRED COURSES: ARCH 101, 102, 103, 105, 106, 120, 125, 130, 135; ART 130 or 150; BUSAD 152; ENGR 109; T Ed 140, 142*.

RECOMMENDED COURSES: ART 130; CO ED 102

*Units earned for this course may not be counted toward graduation.

ART

Program Learning Outcomes: Students will be able to demonstrate skill in a broad range of media, materials and processes, define and use core concepts in 2D or 3D art, where applicable, produce original work that demonstrates a high level of craft, describe, analyze and provide criticism of works of art in various media, prepare and organize art works for exhibition, if applicable, and understand safe and hazard-free use of art materials and equipment. For students who are interested in art as a career, the following courses (from one of the two options) are required:

TWO-DIMENSIONAL: ART 101, 102, 130, 131, 150, 152, 160, 166, 179, 280.

Select 3 units from: ART 138, 180, 186.

Select 3 units from: ART 164, 170, or PHOTO 101.

THREE-DIMENSIONAL: ART 101, 102, 130, 131, 138, 150, 152, 179, 180, 186, 187, 190, 280.

**AVIATION AND TRANSPORTATION—
AVIATION ADMINISTRATION**

Aviation Administration is for those who wish to enter civil aviation work as clerks, agents, station and traffic managers, or fixed base operators. **Program Learning Outcomes:** Upon completion of this program, students will demonstrate an understanding of the differences and similarities between general aviation and commercial aviation; demonstrate the skills required to establish and manage airport operations; and identify effective techniques of flight training and flight school management.

REQUIRED COURSES: : AT 120, 128; BUSAD 101; ENGL 101; PSYCH 101; SPCH 101.

A minimum of 4 units from: AT 121-127, 129, 131, 132, 134, 136; ACCTG 101 (or 105 and 106), 102, 110; CS/IS 100, 101; ECON 101, 102.

***AVIATION AND TRANSPORTATION – FLIGHT ATTENDANT**

The Flight Service-Airline and Travel Careers program prepares men and women of all ages to compete for positions available as flight attendants in the airline and travel industry. As training progresses, students perform volunteer service at area airports to gain invaluable public personal contact experience. **Program Learning Outcomes:** Students will demonstrate skills required to seek and obtain employment as a flight attendant; identify and assess behavior patterns associated with panic; demonstrate knowledge of location and use of aircraft emergency equipment, and demonstrate skills required during emergency evacuation of aircraft.

REQUIRED COURSES: AT 129, 130, 132, 137, 138; HLTH 102.

Choose 12 units from: AT 128, BUSAD 152; HTM 115, GEOG 101, 102, HUMAN 135, SOC 101, and SOC S 124.

**This certificate does not satisfy the major requirements for the AS degree.*

AVIATION AND TRANSPORTATION—PILOT TRAINING

Program Learning Outcomes: Upon completion of this program, students will demonstrate the skills required to successfully pass the FAA knowledge exam appropriate to the rating sought. Students will demonstrate an understanding of Federal Aviation Regulations and proficiency in cross country flight planning. Students will demonstrate practical skills required to pass FAA practical testing for the rating sought.

Training offered in this field:

1. Instruction: For those who wish to complete two years of college to become eligible to enter civil aviation as professional pilots
2. Basic Pilot Training: Prepares the student for the FAA Private Pilot Airplane written examination for the Private Pilots License. Required course is AT 120.
3. Advanced Pilot Training: A program designed to give private pilots adequate aeronautical knowledge and experience necessary to enter the field as commercial pilots with an instrument rating as their career. To enter this program, it is recommended the student satisfactorily complete AT 120*

REQUIRED COURSES: AT 112, 113, 120, 121, 122, 123, 124, 125.

These courses are recommended: AT 134, 136.

**AT 120 may be taken credit by exam.*

BOOKKEEPING

Program Learning Outcomes: Upon completion of this program, the student will understand accounting terms and uses as they apply to business; have knowledge of financial statements and their importance to a business, vendors, creditors, and customers; be able to identify the standard elements on the Windows 7 desktop and demonstrate basic mouse operations; to understand basic computer terminologies, and become familiar with global information systems to be able to sign on to an account and use common utilities, including e-mail, Web browsers, and searching a variety of databases for information; and be able to set-up and process a company's accounting information and Payroll System through the use of computers.

REQUIRED COURSES: ACCTG 110 or 101, 120, 130; BUSAD 101; CABOT 105, 106, 110.

A minimum of 5 units from: ACCTG 101*, 102, 121, 150, 155-157, 160, 165, 180; BUSAD 106, 110, 120, 162; CABOT 208, 260, 270, 271; CS/IS 100, 101; Internship 050 (ACCTG).

**If not used to fulfill CORE requirement.*

BUSINESS ADMINISTRATION - FINANCIAL PLANNING AND INVESTMENT

Program Learning Outcomes: Upon completion of this program, students will be able to understand the terminology of finance and express themselves analytically using time value of money concepts, liquidity analysis, profitability analysis, and equity management concepts; be able to apply the tools of investing to determine the appropriateness of an investment; and be able to develop and prepare a personal income statement and balance sheet.

REQUIRED COURSES: ACCTG 110 or 101; BUSAD 101, 106 (or CABOT 105), 131, 134; CS/IS 100 or 101 or CABOT 260.

Select two of the following courses: ACCTG 150; BUSAD 120, 135, 136.

BUSINESS ADMINISTRATION-GENERAL BUSINESS

Program Learning Outcomes: Upon completion of this program, students will be able to recognize, analyze, and assess current economic challenges facing global and domestic businesses; be able to analyze, evaluate, and explain business problems using basic concepts and terminology of accounting and finance; and be able to understand and apply the four P's of marketing, business law, investments, management, and marketing.

REQUIRED COURSES: ACCTG 110 or 101; BUSAD 101, 106 (or CABOT 105), 110; CS/IS 100 or 101 or CABOT 260.

Select three of the following: BUSAD 120, 134, 135, 141, 162.

BUSINESS ADMINISTRATION - INTERNATIONAL BUSINESS

Program Learning Outcomes: This certificate presents the business concepts necessary to compete in the International Global Marketplace. It prepares students to import, export, and/or establish an overseas business presence. Students will learn to evaluate cross-cultural issues of marketing a product or service; explain the functions of the U.S. customs Agency and other regulatory agencies; and describe the documentation required by each agency. This program is designed for both the individual entrepreneur and the established company executive.

REQUIRED COURSES: ACCTG 110 or 101; BUSAD 101, 106 (or CABOT 105), 170; CS/IS 100 or 101 or CABOT 260.

Select any three of the following: BUSAD 120, 158, 162, 175, or 176.

BUSINESS ADMINISTRATION - ENTREPRENEURSHIP/SMALL BUSINESS

Program Learning Outcomes: Upon completion of this program, students will understand and apply the business skills necessary to start or manage a successful small business; be able to create a written business plan; and be able to set-up a payroll system and interpret the data from various forms.

REQUIRED COURSES: ACCTG 110 or 101, 130, 170; BUSAD 101, 106 (or CABOT 105), 110 or 120, 158, 162; CS/IS 100 or 101 or CABOT 260.

CERAMICS

This certificate is designed for students wishing to prepare for employment in the commercial ceramic industry. Emphasis is on job-related skills such as production forming techniques, surface design techniques, glaze formulation and application, chemical safety, and kiln technology. The certificate is also designed for those setting up their own production studios to work as independent artists. Students will demonstrate skill in a broad range of ceramic techniques, define and use core concepts used in the ceramic area, produce original work that demonstrates a high level of craft, and describe, analyze and provide criticism of ceramic work. Program Learning Outcomes: Upon completion of this program, students will be able to define and use core concepts used in the ceramic area; describe, analyze and provide criticism of ceramic work; produce original work that demonstrates a high level of craft; and demonstrate skill in a broad range of ceramic techniques.

REQUIRED COURSES: ART 186, 187, 190, 192, 195; ENGL 101 or 120 or 199 or ESL 151.

Select six units from the following: ART 111, 130, 188, 191, 193.

CHILD DEVELOPMENT

The following Glendale College Child Development Certificate options are designed to support and encourage the professional development of students who aim for a career in: Infant, Toddler, and/or Preschool Education; School Age Child Care; and/or Early Childhood Administration and Supervision. Each certificate is aligned with the California Child Development Permit, which is issued through the California Commission on Teacher Credentialing. The permit enables an educator to move along a career ladder which supports a hierarchy of professional goals and competencies relative to employment and leadership. The required courses listed for the following child development certificates meet the requirements of the Commission on Teacher Credentialing for teachers of Child Development Centers, After School Programs and other publicly funded children's centers; the requirements of the California Child Development Permits: Preschool and School-Age Matrixes, and Administrative Code, Title XXII for teachers and directors of state licensed infant/toddler, preschool, and school-aged programs; the recommendations of the California Community Colleges Curriculum Alignment Project.

Program Learning Outcomes: Upon completion of this program, students will develop an understanding of young children, and of the multiple interacting influences on children's development and learning in order to create environments that are healthy, respectful, supportive and challenging for all children; understand and value the importance and complex characteristics of children's families and communities; use this understanding to create respectful, reciprocal relationships that support and empower families and involve families in their children's learning and development; articulate and understand the goals, benefits, and uses of observation and assessment, develop competence in the use of observation, documentation and assessment techniques and tools to support teaching and learning in partnership with families and other professionals; plan and implement developmentally appropriate, culturally and linguistically relevant experiences that promote and/or support development and learning for all young children; and identify as a member of the early childhood profession, understand and use ethical guidelines and other professional standards related to early childhood practice.

The following General Education courses are required for the Teacher - Preschool, Infant/Toddler, School Age Care, Teacher and Master Teacher certificates.

*Select 16 units from the Glendale College Associate Degree General Education area 10A-D (see AA/AS requirements) with at least one course from each of the following areas:

- 9.a. Natural Science OR 10.d. (2). Mathematics course
- 9.b. Social Science
- 9.c. Humanities
- 9.d.(1). English Composition

TEACHER

This curriculum is designed for those students who plan careers in teaching in a preschool setting. The curriculum requires completion of 24 units of Child Development courses plus 16 units of General Education courses, necessary for the Child Center Permit. This certificate is outlined in acknowledgment of the California Child Development Permit, which is issued through the California Commission on Teacher Credentialing.

REQUIRED COURSES: *See Gen. Ed. requirements ; CHLD 133, 135, 138, 140, 141, 142, 150, 156, and 181 (concurrently with CHLD 141).

INFANT/TODDLER

This curriculum is designed for those students who plan careers in teaching in an infant/toddler education setting. The curriculum requires completion of 27 units of Child Development courses plus a minimum of 16 units of General Education courses, necessary for the Child Center Permit.

REQUIRED COURSES: *See Gen. Ed. requirements; CHLD 133, 135, 138, 140, 141, 142, 147, 150, 156 and 180 (concurrently with CHLD 141).

SCHOOL-AGE CARE

This curriculum is designed for those students who plan careers in teaching in a school-age child care setting. The curriculum requires completion of 27 units of Child Development courses plus 16 units of General Education, necessary for the Child Center Permit.

REQUIRED COURSES: *See Gen. Ed. requirements; CHLD 133, 135, 137, 138, 140, 141, 142, 150, 156 and 182 (concurrently with CHLD 141).

MASTER TEACHER

This curriculum is designed for those students who plan careers in teaching in a pre-school setting. The program requires completion of the 27 units of Child Development curriculum plus 16 units of General Education courses, necessary for the Child Center Permit.

REQUIRED COURSES: *See Gen. Ed. requirements; CHLD 133, 135, 138, 140, 141 (concurrently with CHLD 180 or 181 or 182), 142, 150, 156, 176.

SITE SUPERVISOR

This curriculum is designed for those students who plan careers in early childhood administration and supervision. The program requires completion of 33 units in Child Development plus the completion of the requirements for the Associate in Science degree.

REQUIRED COURSES: CHLD 133, 135, 138, 140, 141 (concurrently with CHLD 180 or 181 or 182), 142, 150, 156, 174, 175, 176, and 180 or 181 or 182.

CHOREOGRAPHIC STUDIES AND DANCE TECHNIQUE

Program Learning Outcomes: Upon completion of this program, students will be able to demonstrate technical dance skills using correct body alignment and muscle coordination; and explain dance vocabulary of various dance styles. This curriculum is designed for students who plan careers in commercial and concert dance.

REQUIRED COURSES: (18 units): 3 units from DANCE 100 or 102; DANCE 114 (2.5 units), 117 (1.5 units), DANCE 122 (1 unit); DANCE 127 (1.5 units), 129 (1.5 units), 130 (1.5 units), 135 or 136 (3 units), 137 (1.5 units), and 1 unit from DANCE 190 or 194.

A minimum of 6 units must be selected from the following elective courses: ART 102, 125, 130; DANCE 124, 1 unit from DANCE 126, 127, or 128; HLTH 110; HUMAN 115, 120; MUSIC 101, 135, 230, 236, 237; PE 294; T ART 101, 103, 104, 109, 123, 130, 134.

COMPUTER APPLICATIONS AND BUSINESS OFFICE TECHNOLOGIES

**Courses taken more than five years before the granting of any of these CABOT certificates must have the approval of the division chair for acceptance.

*A minimum speed is required for each individual certificate program. CABOT 230 is available to help students reach this goal. Students should request a card from their GCC instructor verifying their keyboarding speed. This card is valid for one year and must be current at the beginning of the semester/session in which the certificate is awarded. Replacement cards may be obtained by retesting. See Business Division.

ADMINISTRATIVE ASSISTANT

Program Learning Outcomes: Upon completion of this program, the student will be able to initiate and respond to correspondence effectively while using the latest automated technology, system software (Windows OS), and application software (Word, Excel, and Outlook) to perform more advanced skills; become familiar with Global information systems to be able to sign on to an account and use common utilities, including e-mail, Gopher, and Web browsers to search a variety of databases for information; acquire the necessary knowledge and skills of accounting and bookkeeping to be able to use journals and ledgers to prepare balance sheets and income statements and be able to translate accounting records into a basis for sound decision making in a variety of businesses; be able to use a variety of office procedures to perform such tasks as sorting mail, filing and processing documents; develop interpersonal skills to conduct and participate in job interviews, practice effective human relation skills in business, handle telephone conversations with ease, and develop skills to communicate more effectively with customers and other employees verbally; and type by touch at a minimum of thirty (30) words a minute and to create, edit, and format advanced features for any business document including forms, medical and legal forms, resumes, job applications, bibliographies, footnotes/endnotes, newsletters.

REQUIRED COURSES: ACCTG 110 or 101; BUSAD 106, 110, 152; CABOT** 101, 102, 103, 104, 110, 208, 210*, 265, 266, 270, 285; CS/IS 191.

**A minimum speed of 40 wpm is required for this certificate.

GENERAL OFFICE

Program Learning Outcomes: Upon completion of this program, the student will be able to use a variety of office procedures to perform such tasks as sorting mail and answering telephones; filing and processing documents; edit and revise memos, e-mails, letters and reports; the student will be able to identify the personal traits that lead to effective human relation skills in business and develop skills to work more effectively with customers and other employees, including communicating with clients verbally face-to-face and over the telephone; the student will be able to perform basic operations in Word, Excel, Access, and PowerPoint; compose entry-level correspondence using appropriate business language and cohesive, grammatically correct sentences; become familiar with Global information systems and be able to sign on to an account and use common utilities including e-mail, Gopher, and Web browsers to search a variety of databases for information; the student will be able to identify the standard elements on the Windows 7 desktop; to demonstrate basic mouse operations (pointing, clicking, double-clicking, dragging, and right-dragging); and to understand basic computer terminologies; and the student will be able to type by touch at a minimum of thirty (30) words a minute and to create, edit, and format advanced features for any business document including forms, medical and legal forms, resumes, job applications, bibliographies, footnotes/ endnotes, newsletters.

REQUIRED COURSES: BUSAD 110; CABOT** 101, 102, 103, 104, 105, 110, 208, 210*, and 260; CS/IS 191.

**A minimum speed of 35 wpm is required for this certificate.

LEGAL SECRETARY

Program Learning Outcomes: Upon completion of this program, the student will be able to perform general office skills and general office procedures, as well as, identify the role of personnel in various law offices, and demonstrate the knowledge and understanding of common legal terms; use the Internet, Web and legal databases to locate information, make court-related appointments, and select mail/courier services for court and non-court documents.

REQUIRED COURSES: BUSAD 106, 110, and 152; CABOT** 102, 103, 104, 110, 162, 165, 208, 210*, 265, 266, 270; CS/IS 191.

**A minimum speed of 60 wpm is required for this certificate.

NOTE: Substitutions for some of the above classes may be made with department approval.

***COMPUTER APPLICATIONS SPECIALIST**

Program Learning Outcomes: Upon completion of this program, the student will be able to perform intermediate and advanced operations in multiple MS Office applications, i.e., Word, Excel, as well as a choice of three additional MS Office courses, e.g., Access I/II, PowerPoint I/II, Outlook, or Publisher; and be able to identify the basic features of the Windows environment including skills necessary to manage the desktop, use the mouse, create and manipulate files and folders and other standard operations used in every Windows application.

REQUIRED COURSES: CABOT 208, 209, 230*, 265, 266, 270, 271. In addition, any three of the following three-unit courses: CABOT 275, 276, 280, 281, 285, 286.

*This certificate does not satisfy the major requirements for the AS degree.

***COMPUTER APPLICATIONS TECHNICIAN**

This certificate gives students entry-to intermediate-level skills and training in the Microsoft Office Suite. The course work helps to prepare students for entry-level positions in a variety of business office settings. **Program Learning Outcomes:** Upon completion of this program, the student will be able to perform intermediate-level skills in Word and Excel, as well as a choice of two additional courses, e.g., Access I, PowerPoint I, Outlook, or Publisher; be able to identify the standard elements on the Windows 7 desktop; to demonstrate basic mouse operations (pointing, clicking, double-clicking, dragging, and right-dragging); to understand basic computer terminologies; and type at a minimum of 25wpm.

REQUIRED COURSES: CABOT 208, 230*, 265, 270.

Any two of the following three-unit courses: CABOT 275, 280, 285, or 286.

*A minimum speed of 35 wpm is required for this certificate.

*This certificate does not satisfy the major requirements for the AS degree.

***COMPUTER INFORMATION SYSTEMS**

Program Learning Outcomes: Upon completion of this program, the student will analyze simple business or technical problems relevant to programming, and prepare solutions to them; implement a program in either c/C++ or Java, using objects; and demonstrate an understanding of the operations and processes of a computer relevant to programming.

To earn a certificate students must complete the required core courses, and choose other courses from the additional courses listed to total **32 units**.

NOTE: Courses taken more than 3 years before the granting of the certificate must have approval of the division chair for acceptance

REQUIRED COURSES: BUSAD 106 or ENGL 101; CS/IS 101, 112, 120 or 135, 172, 190, 191.

ADDITIONAL COURSES: BUSAD 110; CS/IS 120, 130, 135, 137, 139, 140; Internship 050 (CS/IS).

*This certificate does not satisfy the major requirements for the AS degree.

COMPUTER NUMERICAL CONTROL TECHNICIAN

This certificate is designed to prepare the student as an industrial Computer Numerical Control Technician, which is an occupation listed under the manufacturing technology curriculum established by the Southern California Aerospace Industry Education Council. **Program Learning Outcomes:** Upon completion of this program, students will apply various software programs to write CNC code for the production of manufactured parts; use manual machine and CNC machine tools to produce manufactured parts; and discuss the techniques used to read and evaluate an engineering drawings.

REQUIRED COURSES: CS/IS 101; ECT 110*; ENGR 102, 107; MACH 101, 110; Materials and Processes 146.

Additionally, students should have completed basic English communication skills, general mathematics through trigonometry (e.g. T ED 142** and 143 or equivalent), general science (e.g. T ED 145 or equivalent), and Metallurgy 150 or Metals 150.

**or higher level ** This course may not be applied toward graduation.

***COMPUTER PROGRAMMER**

Program Learning Outcomes: Upon completion of this program, the student will be able to analyze a programming task/problem; based on that analysis, design and implement an object oriented program using multiple classes in a high level language; and demonstrate the ability to independently create, save, modify and print a document using a word processing program and appropriate assistive technology.

REQUIRED COURSES: CABOT 102; CS/IS 101, 112, 120 or 137, 130, 135, 139.

NOTE: Courses taken more than 3 years before the granting of the certificate must have division chair approval.

*This certificate does not satisfy the major requirements for the AS degree.

COMPUTER SCIENCE

This program is designed for those students interested in computer science, either as a professional concentration, or for transfer to a four-year computer science program. Upon completion of this certificate program, students will be able to name the four basic parts of computer organization and have a working knowledge of assembly language. Students will be able to describe recursion, linked lists, queues, and stacks and algorithm efficiency, as well as, procedural, functional, logic and object-oriented programming languages. Students must complete the required courses and choose additional courses to total a minimum of 37 units. **Program Learning Outcomes:** Upon completion of this program, students will prepare a software project to implement a single scientific, mathematical, business, or technical function.

REQUIRED COURSES: CS/IS 165, 166, 211, 212, 280.

ADDITIONAL COURSES: CS/IS 112, 125, 130, 135, 137, 139, 172, 190; MATH 103, 104, 107; PHIL 123; PHY 101.

NOTE: Courses taken more than 3 years before the granting of the certificate must have division chair approval.

COMPUTER SOFTWARE TECHNICIAN

This program is designed to train students to meet the rapidly growing need for qualified hardware/software technicians, having a blend of hardware and software skills. Students will write a computer program using C/C++, Java, or Visual Basic. Students must complete all required CORE courses, and choose other courses from the additional courses listed to total 32 units. **Program Learning Outcomes:** Upon completion of this program, the student will write a computer program using either C/C++, Java, or Visual Basic; and demonstrate the ability to independently create, save, modify and print a document using a word processing program and appropriate assistive technology.

REQUIRED COURSES: CS/IS 101, 110 or 112 or 135, 190; ECT 110*.

ADDITIONAL COURSES: BUSAD 106, 110; CABOT 206, 208; CS/IS 120, 130, 135, 137, 139, 191; ECT 100, 201*

*Corequisite required

NOTE: Courses taken more than 3 years before the granting of the certificate must have division chair approval.

***COMPUTER SUPPORT TECHNICIAN**

Program Learning Outcomes: Upon completion of this program, the student will demonstrate an understanding of computer structure and operations. Students will possess a basic knowledge of computer operation and capabilities with the skills to troubleshoot problems or aid in user support.

REQUIRED COURSES: CABOT 102, BUSAD 110; CS/IS 101, 112, 172 (or CABOT 206 or 208), 190, 191.

NOTE: Courses taken more than 3 years before the granting of the certificate must have division chair approval.

*This certificate does not satisfy the major requirements for the AS degree.

***COMPUTERIZED ACCOUNTING SPECIALIST**

Program Learning Outcomes: Upon completion of this program, the student will be able to understand accounting terms and uses as they apply to business. Knowledge of financial statements and their importance to a business, vendors, creditors and customers; be able to identify the standard elements on the Windows 7 desktop and demonstrate basic mouse operations; understand basic computer terminologies; and become familiar with Global information systems to be able to sign on to an account and use common utilities, including e-mail, Gopher, and Web browsers, and searching a variety of databases for information; set-up and process a company's accounting information and Payroll System through the use of computers; and develop advanced skills in assorted accounting software..

REQUIRED COURSES: ACCTG 110, 120, 121, 130, and 180.

NOTE: Courses taken more than 3 years before the granting of the certificate must have division chair approval.

*This certificate does not satisfy the major requirements for the AS degree.

***CSU — GENERAL EDUCATION**

This certificate of completion will be awarded to a student who completes the general education requirements (totalling 39 units) as stated on page 93 of this catalog.

After completing all requirements, students must request CSU Breadth certification to be posted to their official GCC transcript by submitting the Transcript Request form to the Admissions & Records Office.

*This certificate does not satisfy the major requirements for the AS degree.

DANCE TEACHING

Program Learning Outcomes: Upon completion of this certificate program, students will be able to teach technical dance skills using correct body alignment and muscle coordination, design dance lesson plans for children, adults, and seniors, and create dance programs for private studios, fitness centers, and community centers.

REQUIRED COURSES: DANCE 100, 107, 130, 135 or 136, 158; HLTH 101 and 110 or BIOL 120; INTERN 050 (DANCE).

SELECT ONE OF THREE OPTIONS:

OPTION ONE -1.5 units each from: DANCE 114, 116, 121

OPTION TWO - 1.5 units each from: DANCE 111, 117, 121

OPTION THREE - 1.5 units each from: DANCE 111, 116, 137

A minimum of six units from DANCE 124, 125, 127; BUSAD 158, 162; MUSIC 101; PSYCH 106; SOCI S 101, 124; T ART 130, 133.

***DESKTOP PUBLISHING TECHNICIAN**

This certificate is designed to train students in the use of Desktop Publishing tools and allow the student to develop the use of those tools in an applied area of their choice. Applied areas include print, video, audio, and multimedia offerings to allow the student flexibility in course selection. The student must complete all CORE courses totaling 8-10 units and then choose an additional 8-10 units to complete a total of 18 units in their choice of applied areas. **Program Learning Outcomes:** Upon completion of this program, the student will be able to prepare from written instructions and model data a moderately sized document for publication using standard desktop publishing software.

REQUIRED COURSES: CS/IS 100 or 101, 123, 124.

ADDITIONAL COURSES: ART 130, 131, 134, 135, 136; CABOT 206; CS/IS 111 or MEDIA 111; CS/IS 126; JOURN 102, 103, 107.

NOTE: Courses taken more than 3 years before the granting of the certificate must have division chair approval.

*This certificate does not satisfy the major requirements for the AS degree.

DIETARY SERVICES SUPERVISOR

This certificate prepares students to supervise healthcare facilities as food service supervisors in convalescent, nursing and retirement homes. The curriculum focuses on the fundamentals of culinary science, sanitation, nutrition, modified diets, and sound management practices. **Program Learning Outcomes:** Students will demonstrate cooking techniques commonly found in professional food service establishments. Students will plan sanitation policies and practices at an ongoing foodservice establishment. Students will evaluate patients' nutritional needs and formulate appropriate diets.

REQUIRED COURSES: CULIN 111 or 112, 113, 116, 142; HTM 256; NUTR 114 or 125, 118; CO ED 102 (3 units).

*ELECTRO/MECHANICAL FABRICATION TECHNICIAN

AT150; ECT 110, 113; ENGR 102, 109; T ED 140, 142*.

*This certificate does not satisfy the major requirements for the AS degree.

*This course is not degree-applicable.

ELECTRONICS & COMPUTER TECHNOLOGY -ELECTRONICS TECHNOLOGY TECHNICIAN

The ECT/Electronics Technology Technician Certification program is designed to provide knowledge and training for entry into electronics and electrical industry career areas.

Program Learning Outcomes: Upon completion of this program, students will have knowledge and training for entry into electronics and electrical industries; demonstrate knowledge in electrical and voltage concepts; demonstrate knowledge in photovoltaic concepts; and have knowledge of California State Contractors and Electronics Technician Association examinations.

REQUIRED COURSES: ECT 100, 110, 113, 160, 161, 201, 202; ENGR 100 and 107.

ENGINEERING/ELECTRO-MECHANICAL DESIGN

Program Learning Outcomes: Upon completion of this program, Students will demonstrate skills in the production of working drawings of engineering structures; demonstrate techniques to accomplish drawings and 3D models utilizing different various computer aided design (CAD) software; and discuss how the design process and design/drawing techniques are used with other engineering processes to create a finished product.

REQUIRED COURSES: ENGR 100, 101, 104, 106, 108 and 109; T ED 140 and 143

FIRE ACADEMY

*VERDUGO FIRE ACADEMY

Program Learning Outcomes: Upon completion of this program, students will be able to discuss the skills required for fire prevention techniques; discuss the aspects of fire behavior; discuss the skills required for fire-fighting tactics and strategy; and discuss the skills required for the use of equipment used in fire protection. The Verdugo Fire Academy is a State Board of Fire Services and California State Fire Marshall's accredited Regional Fire Academy sponsored by Glendale College and the Glendale Fire Department. Students receive a variety of California State Fire Marshall's certificates upon graduation from the Academy.

REQUIRED COURSES: FIRE 116, 117, 118, 119; EMT 139, 140.

*VERDUGO RECRUIT ACADEMY

Program Learning Outcomes: Upon completion of this program, students will discuss the skills required for fire prevention techniques; discuss the aspects of fire behavior; discuss the skills required for fire-fighting tactics and strategy; and discuss the skills required for the use of equipment used in fire protection. The Verdugo Recruit Academy is for new hire firefighters from the Area C fire agencies. The Area C fire agencies include Glendale, Burbank, Pasadena and other foothill fire departments for a total of 11 cities participating. Recruits from these agencies receive uniform training to assure consistent application of fire fighting practices within the Area C dispatch communities.

REQUIRED COURSES: FIRE 120; EMT 139 and 140.

*These certificates do not satisfy the major requirements for the AS degree.

FIRE TECHNOLOGY

This program is offered for students interested in preparing for careers in fire prevention and fire fighting. The courses also provide in-service and upgrade instruction for firefighting personnel. Students will demonstrate the skills required in the field of fire technology. These skills include: fire prevention techniques, behavior of fire, fire-fighting tactics and strategy, and the equipment used in fire protection. Other topics may include: fire investigation, hazardous materials, building construction, and crisis intervention. **Program Learning Outcomes:** Upon completion of this program, students will discuss the skills required for fire prevention techniques; discuss the aspects of fire behavior; discuss the skills required for fire-fighting tactics and strategy; and discuss the skills required for the use of equipment used in fire protection.

REQUIRED COURSES (3 units each): FIRE 101, 102, 103, 104, 105.

A minimum of 12 units must be selected from the following: FIRE 106, 107, 108, 109, 110, 111, 112, 114, 115, 116, 117, 118, 119, 151; ADMJ 117.

Recommended: ADMJ 101, 103, 107; SPCH 101.

***GRAPHIC DESIGN**

Program Learning Outcomes: Upon completion of this program, the student will demonstrate continual development of curriculum incorporating the critical elements of Graphic Design; continual development of curriculum incorporating the industry standard technical elements of Graphic Design; and demonstrate articulation with surrounding 4 year institutions and with the local Graphic Design Community.

This certificate is intended to prepare students to communicate ideas and information using current graphic design practices. Students learn that by creating effective visual communication they make information accessible and comprehensible and give visual order, identification, and meaning to the many ideas existing within society. This program is designed for the students' entry into the profession in a variety of areas: salaried "in-house" graphic designer for an agency, printing house or design studio, part-time or hourly designer for firms specializing in graphic design areas, or free-lance graphic designer.

REQUIRED COURSES: ART 130, 133, 134, 135, 136, 137; ART/PHOTO 250, 251, 255; PHOTO 121.

*This certificate does not satisfy the major requirements for the AS degree.

***HUMAN RESOURCES ASSISTANT**

This certificate is designed for students who intend to seek employment in a Human Resources department in private industry or in a governmental agency (e.g. city, county, state, school district, etc.). This coursework will help to prepare students for entry-level positions with job titles such as HR Assistant, HR Clerk, HR Technician, etc. This coursework also helps prepare students for the Professional Human Resources Certification and Senior Professional Human Resources Certification examinations. **Program Learning Outcomes:** Upon completion of this program, students will learn to apply the principles and methods involved in the recruitment, selection and placement of employees with regard to affirmative action programs, training, experience and aptitudes. Students will be able to model techniques of effective customer and employee relations.

REQUIRED COURSES: BUSAD 110 or 203, 144; CABOT 265, 270, 285, 105 or BUSAD 106; BUSAD 050 or CO ED 102 (Must be in a Human Resources office)

*This certificate does not satisfy the major requirements for the AS degree.

***IGETC**

This certificate of completion will be awarded to a student who completes the general education requirements as stated on page 93 of this catalog.

After completing all requirements, students must request IGETC certification to be posted to their official GCC transcript by submitting the Transcript Request form to the Admissions & Records office.

*This certificate does not satisfy the major requirements for the AS degree.

***INSURANCE PROFESSIONAL**

This certificate is designed for students who already have a two-year or higher degree and/or have employment experience in an insurance office or an insurance-related business. This coursework will help prepare students for positions above entry-level, such as appraiser, agent, estimator, senior administrative assistant, broker, underwriter, and senior sales associate. Completion of this program will also help prepare students for insurance certifications. This program is approved by the Insurance Education Association (IEA). Students learn to describe elements of a contract, insurance contracts, and conditions commonly found in property and liability insurance policies. **Program Learning Outcomes:** Upon completion of this program, students will learn to discuss loss exposures, personal risk insurance, and types of personal insurance policies, as well as, define commercial insurance and commercial insurance policies.

CORE CURRICULUM

BUSAD 112, 113, 114, and 115.

Choose courses from the following list to complete 16-17 units: ACCTG 101; BUSAD 101, 106, 120; CABOT 270; CS/IS 100 or 101 or CABOT 260; INTERN 050*.

*This course is recommended only for students with no insurance office experience.

*This certificate does not satisfy the major requirements for the AS degree.

INSURANCE SPECIALIST: PROPERTY & CASUALTY

Program Learning Outcomes: Upon completion of this program, students will learn to describe and apply insurance concepts such as principles of indemnity, valued policy, and liability limits; describe elements of a contract, insurance contracts, and conditions commonly found in property and liability insurance policies; discuss loss exposures, personal risk insurance, and types of personal insurance policies.

REQUIRED COURSES: ACCTG 101; BUSAD 050 (1 unit), 101, 106, 111, 112, 113, 114, 115, 116, 120, 205; CABOT 270; CS/IS 100 or CABOT 260 or 270.

Recommended courses: BUSAD 203 or 204

***INTERNATIONAL BUSINESS PROFESSIONAL**

This program is designed for students who currently hold a 2-year or higher degree and/or have employment/professional experience in international business. This coursework will help prepare students for positions above entry-level in operations involving international trade, commerce and/or business, or provide them with the basic understanding of the complexities involved if they plan to operate on their own. Students who do not hold a degree (2-year or higher) and do not possess significant experience in the area, should consider pursuing the 25-28 unit International Business Certificate. Students learn to understand and critically evaluate problems associated with marketing products in other countries; understand some legal requirements for international trade established by other countries; examine the implementation of cross-cultural issues in international marketing; and apply the basic principles and tools of finance in a global context. **Program Learning Outcomes:** Upon completion of this program, students will be able to describe elements of a contract, insurance contracts, and conditions commonly found in property and liability insurance policies; be able to discuss loss exposures, personal risk insurance, and types of personal insurance policies; and be able to define commercial insurance and commercial insurance policies.

REQUIRED COURSES: BUSAD 170, 177, 178; SOC S 124; GEOG 105; and BUSAD 175 or 176.

*This certificate does not satisfy the major requirements for the AS degree.

MACHINE AND MANUFACTURING TECHNOLOGY - MACHINIST

Program Learning Outcomes: Upon completion of this program, students will demonstrate the skills required in the field of machine and manufacturing technology, such as computer numerical machining (CNC) for various machine tools; demonstrate the skills required in the field of machine and manufacturing technology, such as use of manual machining equipment; demonstrate the skills required in the field of machine and manufacturing technology, such as metallurgy and heat treating; and demonstrate the skills required in the field of machine and manufacturing technology, such as technical mathematics.

REQUIRED COURSES: CAM 210, 230; MACH 101, 102, 103, 104; Metals 150; T ED 140, 142*.

The following courses are recommended: CAM 211, 231; CO ED 102; ENGR 102; MACH 112.

* These course units may not be applied toward the 60 units for graduation.

MANAGEMENT

Program Learning Outcomes: Upon completion of this program students will have learned the five functions of a manager: planning, organizing, staffing, leading and controlling. The student will learn to listen effectively, and plan, present, and evaluate various types and lengths of speeches and other oral presentations.

REQUIRED COURSES: ACCTG 110 or 101; BUSAD 101, 106 (or CABOT 105), 110, 120 or 144, 141, 152 (or SPCH 101 or 111); CS/IS 100 or 101 or CABOT 260.

MARKETING

Program Learning Outcomes: Upon completion of this program, students will be able to recognize and develop an appreciation for customer need, and to understand and apply the four P's of marketing: Product, Price, Place (distribution), and Promotion, as well as develop a basic marketing plan and implement a strategy.

REQUIRED COURSES: ACCTG 110 or 101; BUSAD 101, 106 (or CABOT 105), 162, 164, 166; CS/IS 100 or 101 or CABOT260.

Select one course from the following: BUSAD 136, 152 (or Speech 100 or 111); CABOT 280.

MASS COMMUNICATIONS

Program Learning Outcomes: Upon completion of this program, students will be able to analyze and differentiate the primary influences of dominant mass media on major cultural practices and social and political institutions; research and explain the historical influences of dominant communication technologies on society, culture and human behavior.

REQUIRED COURSES MCOMM/JOURN 101; JOURN 102, 103 or 104, 107; ENGL 101 and 102 or 104.

A minimum of 3 units from: CABOT 206 and 208; CS/IS 123, 124, 192; JOURN 106; MEDIA 101, 111.

A minimum of 3 units from: ECON 101; ENGL 105, 106, 109, 110, 111, 114, 115, 116, 122, 123, 124, 125, 127, 128; HIST 107, 108, 109, 110; POL S 101.

MEDICAL OFFICE ADMINISTRATION

This curriculum is designed for students who are preparing for a position in offices of physicians, medical clinics, hospitals, and allied facilities. These students will acquire basic communication skills, learn specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims; use appropriate computer programs to key basic documents and navigate the Internet.

****Courses taken more than five years before the granting of these certificates must have the approval of the division chair for acceptance.**

***A minimum speed is required for each individual certificate program. CABOT 230 is available to help students reach this goal. Students should request a card from their GCC instructor verifying their keyboarding speed. This card is valid for one year and must be current at the beginning of the semester/session in which the certificate is awarded. Replacement cards may be obtained by retesting. See Business Division.**

MEDICAL FRONT OFFICE

Program Learning Outcomes: Upon completion of this program, the student will acquire the basic communication skills; learn the specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims; and use appropriate computer programs to key basic documents and to navigate the Internet (the student should achieve a minimum speed of 25 words per minute).

REQUIRED COURSES: CABOT 102, 103, 104, 110, 205*, 208; MOA 181 or 182 and 185.

Choose one option from the following:

1. CABOT 105;
2. CABOT 156, CABOT 050(2 units) or CO ED 102(2 units);
3. MOA 183.

***A minimum speed of 25 wpm is required for this certificate.**

NOTE: Substitutions for some of the above classes may be made with department approval.

***DENTAL FRONT OFFICE/BILLING AND CODING**

Program Learning Outcomes: The student will learn specialized medical (orthodontics/dentistry), terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims and using the Internet. This certificate program is designed for students who are preparing for a position in the office of dentists, dental clinics, oral surgeons' offices, orthodontist offices, and allied facilities.

REQUIRED COURSES: CABOT 102, 103, 104, 200, 050 or CO ED 102 (must be in a dental office); CS/IS 191; MOA 187; and one of the following: CABOT 105 or 260 or CABOT 156 (medical).

***This certificate does not satisfy the major requirements for the AS degree.**

***MEDICAL BILLING AND CODING**

Program Learning Outcomes: Upon completion of this program, the student will learn specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims. The student will learn to use appropriate computer programs to create needed documents/correspondence in performing medical billing and coding, including using the Internet. This certificate is designed for students who are preparing for a position as a medical biller/coder and will work in a physician's office, a medical clinic, a hospital, or a billing agency.

REQUIRED COURSES (18 UNITS): MOA 181 or 182, 183; CABOT 102, 208, 205, and 050*(2-3 units) or CO ED 102*(2-3 units).

***Must be in a medical office or medical facility.**

***This certificate does not satisfy the major requirements for the AS degree.**

MUSIC

Program Learning Outcomes: Upon completion of this program, students will be able to demonstrate intermediate technical skills requisite for artistic self-expression in at least one major performance area at a level appropriate for the particular music concentration. Students will demonstrate fundamental theoretical and historical analytical music score skills, and demonstrate basic keyboard competency in introductory piano performance literature. The courses are divided into four categories: core classes, instrumental and vocal classes, performing ensembles, and electives.

Core Classes (9 units required): MUSIC 101, 102, 104, 105, 107, 108, 120 or 125 and 126.

Instrumental and vocal classes (6 units required, 2 units from each of the following groups):

1. MUSIC 135, 136, 137
2. MUSIC 140 (See next page)
3. MUSIC 160, 161, 162, 163

Performing ensembles (4 units required): MUSIC 141, 143 through 148, 152, 159, 231 through 237, 240, 241, 242.

Electives (5 units required): MUSIC 121, 122, 127, 128, 129, 150, 153, 154, 155, 156, 157, 158, 171, 176, 177, 178, 185, 186.

NURSING

Program Learning Outcomes: Upon completion of this program, students will be able to demonstrate the cognitive skills necessary to integrate the nursing concepts learned in a two year ADN program, including clinical evidencebased concepts inherent in entry level registered nursing practice; demonstrate cognitive skills necessary to integrate the nursing concepts learned in the first year of the ADN program; and demonstrate the psychomotor skills necessary to integrate the nursing concepts learned in a two year ADN program, including clinical evidence-based concepts inherent in entry level registered nursing practice. Glendale College offers programs leading to a certificate or degree in Registered Nursing (RN). The program of study of the Department of Nursing is approved by the California Board of Registered Nursing (BRN). Students will be able to demonstrate the cognitive skills necessary to integrate the nursing concepts learned in a two year ADN program, including clinical evidence-based concepts inherent in entry level registered nursing practice. Students will be able to demonstrate cognitive skills necessary to integrate the nursing concepts learned in the first year of the ADN program. Students will be able to demonstrate the psychomotor skills necessary to integrate the nursing concepts learned in a two-year ADN program, including clinical evidence-based concepts inherent in entry level registered nursing practice. For further information visit the website at www.glendale.edu/nursing.

I. PROGRAMS

A. Generic Associate Degree Nursing (ADN) Program

This curriculum qualifies the student for an Associate in Science degree with a major in Nursing. Graduates are eligible to apply for the national licensing examination (NCLEX-RN) and RN licensure in California.

B. Advanced Placement Options (LVN-RN) Plans A and B provide advanced placement access into the RN curriculum for the LVN whose license is active and in good standing in California.

1. **PLAN A—Career Ladder**
Qualifies the student for an AS degree with a major in Nursing. Graduates are eligible to apply for the national licensing examination (NCLEX-RN) and RN licensure in California.
2. **PLAN B—30 Unit Option**
Qualifies the student to meet the BRN requirements for eligibility to apply for the licensing examination and licensure in California. (NCLEX-RN). The student receives a certificate of completion but is not considered a graduate of Glendale College or the Department of Nursing. A license obtained through this option may not qualify the graduate for licensure by endorsement in other states.

NOTE: The BRN may deny a license regulated by the Business and Professional Code, Section 480, on such grounds as: being convicted of a crime, acts of dishonesty, fraud or deceit, abuse of vulnerable populations, etc. Refer to the Department of Nursing for further information.

II. PROGRAM REQUIREMENTS

A. GENERAL REQUIREMENTS

1. All required coursework in the Department of Nursing programs must be completed with a “C” or better.
2. Applicants must meet the placement and testing requirements for the program for which they are applying.
3. Proof of high school graduation, a higher degree, GED, California Proficiency Exam, or foreign high school evaluated as equivalent to an American high school diploma.
4. Students accepted into the Nursing Program must comply with current department policies which include: possession of current Fire Safety and CPR cards; complete a physical exam, lab tests, and immunizations; be free from physical, mental, and emotional disorders which may prevent them from performing tasks and responsibilities in nursing; and undergo drug screening and a background check as required by clinical affiliates prior to being allowed into a clinical setting. Students with questions regarding these requirements may contact the division office.

B. Generic ADN

1. Required prerequisite courses (or their equivalent) include BIOL 112*, Microbiology; BIOL 120*, Human Anatomy; BIOL 121*, Physiology; PSYCH 101, General Psychology; ENGL 101, Freshman English; and eligibility to enroll in MATH 101.

*There is a 7-year recency requirement for BIOL 112, 120 and 121. See Academic Counseling to petition extenuating circumstances.

2. Coursework required for certificate/licensure includes BIOL 112, 120, 121; ENGL 101; NS 200, 201, 205, 208, 210, 211, 212, 213, 214, 215, 216 or 220, 222, 223; PSYCH 101; SPCH 101.
3. Graduation requirements*: Any course or courses satisfying the Humanities (6 units); Multicultural course; American History, American Institutions, State and Local government, and Mathematics proficiency. (Please see Index for graduation requirements). *Students who have a BA/BS (any major) from a regionally accredited college or university can receive an AS degree when completing the prerequisites; SPCH 101; and the Nursing program.

C. LVN-RN**1. CAREER LADDER**

- a. Prerequisite requirement: Current active California VN licensure in good standing.
- b. Required prerequisite courses: Same as Generic ADN program.
- c. Coursework required for certificate/licensure: BIOL 112, 120, 121; ENGL 101; NS 213, 214, 215, 216 or 220, 217, 218 and 222; PSYCH 101, SPCH 101.
- d. A.S. graduation requirements: Same as Generic ADN.

NOTE: A student may apply to take the NCLEX-RN without completion of degree requirements when coursework required for licensure (II.B.2. or II.C.c.) has been completed. Please see the Nursing Department for further information.

2. 30-UNIT OPTION

- a. Prerequisite requirement: Current active California VN license in good standing.
- b. Prerequisite courses: BIOL 121, Physiology and BIOL 112, Microbiology.
- c. Coursework required for licensure includes NS 213, 214, 215, 216 or 220, 217, 218 and 222.

D. Transfer and challenge opportunities are available by departmental policy. Please consult the Counseling Department or the Department of Nursing or the web-page (www.glendale.edu/nursing) for further information.

PHOTOGRAPHY

The GCC Photography program is designed to prepare students for a professional photographic practice. Our students pursue careers in a wide range of photographic practices, from commercial and fine art to documentary and event photography. Many practicing photographers attend classes to refine and update their existing skills. Students seek employment as photographers, photography assistants or as digital retouchers. Courses are designed to encourage students to pursue individual projects while developing their technical ability. Students in the degree and certificate programs are required to learn both traditional and digital photography techniques. **Program Learning Outcomes:** Upon completion of this program, students will be able to produce a cohesive photographic project that is conceptually and technically well developed; demonstrate proficiency in available light photography; demonstrate proficiency in studio strobe lighting; demonstrate proficiency in digital photography workflows and color; and demonstrate proficiency in black and white processing/printing.

REQUIRED COURSES: ART 199; PHOTO 101, 103, 106, 112, 130.
Choose one course from: PHOTO 107, 118, 140, 142
Recommended courses: PHOTO 105, 115, 121, and 145.

REAL ESTATE APPRAISAL

In the Real Estate curriculum, the California Office of Real Estate Appraisal (OREA) determines the courses required to attain an appraisal license, including: 1) Trainee License, 2) Residential License, and 3) Certified Residential Licenses. Many of these courses are also applicable to the salesperson's or broker's license of the California Department of Real Estate (DRE). In certain cases, courses can be used for both OREA and DRE requirements. (See the Real Estate Broker Certificate). **Program Learning Outcomes:** Students will be able to apply the basic principles and procedures used in valuing residential properties. They will be able to choose the appropriate method to determine value for a specific property, estimate gross income and calculate expenses for income producing property and meet Appraisal Qualifications Board (AQB) licensing requirements for filling out forms and completing the USPAP form.

REQUIRED COURSES: RE 101, 130, 140, 150, 161-165.

A minimum of 3 units must be selected from the following to complete a total of 29 units: ACCTG 101 or 105 and 106 or 110; BUSAD 120; RE 180, 190, 195, 250.

REAL ESTATE BROKER

In the Real Estate curriculum, special attention is given to the California license requirements. A student must take the Real Estate Principles course (RE 101), a Real Estate Practice course (RE 120), and one other real estate course before taking the state examination. An applicant for the broker's license must have taken the eight (8) real estate courses required for this Real Estate Certificate before taking the California State Broker Examination. Students will develop a clear action plan to launch a successful real estate career upon graduation. **Program Learning Outcomes:** Upon completion of this program, students will be able to develop a clear action plan to launch a successful real estate career after graduation; and meet the requirements necessary to take and pass the California Department of Real Estate Brokers licensing exam.

REQUIRED COURSES: RE 101, 120, 130, 140, 150, 162 or 163.

A minimum of 6 units must be selected from the following: ACCTG 101 or 110; BUSAD 120; RE 125, 161, 164, 180, 190, 195, 250.

NOTE: After completing all 24.5 units required for this certificate, a Real Estate Internship course is recommended.

***RECEPTIONIST/OFFICE CLERK**

Program Learning Outcomes: Upon completion of this program, the student will be able to use a variety of office procedures to perform such tasks as sorting mail, answering telephones, and filing and processing documents using the latest computer technologies; be able to identify the personal traits that lead to effective human relation skills in business and develop skills to work more effectively with customers and other employees in a business environment; be able to type by touch at a minimum of twenty-five (25) words a minute to produce cohesive, grammatically correct sentences, to create, edit, and format basic business letters, business reports, academic reports, memorandum, envelopes and labels; be able to identify the standard elements on the Windows 7 desktop and demonstrate basic mouse operations; to understand basic computer terminologies; and become familiar with Global information systems to be able to sign on to an account and use common utilities, including e-mail and Web browsers, and searching a variety of databases for information.

REQUIRED COURSES: CABOT** 101, 102, 103, 104, 110, 205*, and 208; CS/IS 191.

*A minimum speed of 25 wpm is required. CABOT 230 is available to help students reach this goal. Students should request a card from their GCC instructor verifying their keyboarding speed.

**Courses taken more than five years before the granting of the certificate must have the approval of the division chair

RESTAURANT MANAGEMENT

This certificate provides students with the professional preparation required to meet the new trends and demands of management in the food service industry. Certificate courses focus on the fundamentals of operating a food service establishment, emphasizing personnel supervision, purchasing, menu development, cost control, and beverage service, as well as other aspects of management. **Program Learning Outcomes:** Upon completion of this program, students will demonstrate skills and knowledge required in the field of restaurant management including: professional cooking, sanitation practices, institutional purchasing, beverage and bar operations, banquet and catering presentation, and management principles for food service personnel.

REQUIRED COURSES: CULIN 111, 113, 116, HTM 115, 117, 201, 203, 207, 214 or 216, 256; INTERN 050 or CO ED 102 (six units).

Recommended elective units: BUSAD 144; CABOT 102; CULIN 112.

***RETAIL MANAGEMENT**

This certificate prepares students with the skills and abilities for the fast paced challenges in the competitive retail environment. It is intended for students who wish to prepare for employment and advancement in a variety of retail environments including technology, accounting, human resources, management, marketing, selling, inventory, and clerical functions. **Program Learning Outcomes:** Students learn the techniques of effective customer and employee relations. Students also learn the five functions of a manager: planning, organizing, staffing, leading and controlling; and how to recognize and develop an appreciation for customer need.

REQUIRED COURSES: ACCTG 110 or 101; BUSAD 106, 110, 141, 144, 152, 162, 164; CABOT 110, and either CS/IS 100 or 101 or CABOT 260.

*This certificate does not satisfy the major requirements for the AS degree.

***TAX PREPARER**

This certificate is designed to train students in the preparation of Federal and California state income tax returns. Students will develop a working knowledge of Federal and State Income tax law as it applies to individuals. **Program Learning Outcomes:** Upon completion of this program, students will be able to demonstrate ability to read and understand the contents of a corporation's annual report ; develop a working knowledge of Federal and State Income tax law as it applies to individuals; and be able to prepare an individual tax return. The student must complete all CORE courses totaling 16-17 units.

REQUIRED COURSES: ACCTG 101 or 110, 150, 155, 130, 156, 160.

NOTE: Courses taken more than 3 years before the granting of the certificate must have division chair approval.

*This certificate does not satisfy the major requirements for the AS degree.

TECHNICAL THEATRE

This certificate provides training in basic technical theatre skills for career employment in production and performance within the theatre industry. **Program Learning Outcomes:** Upon completion of this program, students will apply skills and knowledge of theatre in preparation for transferability or vocation; be able to analyze a play from script to performance; be able to identify theatre terms and occupations; and will identify theatre as a collaborative art form.

REQUIRED COURSES: (22 units) ENGL 101 or 120 or 199 or ESL 151; SPCH 101 or 105; T ART 101, 103, 109 (1 unit), 121 (2 units), 123 (1 unit), 130 or 131 (3 units), and 3 units from either 160, 161, 162, 163, or 164.

A minimum of 8 (eight) units from the following elective courses: ART 101, 102, 125, 130, 132, 152; ENGL 102, 116, 121; HUMAN 117; DANCE 101, 134, 140, 141, 145; SPCH 101 or 105 (if not used above); T ART 102, 104, 106, 110, 122, 133, 134, 140.

TELEVISION PRODUCTION

The Television Production curriculum teaches students how to demonstrate an understanding of composition, film language and lighting techniques to support the creative vision of the director. Students will demonstrate an effective ability to work as a member of a team to achieve the challenges of technical and conceptual goals of the project from origination to the completion of the high quality final deliverable media productions. Students will demonstrate mastery of conceptual editing techniques to support storytelling and solving story problems through the use of editing dialogue, sound design, music, and sound effects to complete the creation of the master for final deliverables.

CORPORATE TELEVISION

REQUIRED COURSES: BUSAD 101, 166; JOURN 102; MEDIA 101, 104, 107, 112.

A minimum of 3 units must be selected from the following: Art 130; CABOT 200; CO ED 102 (2 units); INTERN 050 (3 units); MEDIA 111; PSYCH 114.

MASS MEDIA

REQUIRED COURSES: JOURN 102, 106; MCOMM/JOURN 101; MEDIA 101, 104, 107, 112; T ART 101.

A minimum of 3 units must be selected from the following: BUSAD 164; CO ED 102 (2 units); INTERN 050 (3 units); MEDIA 111; SPCH 100; T ART 140.

VIDEOGRAPHY

Program Learning Outcomes: Upon completion of this program, students will demonstrate an effective ability to work as a member of a team to achieve the challenges of technical and conceptual goals of the project from origination to the completion of the high quality final deliverable media productions; demonstrate mastery of conceptual editing techniques to support storytelling and solving story problems through the use of editing dialogue, sound design, music, and sound effects to complete the creation of the master for final deliverables; and demonstrate an understanding of composition, film language and lighting techniques to support the creative vision of the director.

REQUIRED COURSES: ART 125, 130; JOURN 102; MEDIA 101, 104, 107, 112, 213; PHOTO 101.

A minimum of 3 units must be selected from the following: ART 131; CO ED 102 (2 units); INTERN 050 (3 units); MEDIA 111; PHOTO 103; T ART 134.

*UNIX SYSTEM ADMINISTRATOR

Upon successful completion of this certificate program, the student will be able to install, configure and maintain an industry standard computer with the Unix/Linux operating system that is connected to the Internet.

REQUIRED COURSES: CS/IS 190, 172, 174, and 050 or CO ED 102.

*This certificate does not satisfy the major requirements for the AS degree.

WEB DEVELOPMENT

This certificate is designed for both the IT professional and the college student seeking a thorough preparation for the field of Web development. Course work includes Internet technologies, Web graphic design skills, programming and scripting for the Web. **Program Learning Outcomes:** Upon successful completion of this program, the student will be able to use industry standard tools and techniques to produce, publish and maintain Web sites and Web content. A major skill-building project spanning three semesters is included in the course work.

REQUIRED COURSES: CS/IS 190, 255, 260, 261, 262, 263, 264, 265, 266, ART/PHOTO 250, 251, and 255.

WELDING, OCCUPATIONAL (COMBINATION)

Program Learning Outcomes: Students will demonstrate the skills necessary to read engineering drawings and solve technical mathematics problems as they relate to welding tasks. Students will complete introductory and advanced level welding projects using various techniques and procedures. Students will discuss metallurgical concepts, heat treating procedures, and machine tool technology concepts.

REQUIRED COURSES: ENGR 102; WELD 121, 122, 123, 124, 125 (1 unit); Metallurgy 150.

Choose six (6) units from the following courses: BUSAD 158; MACH 107, 112; T ED 140, 142*; WELD 125, 126.

* The units earned for this course may not be applied toward graduation.

GENERAL EDUCATION REQUIREMENTS FOR GRADUATION FROM COLLEGES AND UNIVERSITIES

It is important for students who plan to transfer to a four-year college or university at the close of their community college studies to decide early which college they will enter. Having decided this, they should plan their program in accordance with the requirements of that institution.

Transfer courses are designed to parallel lower-division offerings at four-year colleges and universities. Through the transfer curriculum, GCC students may complete freshman and sophomore requirements and transfer to the university with junior or upper division status. With careful planning, students may also complete graduation requirements for the Associate in Arts /Science, or AA-T/AS-T degree at the same time that they are completing the Baccalaureate degree requirements.

A student may transfer a maximum of 70 units from a community college to campuses of either the University of California or the California State University systems. It is advised (and at some schools required) that students transfer with at least 60 transferable units to ensure that they are admitted to the four-year institution with junior or upper division status.

The following pages list the General Education requirements for some of the four-year colleges and universities in this area. Requirements for additional colleges and universities are available from your counselor or the Transfer Center.

Agreements concerning transferability are constantly being updated, therefore the student is cautioned to check with a counselor or the Transfer Center for exact transfer information. Some University of California (UC) transfer credit may be limited; consult a counselor or the Transfer Center for additional information.

CSU BREADTH & IGETC GENERAL EDUCATION REQUIREMENTS FOR CERTIFICATION

Listed below are the Program Learning Outcomes (PLOs) for the general education requirements for certification to the California State University and/or the University of California. GCC offers certification through CSU or IGETC as a certificate program, as well as part of the AA-T and AS-T degree requirements. After completion of all requirements.

Mathematical Competency: Students will be able to understand, interpret, and manipulate numeric or symbolic information.

Information Competency: Students will be able to recognize the need for information and define a research topic.

Critical Thinking: Students will be able to evaluate the credibility and significance of information, effectively interpret, analyze, synthesize, explain and infer concepts and ideas; solve problems and make decisions; and construct and deconstruct arguments.

Global Awareness: Students will be able to recognize and analyze the interconnectedness of global, national, and local concerns, analyzing cultural, political, social and environmental issues from multiple perspectives; they recognize the interdependence of the global environment and humanity.

Personal Responsibility: Students will be able to demonstrate an understanding of the consequences, both positive and negative, of their own actions; set personal, academic, and career goals; and seek and utilize the appropriate resources to reach such goals.

In order for students to show completion of their general education requirements, upon completion of all requirements, students must request CSU Breadth or IGETC certification be posted to their official GCC transcript by completing the Transcript Request Form, checking the appropriate box (CSU or IGETC), and submitting it to the Admissions & Records Office.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

Valid through Summer 2016

The Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower division, general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

The course requirements for all areas must be completed before the IGETC can be certified. All courses must be completed with grades of "C" or better.

AREA 1— ENGLISH COMMUNICATION

CSU - 3 courses, one from each group below.
UC - 2 courses, one each from group A and B.

GROUP A: ENGLISH COMPOSITION

(1 course, 3 semester units)
ENGL 101+, 101H+

GROUP B: CRITICAL THINKING—ENGLISH COMPOSITION

(1 course, 3 semester units)
ENGL 102+, 102H+, 104

GROUP C: ORAL COMMUNICATION (CSU ONLY)

(1 course, 3 semester units)
SPCH 101

AREA 2— MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

(1 course, 3 semester units)
MATH 100+, 103+, 103H, 104+, 104H+, 105+, 105H+, 107+, 107H+, 108+, 108H+, 110+, 112+, 133 (formerly Math 111), 135, 136

AREA 3— ARTS AND HUMANITIES

(3 courses, 9 semester units)
At least 1 course from Arts and 1 from Humanities.

(Area 3A) ARTS COURSES:

ART 101+, 101H+, 102+, 102H+, 103+, 104+, 105+, 106+, 107+, 108, 109, 111, 112, 113, 115, 116, 118, 119, 120+, 121+, 125, 199
Dance 100, 102
Music 101, 102, 120+, 121, 122, 125+, 126+, 127, 128
T ART 101, 102, 107

(Area 3B) HUMANITIES COURSES:

ARMEN 102+, 103, 104, 116+, 117, 125, 126, 127
CHIN 102*
ECON 111* (same as HIST 116)
ENGL 105 - 111, 114 - 117, 122 - 125, 128
FREN 102, 103, 104
HIST 101*, 102+, 103*, 104, 105, 106, 107*, 108*+, 109+, 110+, 111+, 113 - 115, 116* (same as ECON 111), 117+, 118*+, 119*, 120*, 121, 131* - 133, 136* (same as SOC S 136), 140, 141, 152*
HUMAN 105+, 105H+, 106, 110, 111, 115, 117, 120, 125
ITAL 102, 103
JAPAN 102 - 104
KOREA 102
PHIL 101, 113, 114, 116, 118, 119, 120, 121, 122
SOC S 136*
SPAN 102+, 103, 104, 124H, 125+, 126+

AREA 4— SOCIAL AND BEHAVIORAL SCIENCES

(3 courses, 9 semester units)

Courses from at least two disciplines or an interdisciplinary sequence.

ANTHR 102+, 102H+, 103 - 105
ECON 101, 102+ 102H+, 105+, 110, 111* (same as HIST 116)
ETH S 101, 102, 110, 111, 120 - 125, 132, 164
GEOG 102, 103, 105, 106, 110
HIST 101*, 103*, 107*, 108*, 116* (same as ECON 111), 118*, 119*, 120*, 122, 131*, 136*, 152*
JOURN 101+
LING 101
MCOMM 101+
POL S 101, 102, 103+, 103H+, 104, 108, 110, 111
PSYCH 101+, 101H+, 103**, 104, 106, 109 (same as SOC 105), 113, 115, 131 (Same as SOC 131)
SOC S 105 (Same as PSYCH 109), 124, 131+, 132+, 134, 136* (same as HIST 136)
SOC 101, 102, 103, 104, 105 (same as PSYCH 109), 131 (Same as PSYCH 131), 140
SPCH 108

**Psych 103 may be used if taken before Fall 2011

AREA 5— PHYSICAL AND BIOLOGICAL SCIENCES

(2 courses, 7-9 semester units)

One Physical Science course and one Biological Science course; at least one must include a laboratory.

(Area 5a) PHYSICAL SCIENCE COURSES:
(Laboratory courses are underlined for Area 5c)

ASTRO 102, 110+, 110H+, 120+
CHEM 101+, 101H+, 102+, 103+, 105, 106, 110+, 114+, 120+, 121+
GEOG 101, 107, 111
GEOL 101+, 101H+, 102, 103, 105, 110, 111+, 111H+, 112
OCEAN 115, 116
PALEO 101
PHY SCI 131+
PHY 101+, 101H+, 102+, 102H+, 103+, 103H+, 105+, 106+, 110+

(Area 5b) BIOLOGICAL SCIENCES:
(Lab courses are underlined for Area 5c)

ANTHR 101, 111
BIOL 101+, 102+, 103+, 112, 115+, 120+, 121+, 122+, 123, 125+, 125H+, 126;
PSYCH 103*, 203

LANGUAGE OTHER THAN ENGLISH (UC REQUIREMENT ONLY)

Proficiency equivalent to two years of high school in the same language.

ASL 101; ARMEN 101+, 115+; CHIN 101; FREN 101; ITAL 101; JAPAN 101; KOREA 101; SPAN 101+, 115+.

CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS

(Not part of IGETC; may be completed prior to transfer.)

American Institutions: POL S 101, 105; SOC S 125-126, 132 (POL S 101 completed in Spring 2014 or after satisfies both areas)

State and Local Govt: POL S 101 (effective Spring 2014) 106; SOC S 125-126, 132

American History: ECON 111; HIST 110, 111, 116, 117, 118, 151; SOC S 125-126, 131

+INDICATES THAT TRANSFER CREDIT MAY BE LIMITED BY UC OR CSU OR BOTH. PLEASE CONSULT WITH A COUNSELOR.

* COURSES DESIGNATED WITH AN ASTERISK MAY BE COUNTED IN ONE AREA ONLY.

NOTE: IGETC MUST BE COMPLETED AND CERTIFICATION MUST BE REQUESTED PRIOR TO ATTENDANCE AT A UC OR CSU.

THE CALIFORNIA STATE UNIVERSITY

GENERAL EDUCATION REQUIREMENTS

This list of courses from which 39 units must be selected for certification has been submitted to the California State University and is effective for students entering GCC for the summer 1987 and thereafter. **All courses completed Fall, 1993 and thereafter must be completed with grades of "C" or better.**

History and Constitution Requirement

All students seeking a baccalaureate degree are required by California law to demonstrate competence in the Constitution of the United States, American History, and the principles of state and local government. This CSU graduation requirement may be completed prior to transfer. In accordance with Ex. Order 405 the following requirements are satisfied as indicated:

American Institutions: POL S 101, 105; SOC S 125-126, 132 (POL S 101 completed in Spring 2014 or after satisfies both areas)
State and Local Government: POL S 101 (effective Spring 2014) 106; SOC S 125-126, 132

American History: ECON 111; HIST 110, 111, 116, 117, 118, 151; SOC S 125-126, 131

Breadth Requirement

Breadth Requirement courses which the president of GCC or the designated officer will certify as meeting the intent expressed in Executive Order No. 595 are listed below. Students will complete a minimum of thirty-nine (39) units from this list. No more than thirty (30) units may be certified in Areas B-D inclusive.

A. COMMUNICATION, ENGLISH LANGUAGE, AND CRITICAL THINKING (9 units)

A1 - SPCH 101

A2 - ENGL 101, 101H, 194

A3 - ENGL 102, 102H, 104, 195; HUMAN 105, 105H, 110; PHIL 117, 123; SPCH 100, 103, 104

B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (9 units)

Select one course from each of the following: Physical Sciences, Biological Sciences and Mathematics. One Science course (either Physical or Biological) must include a laboratory activity.

B1 - PHYSICAL SCIENCE:

ASTRO 102*, 103, 110, 110H, 120

CHEM 101*, 102*, 103*, 105*, 106*, 110*, 114*, 120*, 121*

GEOG 101, 107, 111*

GEOL 101, 101H, 102, 103, 104, 105*, 111*, 111H*, 112*, 120

OCEAN 115, 116*

PALEO 101

PHYS SCI 131*

PHYS 101*, 101H*, 102*, 102H*, 103*, 103H*, 105*, 106*, 110

T ED 145

*Denotes laboratory activity (B3).

B2 - BIOLOGICAL SCIENCE:

ANTHR 101, 111*

BIOL 101*, 102*, 103, 112*, 114, 115*, 120*, 121*, 122*, 123, 125, 125H, 126*

PSYCH 103, 203* (lab only)

*Denotes laboratory activity (B3).

B4 - MATHEMATICS:

MATH 100, 102, 103, 103H, 104, 104H, 105, 105H, 107, 107H, 108, 108H, 110, 112, 133 (formerly Math 111), 135, 136, 138

C. ARTS AND HUMANITIES (9 units)

9 semester units with at least one course each in Arts and Humanities.

C1 - ARTS:

ART 101, 101H, 102, 102H, 103 - 109, 111-113, 115, 116, 118-121, 125, 138, 199

DANCE 100, 102

ENGL 103

HUMAN 117**, 120**

MUSIC 101, 102, 104, 105, 107, 108, 120, 121, 122, 125 - 128

T ART 101, 102

C2 - HUMANITIES:

ARMEN 101, 102, 115, 116, 117, 125 - 127,

CHIN 101, 102

ECON 111 (Same as HIST 116)

ENGL 105 - 111, 114 - 117, 122 - 125, 127, 128, 222

FREN 101 - 104

HIST 101**, 104**, 108**, 109**, 110, 111, 116**, 117, 118**, 119**, 120**, 131**, 136** (Same as SOC S 136), 152**

HUMAN 106, 111, 115, 117**, 120**, 125, 130

ITAL 101 - 104

JAPAN 101 - 104

KOREA 101, 102

PHIL 101, 112 - 114, 116, 118 - 122

SOC S 136** (Same as HIST 136)

SPAN 101 - 104, 115, 116, 125, 126

SPCH 106

T ART 107

**May be used in only one (1) area.

D. SOCIAL SCIENCES (9 units)

Courses must be selected from at least two disciplines.

D0 - SOCIOLOGY:

SOC 101, 102, 103, 131**

D1 - ANTHROPOLOGY AND ARCHEOLOGY

ANTHR 102, 102H, 103 - 105, 150

D2 - ECONOMICS

ECON 101, 102, 102H, 105, 110, 111 (same as HIST 116)

D3 - ETHNIC STUDIES

ETH S 101, 102, 110, 111, 120 - 125, 132, 164

D4 - GENDER STUDIES

HIST 115**

D5 - GEOGRAPHY

GEOG 102, 103, 105, 106, 110

D6 - HISTORY

HIST 101**, 102, 103, 104**, 105-107, 108**, 109**, 113, 114, 115**, 118, 119**, 120**, 121, 122, 131**, 132, 133, 135, 140, 141, 152**

D7 - INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCES

HIST 136** (Same as SOC S 136)

INTERDIS 110

JOURN 101

LING 101

MCOMM 101

SOC S 101, 105, 127, 136** (Same as HIST 136)

SOC 140

SPCH 108

D8 - POLITICAL SCIENCE, GOVERNMENT, AND LEGAL INSTITUTIONS

POL S 101, 102, 103, 103H, 104, 108, 110, 111

D9 - PSYCHOLOGY

PSYCH 101, 101H, 104, 115

**May be used in only one (1) area.

E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT (3 units)

CHLD 135

Dance (all courses) (1 unit only)

HLTH 102, 104, 106

KIN (all activity courses) (1 unit only)

NUTR 125

PE (all activity courses) (1 unit only)

PE 107

PSYCH 105, 106, 108 - 111, 113, 131

REC L 105

SOC S 134

SOC 104, 105, 131**

ST DV 125, 145

UNIVERSITY OF SOUTHERN CALIFORNIA

GENERAL EDUCATION ARTICULATION AGREEMENT

Effective Fall 2013 through Summer 2015

All USC students must complete six general education (GE) courses. In addition, there are requirements in writing, diversity, and (for certain majors) foreign language.

Students may use transfer courses to fulfill the lower division writing requirement (shown below), and four of the six GE requirements (I, II, III, and V, listed below). GE categories IV and VI and the upper division writing requirement must be taken at USC. **Students may not fulfill GE or writing requirements with transfer courses taken after starting at USC.** Diversity and foreign language requirements may be fulfilled with transfer courses taken before entering, or during a summer term after entering USC.

College courses taken *before high school graduation* cannot be used to fulfill any of the requirements listed except for GE categories I and III.

For more information, see the booklet "Transferring to USC," available from the USC Office of Admissions or online at <http://www.usc.edu/dept/admissions/undergrad/transfer/index.html>

LOWER DIVISION WRITING REQUIREMENT: Any of the courses below fulfills the lower division writing requirement *if completed after graduating from high school and before starting at USC* (an additional upper division writing course must be completed at USC):

ENGLISH 102, 102H, 104

FOREIGN LANGUAGE SKILL LEVEL: Certain USC majors must complete the third semester (or fifth quarter) of a college level foreign language with a passing grade (C- or higher), or pass USC's placement examination at a level equivalent to third semester competency. Students who do not finish their third semester (or fifth quarter) before transferring to USC must take USC's placement examination to determine their level of competency. If the test score indicates placement into a level which the student has already completed, the student will be advised, (but not required) to repeat the course at USC for no additional credit. Therefore, if your major requires the foreign language skill level and if you have started taking a foreign language, you are advised to complete the requirement before transferring to USC.

LANGUAGE REQUIREMENT Third Level:

CHIN 103; FREN 103; ITAL 103; SPAN 103

LANGUAGE REQUIREMENT Fourth Level:

CHIN 104; FREN 104; ITAL 104, JAPAN 104; SPAN 104

TRANSFERABLE GENERAL EDUCATION CATEGORIES:

CATEGORY I: Western Cultures and Traditions

ART 101, 101H, 102, 102H, 104, 105, 106, 120

ENGL 109, 110

HIST 101, 102, 108, 109

PHIL 119, 120

POL S 104

T ART 102

CATEGORY II: Global Cultures and Traditions

ANTHR 102, 102H

ART 108, 109, 112, 115, 116

DANCE 102

ETH S 125

HIST 119

MUSIC 127

PHIL 114, 121

CATEGORY III: Scientific Inquiry (requires a lab)

BIOL 101, 101H, 122, 125 w/126, 125H w/126,

CHEM 101, 101H, 120

GEOG 101 w/111

OCEAN 115 w/116

PHYS SCI 131

PHYS 101, 101H, 105

CATEGORY V: Arts and Letters

ART 107

ENGL 105, 106, 107, 108, 111, 114, 115, 116, 117, 122, 123,

124, 125, 126, 128

FREN 121

HUMAN 105H

SPAN 124H

T ART 107

DIVERSITY REQUIREMENT: All students who entered any college in fall 1993 or thereafter must meet USC's diversity requirement. Courses which meet the diversity requirement if completed after graduating from high school are :

ETH S 102, 110, 120, 121, 123, 124, 132

HIST 111; 115

HUMAN 125

PSYCH 113

SOC S 134

SOC 101, 104

POLICIES REGARDING GE COURSES:

—No more than four (4) semester units of pass/no pass credit may be applied to GE requirements.

—Once a student enrolls at USC, he or she must complete all remaining GE and writing requirements at USC.

COURSE DESCRIPTIONS

Courses are listed in numerical order under department headings, which are in alphabetical order. Each course is listed by number with the course title and the number of units. Following each course description are the number of hours of lecture and laboratory and prerequisites of the course. Transferability of the course is indicated for institutions to which students tend to matriculate. Whether or not all courses described will be offered during the present academic year will depend on the student enrollment.

COURSE PREREQUISITES/COREQUISITES/ RECOMMENDED PREPARATION

Prerequisites

"Prerequisite means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program."

Students are expected to have satisfied the prerequisite requirements as stated in this catalog for all courses. **All prerequisite classes must have been completed with a satisfactory grade.** "Satisfactory grade means that, for the course in question, the student's academic record has been annotated with the symbol A, B, C, or P."

Corequisites

"Corequisite means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course."

Classes listed as corequisites must have been either completed or be taken concurrently.

Recommended Preparation

"Recommended preparation means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program."

Recommended preparation has been judged by individual departments to be important to success in a course.

Equivalent

Whenever "equivalent" is listed as an alternative prerequisite, it is understood to indicate knowledge and/or skills learned through personal experience, education, and/or training equivalent to listed prerequisite courses. The criteria for such equivalency are established by each instructional discipline to ascertain whether there has been sufficient mastery of the content of the academic prerequisite.

Note: Title 5, Section 55003 (p) permits a student to appeal a course prerequisite based on the unavailability of the required course (see waiver of prerequisites).

DEGREE AND TRANSFER CREDIT

Not all courses offered at Glendale Community College award Associate in Arts and/or Associate in Science degree credit. Courses that do not award credit toward the AA/AS degrees contain the statement "**non-degree applicable**" in their course description and may not be counted toward the 60 unit requirement for graduation. All students completing non-degree applicable courses prior to Fall 1990 will continue to receive graduation credit for these courses. Transfer credit is noted at the end of each course description. The note "UC" means the course is transferable to the University of California, all campuses. The note "CSU" means the course is transferable to the California State University, all campuses. The note "USC" means the course is transferable to the University of Southern California. Agreements concerning transferability are constantly being updated, therefore the student is cautioned to check with a counselor or the Transfer Center for exact transfer information. Some University of California (UC) transfer credit may be limited; consult a counselor or the Transfer Center for additional information.

VARIABLE UNITS

Certain courses in this catalog have variable units indicated and specify the maximum number of units that may be acquired by repetitive enrollment in the class. Students who complete variable unit classes and earn less than the maximum units as indicated may repeat those classes only until the maximum indicated units have been earned.

OPEN ENROLLMENT

Unless specifically exempted by statute, every course, course section, or class for which average daily attendance is to be reported for state aid shall be open for enrollment and participation by any person who has been admitted to the college and who meets the prerequisites of such courses.

COURSE FAMILIES

New regulations require grouping active participatory courses previously designated as “activities” courses into “families” and limiting enrollment in courses within the families to four experiences regardless of grade.

Course families are courses with related content where the content progresses into levels from one course to the next (Title 5 §55000) or in which the content is linked around themes. Areas required to group courses into families are Physical Education and Visual and Performing Arts. Here are GCC’s Course Families:

ART - Ceramics; Ceramic Hand Building

STUDIO ARTS - 2D Art Foundations; Life Drawing; Oil Media; Water Media; Printmaking; Special Projects in Studio Arts; Sculpture; and 3D Design

DANCE - Ballet Technique; Modern Dance Technique; Jazz Technique; American Vernacular Dances; Cultural Dance; Choreographic Studies; Performance Skills; Production Studies; and Movement for Theatre

MUSIC - Piano; Classical Guitar; Contemporary Guitar; Voice Training

THEATRE ARTS - Acting; Directing, Playwriting, Management; Costume and Makeup; Scenic and Lighting, Technical Theatre:Stagecraft/Building; Theatre Production-Rehearsal and Performance

PHYSICAL EDUCATION/KINESIOLOGY - Adapted Physical Education; Badminton; Basketball; Cardio Fitness; Cycling; Golf; Martial Arts; Motor Performance Fitness; Soccer/Football; Tennis; Volleyball

COURSE ID NUMBERING SYSTEM (C-ID)

The Course ID Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example, COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Students can confirm how each college’s course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to any of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer. Counselors can always help students interpret or explain this information.

All courses that have been approved for C-ID designation at Glendale Community College include the C-ID number within the course description as listed on the following pages.

ACCOUNTING (ACCTG)

101 FINANCIAL ACCOUNTING

5.0 Units

ACCTG 101 introduces students to the use of accounting information, and to analysis using accounting and financial concepts and terminology. Accounting information is presented from the user's viewpoint. The course covers financial accounting, dealing with such topics as the accounting cycle, revenue and expense recognition, internal control, external reporting requirements, cash flow, financial statement analysis, GAAP, IFRS and asset, liability, and stockholder's equity valuation. Ethical issues and open-ended exercises requiring critical judgment and narrative response by students may be used throughout the course. *Note:* ACCTG 101 may not be taken by students who have completed ACCTG 106 with a grade of "C" or better. Lecture 5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC (C-ID ACCT 110)

102 MANAGERIAL ACCOUNTING

5.0 Units

ACCTG 102 continues student development in the use of accounting concepts. It presents managerial accounting from an information-user, decision-making viewpoint. Emphasis is placed on developing students' ability to critically judge and evaluate issues covered in the course. The majority of the course covers managerial accounting for business operations, stressing four-year college transfer expectations, with the remainder concerned with financial management, and evaluating businesses. Ethical issues and open-ended exercises requiring critical judgment and narrative response by students may be used throughout the course. Lecture 5 hours. *Prerequisite:* ACCTG 101 or ACCTG 106 or equivalent. *Transfer Credit:* CSU, UC, USC

110 BASIC ACCOUNTING I

4.0 Units

ACCTG 110 is an introductory course in bookkeeping including study of the accounting equation, the theory of debit and credit, accounting devices, working papers and business forms, and the preparation of balance sheets and income statements. Lecture 4 hours/Laboratory 1 hour. *Prerequisite:* None.

120 COMPUTERIZED ACCOUNTING SYSTEMS

3.0 Units

ACCTG 120 provides students with computer skills required for employment in the field of computerized accounting. This course provides an introduction to accounting application software for bookkeepers, accountants, and business managers. Lecture 3 hours. *Recommended preparation:* ACCTG 101 or 110 or equivalent.

121 PEACHTREE/GREAT PLAINS

3.0 Units

ACCTG 121 is an advanced course allowing students to prepare sophisticated practice sets from assorted accounting software packages. Lecture 3 hours. *Recommended preparation:* ACCTG 101 or 110 or equivalent.

130 PAYROLL ACCOUNTING

3.0 Units

ACCTG 130 is in-depth and practical instruction in payroll accounts. It offers an opportunity for the student to learn essential concepts of payroll and to master these concepts thoroughly by completing a wide variety of realistic activities. It covers payroll laws, payroll calculations, paying and recording payroll, federal and state payroll taxes, returns and payroll systems, manual and computerized. Lecture 3 hours. *Prerequisite:* None.

150 PRINCIPLES OF INCOME TAXATION

3.0 Units

ACCTG 150 is a course that focuses on the analysis and preparation of tax returns, itemized deductions, and a technical proficiency in federal and state tax law as it applies to the individual. This course provides the foundation of knowledge required for tax practitioners. *Note:* A maximum of 3 units will transfer. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

155 VOLUNTEER INCOME TAX ASSISTANCE (VITA)

3.0 Units

ACCTG 155 is a course that teaches the fundamental knowledge of federal and state income tax preparation. The concentration will be on the tax information for the low income and elderly. *Note:* The course is designed for non-professionals. Lecture 3 hours. *Prerequisite:* ACCTG 150 or equivalent.

156 VOLUNTEER INCOME TAX ASSISTANCE (VITA) II

1.0 Unit

ACCTG 156 is a course in which students learn and apply the fundamental knowledge of income tax preparation. With the assistance of the instructor and state and federal agents, the students will assist low income and elderly citizens in the preparation of Federal and State tax forms. Lecture .5 hour/Laboratory 2 hours. *Prerequisite:* ACCTG 155 or equivalent. *Note:* May be taken 4 times for credit.

157 VOLUNTEER INCOME TAX ASSISTANCE (VITA) LEADERSHIP

1.0 Unit

ACCTG 157 is a course in which students learn and apply leadership skills by aiding first year VITA volunteers in interviewing and preparing state and federal taxes. Students will guide and direct VITA Volunteers in assisting low-income and elderly citizens in the preparation of their federal and state tax forms. Lecture .5 hour/Laboratory 2 hours. *Prerequisite:* ACCTG 156 or equivalent. *Note:* May be taken 4 times for credit.

160 ADVANCED INCOME TAX

3.0 Units

ACCTG 160 covers the tax effects of accounting methods, rental and royalty income, business income and expenses, mechanisms for realizing income such as corporations and partnerships, and minimization of taxes through tax planning. This course is of assistance to tax practitioners, individuals seeking an overview of the various methods of taxation, and those planning to take the Enrolled Agents examination given by the Internal Revenue Service. Lecture 3 hours. *Prerequisite:* ACCTG 150 or equivalent. *Transfer Credit:* CSU

165 TAX PLANNING, TAX RESEARCH, AND TAX FRAUD

3.0 Units

ACCTG 165 is a course in the principles of tax planning and tax research. Topics include general principles of tax planning, self-employed versus employee tax planning, family tax planning, fixed and other assets tax planning, deduction tax planning, retirement planning, tax research procedures, Internal Revenue Code, treasury and judicial interruptions, primary and secondary courses and tax procedures. Lecture 3 hours. Recommended preparation ACCTG 150.

**170
CALIFORNIA BUSINESS TAXES**
2.0 Units

ACCTG 170 is an advanced course in California non-income business taxation. Topics include sales and use taxes, real and personal property taxes, withholding on dispositions of real estate, environmental taxes and fees, city business license taxes, and miscellaneous taxes. Lecture 2 hours. *Prerequisite:* ACCTG 101 or ACCTG 106 or equivalent.

**175
ESTATE, GIFT, AND TRUST TAXATION**
2.0 Units

ACCTG 175 covers estate, gift, and trust taxation. Topics include computation of gross estate tax, valuation of gross estate, deductions from the gross estate, transfers by gift, basis of property transferred by gift, present and future interests, exclusions from gift taxes, generation-skipping transfer tax (GST), and taxation of trusts. Lecture 2 hours. *Recommended preparation:* ACCTG 150 or equivalent.

**180
FINANCIAL ANALYSIS &
COMMUNICATIONS**
2.0 Units

ACCTG 180 is a course in which the students apply the tools of the accounting profession to solve problems and complex case studies common in the industry. Topics include the use of general ledger, database, and spreadsheet programs, advanced financial ratios, extensive budget creation with variance analysis, and real-time adjustments, setting up a general ledger package, decision making formulas, creating financial statements and producing spreadsheet for various accounting decisions. Lecture 2 hours. *Recommended preparation:* ACCTG 101 or equivalent.

**201
INTERMEDIATE ACCOUNTING I**
5.0 Units

ACCTG 201 is an advanced course in financial accounting. Topics include the income statement preparation, statement of cash flow, time value of money, income measurement, balance sheet preparation, cash and receivables, and inventories. Lecture 5 hours. *Prerequisite:* ACCTG 101 or ACCTG 106 or equivalent.

**202
INTERMEDIATE ACCOUNTING II**
5.0 Units

ACCTG 202 is a course that further develops the concepts of liabilities and owner's equity. The course covers short and long term liabilities, leases, pensions and payroll liabilities, corporate income taxes, detailed preparation of Statement of Cash Flows, presentation of accounting changes and errors and disclosure and reporting responsibilities of a corporation. Lecture 5 hours. *Prerequisite:* ACCTG 101 or equivalent.

**210
ADVANCED ACCOUNTING**
5.0 Units

ACCTG 210 is an advanced course in financial accounting. Topics include business combinations, consolidated statements, goodwill, intercompany transactions, cash flow, earnings per share, special issues in investments, subsidiary equity transactions, leverage buyouts, and partnerships, multinational accounting, interim reporting and disclosures, governmental and not-for-profit accounting, debt restructuring, corporate reorganizations, and liquidations. Lecture 5 hours. *Prerequisite:* ACCTG 201 or equivalent.

**220
COST ACCOUNTING**
3.0 Units

ACCTG 220 is an advanced course in managerial accounting. Topics include job costing, product costing, process costing, joint-process costing, activity based costing systems, support service costs, value chain, quality management, cost-volume-profit models, budgeting, variance analysis, capital investment decisions, and transfer pricing. Lecture 3 hours. *Prerequisite:* ACCTG 102 or equivalent.

**225
AUDITING**
3.0 Units

ACCTG 225 is an advanced course that addresses the concepts of audit evidence and materiality. Topics include the audit profession, audit risks, audit analysis, statistical sampling, planning the audit, conducting the audit, and reporting the results of an audit. Lecture 3 hours. *Prerequisite:* ACCTG 101 or ACCTG 106 or equivalent.

**230
ACCTG INFORMATION SYSTEMS**
3.0 Units

ACCTG 230 is an advanced course that addresses the concepts of information and database systems used in a business. Topics include accounting information systems, data communications, database systems, information systems and processes, and other areas covered on the uniform CPA exam. Lecture/Demonstration 3 hours. *Prerequisite:* ACCTG 101 or ACCTG 106 or equivalent.

**235
FRAUD EXAMINATION**
3.0 Units

ACCTG 235 is an advanced course that addresses the principles and methodology of fraud detection and deterrence. The course includes such topics as skimming, cash larceny, check tampering, register disbursement schemes, billing schemes, payroll and expense reimbursement schemes, non-cash misappropriations, corruption, accounting principles and fraud, fraudulent financial statements, and interviewing witnesses. Lecture 3 hours. *Prerequisite:* ACCTG 101 or ACCTG 106 or equivalent.

**250
ACCOUNTING ETHICS**
3.0 Units

ACCTG 250 is an advanced course that addresses the concepts of ethical reasoning and the decision process. Topics include the professional judgment, corporate governance, American Institute of Certified Public Accountants (AICPA) code of conduct, accounting fraud, legal and regulatory obligations, earnings management, quality of financial reporting and International Financial Reporting Standards (IFRS) ethics. Lecture 3 hours. *Prerequisite:* ACCTG 101. *Transfer Credit:* CSU

**ADMINISTRATION OF
JUSTICE (ADMJ)**

**101
INTRODUCTION TO THE
ADMINISTRATION OF JUSTICE**
3.0 Units

ADMJ 101 covers the history and philosophy of administration of justice in America, recapitulation of the system, identification of the various subsystems, role expectations, and their interrelationships, theories of crime, punishment, and rehabilitation, ethics, education, and training for professionalism in the system. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC (C-ID AJ 110)

103 CONCEPTS OF CRIMINAL LAW

3.0 Units

ADMJ 103 is a study of the legal definition of crime and defenses; purposes and functions of the substantive criminal law; historical foundations; the limits of the criminal law; focus upon the case study approach. This course utilizes case law and case studies to introduce students to criminal law. The completion of this course offers a foundation upon which upper-division criminal justice course will build. Lecture 3 hours. *Prerequisite:* ADMJ 101 or equivalent. *Transfer Credit:* CSU, UC, USC (C-ID AJ 120)

107 COMMUNITY RELATIONS

3.0 Units

ADMJ 107 focuses on the in-depth exploration of the roles of administration of justice practitioners and their agencies. Through interaction and study, the student becomes aware of the interrelationships and role expectations among the various agencies and the public. Principal emphasis is placed upon the professional image of the system of administration of justice and the development of positive relationships between members of the system and the public. Lecture 3 hours. *Prerequisite:* ADMJ 101 or equivalent. *Transfer Credit:* CSU, UC, USC

108 CONTEMPORARY POLICE OPERATIONS AND ISSUES

1.0 to 3.0 Units

ADMJ 108 is designed to develop basic understandings and a reasonable degree of skill with reference to the following problems and issues: responsibilities, power, and duties of the patrol officer, discretion, patrol procedures, field interrogation, preliminary handling of field problems, stake-outs, arrest procedures, vehicle code and transportation of prisoners, special police problems, moral and legal aspects of firearm usage. The course covers contemporary issues in police operations such as patrol efficiency, crime prevention, corruption, recruitment, training and stress management. Lecture 3 hours. *Prerequisite:* ADMJ 101 or equivalent. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU

110 PRINCIPLES & PROCEDURES OF THE JUSTICE SYSTEM

3.0 Units

ADMJ 110 presents an in-depth study of the role and responsibilities of each segment within the administration of justice system: Law enforcement, judicial, corrections. A past, present, and future exposure to each sub-system procedure from initial entry to final disposition and the relationship each segment maintains with its system members. Special emphasis is on the judicial processes. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

116 CRIMINAL INVESTIGATION

3.0 Units

ADMJ 116 focuses on the fundamentals of investigation, crime scene search and recording, collection and preservation of physical evidence, scientific aids, modus operandi, sources of information, interviews and interrogation, follow-up and case preparation, mechanical truth devices, truth serums, crime laboratory. Lecture 3 hours. *Recommended preparation:* ADMJ 101 or equivalent. *Transfer Credit:* CSU (C-ID AJ 140)

117 CRISIS INTERVENTION

3.0 Units

ADMJ 117 is designed to provide those skills necessary to deal with interpersonal conflict. The course addresses some of the interpersonal problems creating stress, conflict and anger and reviews some of the basic psychological techniques used in dealing with interpersonal problems. Specifically, the course familiarizes the student with intervention techniques in attempt suicides, death/ injury notifications, domestic situations, disputes between landlord and tenants and intervention techniques with crime victims. The course covers recommended techniques in dealing with job related stress. A review of theoretical concepts and practical role playing situations provides the framework for the course. Lecture 3 hours. *Prerequisite:* None.

118 YOUTHFUL OFFENDERS

3.0 Units

ADMJ 118 reviews the organization, functions, and jurisdiction of juvenile agencies, the processing and detention of juveniles, juvenile case disposition, juvenile statutes and court procedures. There are discussions on selected delinquency theories and a review of current correctional methods utilized in the treatment and control of juvenile delinquency in America. Lecture 3 hours. *Prerequisite:* ADMJ 101 or equivalent (ADMJ 101 may be taken concurrently.) *Transfer Credit:* CSU (C-ID AJ 220)

120 LEGAL ASPECTS OF EVIDENCE

3.0 Units

ADMJ 120 is concerning the origin, development, philosophy, and constitutional and procedural considerations affecting arrest, search, and seizure, kinds and degrees of evidence and rules governing admissibility, judicial decisions interpreting individual rights and case studies. Lecture 3 hours. *Prerequisite:* ADMJ 101 or equivalent. *Transfer Credit:* CSU (C-ID AJ 124)

129 SPECIAL CRIMES AND DANGEROUS DRUGS

3.0 Units

ADMJ 129 is designed to give all levels of law enforcement officers a fundamental understanding of narcotic addiction and the effects of hypnotic drugs as these factors are involved in the daily routine of police work review of the principles of detecting and investigating special crime offenses. The course also focuses on gambling, confidence games, loansharking, prostitution, and other crimes associated with organized crime activity. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

130 LAW ENFORCEMENT SUPERVISION AND MANAGEMENT

3.0 Units

ADMJ 130 provides an overview of the basic concepts, problems, issues, and concerns of a contemporary police organization. The four major areas the course examines and evaluates are: the preparation of the individual officer for future promotional examinations, the current major police supervisory principles and ideologies, the proven techniques and skills required in the practice of sound supervision in police service, and a survey of management theory. Lecture 3 hours. *Prerequisite:* ADMJ 101 or equivalent.

134
REPORT WRITING
3.0 Units

ADMJ 134 encompasses a survey of report writing and Records and Identification Bureaus. A study to aid police officers to analyze what they see, and to make a permanent and coherent record of facts to be used in criminal prosecution and administration procedures. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

155
FIREARMS TRAINING
1.5 Units

ADMJ 155 is presented to fulfill the requirements of the P.C. 832 Module II training specifications. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* None.

165
INTRO TO FORENSIC SCIENCE
3.0 Units

ADMJ 165 focuses on the history and principles of forensic science. Topics include crime scene investigation, identification, individualization, and collection and preservation of physical evidence; the establishment of identity through fingerprints, dental records, and DNA; biological and trace evidence; health and safety issues at the crime scene; and crime scene documentation through case notes, photography, videography, and sketches. Lecture 3 hours. *Prerequisite:* ADMJ 101 or equivalent.

170
ETHICS IN LAW ENFORCEMENT
3.0 Units

ADMJ 170 defines the principles of a person's character as they relate to ethics. It examines how ethical choices impact the professional law enforcement environment and the subsequent effect on police service. Additionally, the course considers how character and personal values influence the training, supervision, management, and leadership of successful law enforcement organizations. This course addresses the implications of societal changes and the challenges they create in modern police work. Lecture 3 hours. *Recommended preparation:* ADMJ 101 and Eligibility for ENGL 101.

201
INTRO TO HOMELAND SECURITY
3.0 Units

ADMJ 201 will introduce students to the vocabulary and important components of Homeland Security. The importance of the agencies associated with Homeland Security and their interrelated duties and relationships will be discussed. Students will examine historical events that impact Homeland Security, and explore state, national, and international laws impacting Homeland Security. The most critical threats confronting Homeland Security will be examined. Lecture 3 hours. *Prerequisite:* None.

202
INTELLIGENCE ANALYSIS AND SECURITY MANAGEMENT FOR HOMELAND SECURITY
3.0 Units

ADMJ 202 examines intelligence analysis and its relationship to the security management of terrorist attacks, man-made disasters, and natural disasters. It also explores vulnerabilities of the United States national defense and private sectors, as well as the threats posed to these institutions by terrorists, man-made disasters, and natural disasters. Students will discuss substantive issues regarding intelligence support of Homeland Security measures implemented by the United States and explore how the intelligence community operates. Lecture 3 hours. *Recommended preparation:* ADMJ 201 & Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU

203
TRANSPORTATION SECURITY AND BORDER PATROL
3.0 Units

ADMJ 203 provides an overview of modern border and transportation security challenges, as well as different methods employed to address these challenges. The course covers the time period from post 9-11 to the present. The course explores topics associated with border security and security for transportation infrastructure, including: seaports, ships, aircraft, airports, trains, train stations, trucks, highways, bridges, rail lines, pipelines, and buses. The course includes an exploration of technological solutions employed to enhance security of borders and transportation systems. Students are required to discuss the legal, economic, political, and cultural concerns and impacts associated with transportation and border security. The course is designed to develop students' understanding of the variety of challenges inherent in transportation and border security. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

205
ADVANCED FIELD OFFICER COURSE
0.5 to 2.5 Units

ADMJ 205 is designed primarily but not exclusively for students employed as peace officers or private security officers. The course benefits those persons who need retraining or wish to develop specific job skills. This program updates the field officer on selected police skills and procedures, and also examines the problem of stress as it relates to the practice of law enforcement. The course must be taken for a minimum of 24 hours. Lecture .5-2.5 hours. *Prerequisite:* ADMJ 101 or equivalent.

ALCOHOL/DRUG STUDIES
(ADST)

101
ALCOHOL/DRUG ABUSE AND DEPENDENCY
3.0 Units

ADST 101 surveys the use and abuse of alcohol and other drugs in various cultures, their acute and chronic effects on the human body, and the development of psychological and physical dependence. An overview of current theories in dependency is presented. The course addresses the consequences of chemical dependency on the individual, the family system, and society. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU

103
CHEMICAL DEPENDENCY: INTERVENTION, TREATMENT, AND RECOVERY
3.0 Units

ADST 103 uses a biopsychosocial perspective to introduce students to the process of intervention, treatment, and recovery. The course introduces crisis intervention, treatment techniques, and other essential tools and methodologies needed to help the chemically dependent person overcome addiction. Lecture 3 hours. *Prerequisite:* ADST 101 or equivalent (ADST 101 may be taken concurrently.) *Recommended preparation:* Psych 101. *Transfer Credit:* CSU

105 PHARMACOLOGY : ALCOHOL AND OTHER DRUGS

3.0 Units

ADST 105 emphasizes the specific action and effects of psychoactive drugs, including beverage alcohol, on the human brain and body. The history of drugs as substances of abuse is presented along with the pharmacological and physiological implications of tolerance and habituation. The part played by pharmacological therapy as a component of current abuse and addiction treatment models is examined. Several prevention models are also presented. Lecture 3 hours. *Prerequisite:* AD ST 101 and 103 (AD ST 101 and AD ST 103 may be taken concurrently.) *Transfer Credit:* CSU

110 COUNSELING TECHNIQUES AND CASE MANAGEMENT

3.0 Units

ADST 110 is designed to prepare the student for the field experiences of the addiction counseling internship. It examines several models of addiction counseling and the theoretical rationale of each. The course emphasizes therapeutic traits needed by a counselor working with a chemically addicted population. The course also includes the competencies/functions of a counselor, legal and ethical issues in counseling, and case management of individuals, groups and families. Issues of personal and professional growth are also discussed. Lecture 3 hours. *Prerequisite:* AD ST 101 and 103. *Recommended preparation:* PSYCH 101. *Transfer Credit:* CSU

111 FAMILY DYNAMICS AND ADDICTION

3.0 Units

ADST 111 introduces the student to the individual and group dynamics present within the family in which chemical dependency exists. Family systems and personality theories are presented and applied to the treatment of the family as a unit. The theoretical and practical aspects of counseling are presented and cover the active phases of addiction and early stages of recovery. Lecture 3 hours. *Prerequisite:* AD ST 101 and 103. *Recommended preparation:* PSYCH 101. *Transfer Credit:* CSU

112 GROUP THERAPY AND THE THERAPEUTIC PROCESS

3.0 Units

ADST 112 is an introduction to the dynamics of group interaction and the facilitator functions of the counselor. The course emphasizes group process and management in the 'here and now' as a method of bringing about behavioral change. Throughout the semester all students participate as both members and facilitators in group process, providing a strong experiential component to the course. Lecture 3 hours. *Prerequisite:* AD ST 101 and 103. *Recommended preparation:* PSYCH 101. *Transfer Credit:* CSU

113 CHEMICAL DEPENDENCY AND HUMAN SEXUALITY

3.0 Units

ADST 113 explores the symbiotic relationship of alcohol and drug abuse to sexuality, sexual pathology, and intimacy dysfunction. The course builds on an overview of human needs and sexuality development. Clinical research involving chemical dependency, and sexual dysfunction is reviewed and discussed. Strategies of sex therapy and counseling are presented, along with specific intervention and treatment techniques. Lecture 3 hours. *Prerequisite:* AD ST 101 and 103. *Recommended preparation:* PSYCH 101. *Transfer Credit:* CSU

114 SPECIAL POPULATIONS

3.0 Units

ADST 114 examines the degree to which ethnicity, cultural factors, and sexual identity can contribute to the misuse of alcohol and other drugs. Discussions include various ethnic populations as well as gender, sexual orientation, and life span issues related to substance use and abuse. Lecture 3 hours. *Prerequisite:* AD ST 101 and 103. *Recommended preparation:* PSYCH 104 or SOC S 121. *Transfer Credit:* CSU

115 ADULT CHILDREN OF DYSFUNCTIONAL FAMILIES

3.0 Units

ADST 115 explores the effects of alcoholism and drug dependence and other severe psychological disorders within the dynamics of the family system. The effects of emotional and physical deprivation, violence, and child abuse are examined. Issues central to family dynamics and the development of dysfunctional affective behavioral patterns that commonly are carried into adulthood are discussed along with treatment options. Lecture 3 hours. *Prerequisite:* AD ST 101 and 103. *Recommended preparation:* PSYCH 110. *Transfer Credit:* CSU

118 CHEMICAL DEPENDENCY AND DOMESTIC VIOLENCE

3.0 Units

ADST 118 provides the student with an overview of domestic violence and its association with chemical dependency. The course illustrates historical, legal, and psychological perspectives of domestic violence in families. The cultural and social aspects of domestic violence, including the relationship of violence and chemical dependency are studied comprehensively. Approaches to breaking the cycle of violence, specific assessment and intervention techniques, and community resources are also addressed. Lecture 3 hours. *Prerequisite:* AD ST 101 and 103. *Recommended preparation:* PSYCH 113.

119 CHEMICAL DEPENDENCY AND CO- OCCURRING DISORDERS

3.0 Units

ADST 119 assists the student to better understand and interact with clients with various mental health disorders that complicate coexisting substance abuse problems. It includes personality and mood disorders and various other pathologies, as well as organic brain disorder and their synergistic effect with alcohol and other drugs. The course also covers the diagnostic, therapeutic, and recovery phases for these clients. Lecture 3 hours. *Prerequisite:* AD ST 105 or equivalent (AD ST 105 may be taken concurrently). *Recommended preparation:* PSYCH 115.

152 INTERNSHIP I

3.0 Units

ADST 152 is one of two semester-length internships in which the student is assigned to an alcohol/drug related treatment program or agency to acquire work experience. The student functions under agency supervision to gain case management experience which may include working with individuals, couples, and/or families, as well as groups. The course explores the extent to which knowledge of personal family history impacts counselor competencies and relationships with agencies and clients. Internship experiences are explored as they relate to lecture content. The internship hours apply to the additional hours required for state/national credentialing. Lecture 3 hours. *Prerequisite:* AD ST 110 and 112, or equivalent. Corequisite AD ST 050 (1 Unit). *Transfer Credit:* CSU

153
INTERNSHIP II
3.0 Units

ADST 153 is one of two semester-length internships in which the student is assigned to an alcohol/drug related program or agency. The student functions under agency supervision to gain case management experience which may include working with individuals, couples, and/or families, as well as groups. Course theory focuses on legal and ethical issues, including relationships with clients, colleagues, and agencies. Internship experiences are explored as they relate to lecture content. The internship hours apply to the additional hours required for state/national credentialing. Lecture 3 hours. *Prerequisite:* ADST 110 and 112, or equivalent. *Corequisite:* ADST 050 (1 Unit). *Transfer Credit:* CSU

154
SELF-HELP GROUPS, RECOVERY & COMMUNITY NETWORKING
4.0 Units

ADST 154 provides students with an opportunity to attend, observe and evaluate Alcoholics Anonymous, Al-Anon, Narcotics Anonymous, Gamblers Anonymous and other self-help groups involved in the treatment of alcohol/drug dependency and related disorders. Alcoholics Anonymous is studied as the foundation and blueprint for other well utilized self-help groups. The class provides an opportunity for the student to survey and analyze a variety of resources in the community involved in the treatment of alcohol and drug dependency. In analyzing the facilities, students examine policies and procedures as well as employment opportunities and expectations regarding services. Lecture 4 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Prerequisite:* ADST 103 or equivalent. *Transfer Credit:* CSU

AMERICAN SIGN LANGUAGE (ASL)

101
AMERICAN SIGN LANGUAGE I
4.0 Units

ASL 101 is an introductory course that provides instruction on deafness, deaf culture, and the language used by the deaf community. *Note:* This course not intended for students with proficiency in ASL or who have attended schools where ASL was the language of instruction. Lecture 4.5 hour. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

102
AMERICAN SIGN LANGUAGE II
4.0 Units

ASL 102 is a continuation of the introductory course. The major focus of this course is to develop students' ASL vocabulary and comprehension of signed material. Lecture 4.5 hour. *Prerequisite:* ASL 101 or equivalent. *Transfer Credit:* CSU, UC, USC

103
AMERICAN SIGN LANGUAGE III
4.0 Units

ASL 103 expands on the first courses by developing smooth transitions in production of ASL in dialogue form. Emphasis is placed on realistic dialogue situations and discussion groups conducted in the target language. *Note:* This course is offered during the Fall semester only. Lecture 4.5 hour. *Prerequisite:* ASL 102 or equivalent. *Transfer Credit:* CSU, UC, USC

104
AMERICAN SIGN LANGUAGE IV
4.0 Units

ASL 104 is a continued expansion of the preceding three courses emphasizing the course of dialogue form and develops narrative forms such as story telling and daily events. Emphasis will be placed on realistic dialogue situations and abstract situations. Conducted in the target language. *Note:* This course is offered during the Spring semester only. Lecture 4 hours/Laboratory .5 hour. *Prerequisite:* ASL 103 or equivalent. *Transfer Credit:* CSU, UC, USC

105
CONVERSATIONAL ASL I
2.0 Units

ASL 105 offers intensive practice in expression and comprehension of American Sign Language. It provides the student with practical conversation practice on everyday topics, including culture, and allows for expansion of vocabulary and use of hand-shapes. This class allows for opportunities to interact with fellow students and the instructor in order to improve conversational skills. Lecture 2 hours. *Prerequisite:* ASL 101 or equivalent. *Note:* May be taken 3 times for credit. *Transfer Credit:* CSU

202
THEORY AND PROCESS OF INTERPRETING FOR PROFESSIONAL INTERPRETERS
3.0 Units

ASL 202 is a skills based course for working interpreters to improve their interpreting skills by incorporating current theories of interpreting into their own work. The course presents an overview of current models of interpreting and models of cognitive

processing. Weekly on-camera practice and self-critique will be utilized to improve individual work. *Note:* This course is designed for non-certified working interpreters interested in pursuing their certification as well as certified working interpreters needing to earn Continuing Education Units for their Certification Maintenance Program for Registry of Interpreters for the Deaf (RID) and the National Association of the Deaf (NAD). Lecture 3 hours. *Prerequisite:* None.

ANTHROPOLOGY (ANTHR)

101
PHYSICAL ANTHROPOLOGY
3.0 Units

This course introduces the concepts, methods of inquiry, and scientific explanations for biological evolution and its application to the human species. Issues and topics will include, but are not limited to, genetics, evolutionary theory, human variation and biocultural adaptations, comparative primate anatomy and behavior, and the fossil evidence for human evolution. The scientific method serves as a foundation of the course. The course may include a lab component. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

102
CULTURAL ANTHROPOLOGY
3.0 Units

This course explores how anthropologists study and compare human culture. Cultural anthropologists seek to understand the broad arc of human experience focusing on a set of central issues: how people around the world make their living (subsistence patterns); how they organize themselves socially, politically and economically; how they communicate; relate to each other through family and kinship ties; what they believe about the world (belief systems); how they express themselves creatively (expressive culture); how they make distinctions among themselves such as through applying gender, racial and ethnic identity labels; how they have shaped and been shaped by social inequalities such as colonialism; and how they navigate culture change, and processes of globalization that affect us all. Ethnographic case studies highlight these similarities and differences and introduce students to how anthropologists do their work, employ professional anthropological research ethics, and apply their perspectives and skills to understand humans around the globe. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC (C-ID ANTH 120)

**102H
HONORS CULTURAL ANTHROPOLOGY**
3.0 Units

ANTHR 102H is an introduction to human culture. The course includes an examination of different theories of culture, the methods of fieldwork and the comparison of cultures from around the world including our own. The course covers the extensive variation in traditional and contemporary aspects of society from every major geographic region in terms of linguistic, social, political, economic, and technological organization. The course includes an exploration of kinship, marriage, gender, domestic groups, ritual, belief systems and the arts. Emphasis is placed on the conditions of modern society from the cultural heterogeneity of the inner cities of the United States to the impact of globalization on indigenous populations, migrant populations and nation states. The honors course will be enhanced in one or more of the following ways: 1. Students will read three selected short ethnologies by Elman Service out of Profiles in Ethnology. 2. Students will be required to write a research paper (8-12 pages) on approved thesis in the general field of cultural anthropology. 3. There will be an increased emphasis on critical thinking skills by increasing the value of essay answers on midterm examinations. ANTHR 103 is a general course in archaeology for beginning students. The material covered includes professional opportunities, methods of locating and digging sites, preserving and restoring artifacts, and methods of dating artifacts. Pre-history is traced through the various Stone Ages in the Old World into recorded historical times, emphasizing famous classical sites. Attention is similarly given to pre-history in the Americas. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

**103
PREHISTORY**
3.0 Units

In this introductory course students interpret archaeological materials and information to see how archaeologists can reconstruct and inform our understanding of prehistory and periods of early history. Stress is placed on studying worldwide prehistoric cultural sequences and exploring the transformative processes and cultural changes leading into the historic periods of developing civilizations. The course specifically addresses early and significant examples of domestication, urbanization, developing social stratification, social conflict, manifestations of religious activities and advances in technological development. *Note:* This course is eligible to be taken on a Pass/No Pass basis. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

**104
MAGIC, RELIGION, AND WITCHCRAFT**
3.0 Units

ANTHR 104 is a cross-cultural survey of religion and the supernatural. The course includes an examination of magic, witchcraft, and forms of religious expression in a wide variety of cultures around the world. The course considers the forms and functions of supernatural beliefs and rituals in various societies to derive insight into the roles of religious beliefs and institutions in human life. The course covers ritual, witchcraft, magic, symbolism, altered states of consciousness, and religious change. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

**105
CULTURE AND COMMUNICATION**
3.0 Units

This introductory course serves as a foundation for understanding language from an anthropological perspective, addressing such core questions as how, what, when, where, why and with whom we communicate. This course surveys three core areas in linguistic anthropology--structural linguistics: phonetics, phonology, morphology and syntax, as well as the biocultural basis of language; historical linguistics: origins and evolution/change, dialects, and language families; and sociocultural linguistics: language acquisition in cultural context, emphasizing the relationship between language and culture, and issues of language conservation and loss. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

**111
PHYSICAL ANTHROPOLOGY LAB**
1.0 Unit

ANTHR 111 is the lab course for Physical Anthropology. Lab exercises include the observation and interpretation of: natural selection and evolution, Mendelian, molecular, and population genetics, non-human primate taxonomy and behavior, fossil evidence of hominid evolution, forensic anthropology, and human physical variation. Laboratory 3 hours. *Prerequisite:* ANTHR 101 (ANTHR 101 may be taken concurrently.) *Transfer Credit:* CSU, UC, USC

**150
ARCHAEOLOGY**
3.0 Units

This course is an introduction to the study of concepts, theories, data and models of anthropological archaeology that contribute to our knowledge of the human past. The course includes a discussion of the nature of scientific inquiry; the history and interdisciplinary nature of archaeological research; dating techniques; methods of survey, excavation, analysis, and interpretation; cultural resource management; professional ethics; and selected cultural sequences. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU (C-ID ANTH 150)

ARCHITECTURE (ARCH)

**101
DRAFTING AND BASIC DESIGN**
3.0 Units

ARCH 101 is a study in the fundamentals of drafting techniques used in architectural drawing, and the basic design procedure relative to good residential planning. The course studies residential building codes, drafting of working drawings, scale drawing of construction details, framing concepts, and proper dimensioning techniques. Lecture 2 hours/Laboratory 4 hours. *Recommended preparation:* ART 130, Eligibility for ENGL 120 or ESL 151 *Transfer Credit:* CSU

**102
ARCHITECTURAL DRAFTING & DESIGN**
3.0 Units

ARCH 102 is the study of the design of the single family dwelling with emphasis on the ranch type structure. Discussion covers the latest construction innovations, framing techniques, scale detail drawing, and the drafting of working drawings. Study explores in greater detail the applicable building codes pertinent to residential construction, modular construction, solar planning, insulation requirements, orientation, and other facets of construction. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ARCH 101 or equivalent. *Recommended preparation:* ENGR 109. *Transfer Credit:* CSU

**103
DESCRIPTIVE GEOMETRY**
3.0 Units

ARCH 103 is an applied science treating of graphic representation of lines, planes, surfaces, and solids. Architectural applications are used for subject matter. Simple shades and shadows. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ARCH 101 OR ENGR 101. *Recommended preparation:* ENGR 109. *Transfer Credit:* CSU, UC, USC

**105
PERSPECTIVE GRAPHICS W/INTRO
TO SKETCHUP AND RHINOCEROS**
3.0 Units

ARCH 105 is a course in technical perspective. Skills are developed in manual drawing techniques of various architectural subjects using formal two-dimensional methods. Introduction to two three-dimensional drawing programs, SketchUp and Rhinoceros is also included. Software topics include graphics user interface, surface editing, rendering, 2D drawing, extrusions, lofting, and digital output. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ARCH 101 or equivalent. *Transfer Credit:* CSU, UC, USC

**106
BUILDING CODES I**
3.0 Units

ARCH 106 offers students fundamental instruction regarding the use of current, relevant codes and standards required to review and check plans and specifications in compliance with non-structural aspects of the uniform Building Code (UBC). Lecture 3 hours. *Prerequisite:* ARCH 101 or equivalent. *Recommended preparation:* Eligibility for Engl 120 or ESL 151. *Transfer Credit:* CSU

**108
ARCHITECTURAL PRINT READING**
3.0 Units

ARCH 108 covers all aspects of architectural print reading including orthographic projection, basic view utilization, residential and commercial standards, dimensioning techniques, uniform building code (UBC), and architectural terminology including abbreviations and symbols. *Note:* ARCH 108 may not be taken for credit by students who have credit for ARCH 101,102,103, 105 , or 107 Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

**113
INTRO TO GEOSPATIAL TECHNOLOGY
FOR ARCHITECTS & ENGINEERS**
3.0 Units

ARCH 113 teaches the fundamentals of the Geographic Information System (GIS) software and its application in the Architectural and Engineering fields. Emphasis is placed on applied lessons to: create and modifying maps, solve spatial analysis problems, and import/export data for use with Computer Aided Design (CAD) software. Lecture 2 hours/Laboratory 4 hours. *Recommended preparation:* ENGR 109 and knowledge of Microsoft Excel.

**120
RESIDENTIAL ARCHITECTURAL
DESIGN I**
3.0 Units

ARCH 120 presents a study of the numerous considerations required to build a two story dwelling, a two story apartment complex, or a retail building. Discussion covers fundamentals of design, building code considerations, and techniques of construction. *Note:* This course may not be taken for credit by students who have completed ARCH 109. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ARCH 101 or equivalent. *Recommended preparation:* ARCH 102, ARCH 105 and ENGR 109. *Transfer Credit:* CSU

**125
RESIDENTIAL ARCHITECTURAL
DESIGN II**
3.0 Units

ARCH 125 presents a study of the numerous considerations required to build a typical two story single family home, a typical two story apartment complex, or a small store. Discussion reviews fundamentals of design, building code considerations, techniques of construction, and introduces working drawings and construction detail. Additional work includes beam loading calculation, heating, insulation, sound proofing, sanitary systems, soil problems, presentation techniques, and model building techniques. *Note:* This course may not be taken for credit by students who have completed ARCH 109. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ARCH 120 or equivalent. *Recommended preparation:* ENGR 109 *Transfer Credit:* CSU

**130
COMMERCIAL ARCHITECTURAL
DESIGN I**
3.0 Units

ARCH 130 is a study of the concepts of basic commercial building construction. Emphasis is placed on the basic planning and design of a small commercial building of concrete block construction. Current construction techniques, and applicable building codes are covered. *Note:* This course may not be taken for credit by students who have completed ARCH 110. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ARCH 102 or equivalent. *Recommended preparation:* ARCH 120 and ARCH 250. *Transfer Credit:* CSU

**135
COMMERCIAL ARCHITECTURAL
DESIGN II**
3.0 Units

ARCH 135 is a study of the concepts of basic commercial building construction. Emphasis is placed on the basic planning and design of a small commercial building of concrete block construction. Current construction techniques, and applicable building codes are covered. *Note:* This course may not be taken for credit by students who have completed ARCH 110. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ARCH 130 or equivalent. *Recommended preparation:* ENGR 109 and ARCH 250. *Transfer Credit:* CSU

141
INTERIOR DESIGN
 3.0 Units

ARCH 141 begins with the study of the floor plan and architectural background and moves through the selection and arrangement of furniture, floor, and window treatments, lighting, and accessory planning. Emphasis is placed on the use of design elements such as color, line, shape, texture, pattern, space, and their interaction with one another in the interior environment. *Note:* This course may not be taken for credit by students who have completed ART 141. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ARCH 101 or equivalent. *Transfer Credit:* CSU

150
BASIC RHINOCEROS APPLICATIONS
 3.0 Units

ARCH 150 teaches the fundamentals of Rhinoceros software, its use as a design tool, and the ability to digitally fabricate the designs. Topics include freeform modeling in the NURBS (Non-Uniform Rational B-Splines) environment, complex surface editing, digital output, rendering, creating presentations, and integrating Rhinoceros with other CAD programs and into a productive workflow. Lecture 2 hours/Laboratory 4 hours. *Recommended preparation:* ARCH 101 or ENGR 101 or equivalent.

160
ARCHITECTURAL COMPUTER AIDED DRAFTING LABORATORY
 2.0 Units

ARCH 160 provides practice using computer-aided drafting (CAD) software. Students will complete architecture-related projects of their own choosing to further develop their CAD skills. Students will also improve their architectural design skills by completing increasingly complex architectural projects. Laboratory 6 hours. *Prerequisite:* ARCH 250 or ENGR 109 or equivalent.

229
3DS MAX FOR ARCHITECTURE AND ENGINEERING
 3.0 Units

ARCH 229 teaches the fundamentals of 3DS MAX and its use in the Architecture and Engineering industry. Topics include residential and commercial building walk-throughs, rendering, and lighting, adding textures and creating presentation files for residential and commercial architecture and engineering development. Current industry standard digital animation software will be used. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ENGR 109 or ARCH 250, or equivalent.

230
ADVANCED 3DS MAX FOR ARCHITECTURE AND ENGINEERING
 3.0 Units

ARCH 230 teaches advanced features of the 3ds Max software program. Topics include: advanced architectural and engineering projects, importing of drawing geometry from AutoCAD and other computer-aided-design (CAD) programs, and advanced lighting and texturing techniques. Current industry standard digital animation software (3ds Max) will be used. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ARCH 229 or equivalent.

240
ARCHITECTURAL PORTFOLIO DEVELOPMENT
 2.5 Units

ARCH 240 provides instruction in the creation of an architectural portfolio. Topics include usage of software, page layout, and specific portfolio requirements for colleges. Also included is instruction to assemble a collection of sketches, ideas and written descriptions related to a project. Students will develop new or existing projects for use in their portfolio. Portfolios will be used for transfer purposes and as a record of work completed. Lecture 1 hour/Laboratory 4.5 hours. *Prerequisite:* ARCH 120, 130, and 250; or equivalent.

250
INTRODUCTION TO AUTODESK REVIT ARCHITECTURE
 3.0 Units

ARCH 250 teaches the fundamentals of the latest version of Autodesk Revit Architecture design software. Projects of a residential and commercial nature are utilized. Techniques used in the creation of floor plans, section views, elevations, schedules, and other construction documents are covered. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ARCH 101 or equivalent.

251
ADVANCED REVIT ARCHITECTURE
 3.0 Units

ARCH 251 teaches the advanced features of the Autodesk Revit Architecture design software. Topics include: creating building elements with parametric features, family creation under Imperial Templates, and importing and exporting drawing files. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ARCH 250 or equivalent.

252
INTRO TO REVIT MEP & STRUCTURE
 3.0 Units

ARCH 252 teaches the features of the latest versions of the Autodesk Revit MEP (Mechanical, Electrical and Piping) and the Revit Structure software programs. Topics include design and documentation of mechanical, electrical, and piping systems for commercial and residential structures; the use of structural components; the development of structural plans and details. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ARCH 250 or equivalent.

ARMENIAN

101
BEGINNING ARMENIAN I
 5.0 Units

ARMEN 101 covers the Armenian alphabet, its letters and their sounds, and the fundamentals of Armenian grammar. Students are taught to pronounce correctly, to acquire a practical vocabulary, and to understand, read, write and speak simple Armenian. *Note:* Students with oral proficiency or who have attended schools where Armenian was the language of instruction should enroll in ARMEN 115. Lecture 5 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

102
BEGINNING ARMENIAN II
 5.0 Units

ARMEN 102 continues the development of fundamental language skills, including comprehension, reading of simple texts in poetry and prose, and writing with a fair degree of grammatical correctness. The course teaches the speaking of everyday Armenian, and also prepares the student for more advanced work in the language. *Note:* This course may not be taken for credit by students who have completed ARMEN 115 or 116. Lecture 5 hours. *Prerequisite:* ARMEN 101 or equivalent. *Transfer Credit:* CSU, UC, USC

**115
ARMENIAN FOR THE ARMENIAN
SPEAKING I****5.0 Units**

ARMEN 115 provides intensive training in oral and written Armenian for students who already have a familiarity with the language but little and/or no formal instruction in it. Thus, structure of the language, basic grammar, spelling rules, vocabulary, composition, and oral communication are included. **Note:** This course may not be taken for credit by students who have completed ARMEN 101 or 102. Students with oral proficiency or who have attended schools where Armenian was the language of instruction should enroll in ARMEN 115. Lecture 5 hours. **Recommended preparation:** Eligibility for ENGL 120 or ESL 151. **Transfer Credit:** CSU, UC, USC

**116
ARMENIAN FOR THE ARMENIAN
SPEAKING II****5.0 Units**

ARMEN 116 is a continuation of ARMEN 115. Emphasis is on reading comprehension, composition, oral communication, spelling rules, intensive vocabulary, and a more advanced study of the structure of the language. **Note:** Students who have completed ARMEN 102 may not take this course for credit. Lecture 5 hours. **Prerequisite:** ARMEN 115 or equivalent. **Transfer Credit:** CSU, UC, USC

**117
ARMENIAN FOR THE ARMENIAN
SPEAKING III****5.0 Units**

ARMEN 117 is a continuation of ARMEN 116. This course emphasizes critical thinking and writing skills using literature. Students read complete works of fiction and non-fiction, determine what questions those works raise, and discuss and write about their understanding of the texts which provide advanced vocabulary and grammatical structures. Students work to eliminate weaknesses in syntax, sentence structure, idiomatic usage, and grammar. Writing forms and strategies are taught within the contexts of contemporary ideas and cultural diversity as reflected in selected readings. **Note:** This course may not be taken for credit by students who have completed ARMEN 103 or ARMEN 104. Lecture 5 hours. **Prerequisite:** ARMEN 116 or equivalent. **Transfer Credit:** CSU, UC

**125
ANCIENT AND MEDIEVAL
ARMENIAN LITERATURE****3.0 Units**

ARMEN 125 will provide students with a basic knowledge of Armenian literature and culture from the 5th to 19th century. Topics to be covered include the characteristics and evolution of the Armenian language, an overview of Armenian mythology, and ancient and medieval literature. Lecture 3 hours. **Prerequisite:** ARMEN 101 or 115 or equivalent. **Transfer Credit:** CSU, UC, USC

**126
ARMENIAN LITERATURE IN THE
ENLIGHTENMENT ERA****3.0 Units**

ARMEN 126 will provide students with a basic knowledge of Armenian literature from the early 19th century to the early 20th century. Topics to be covered include: the impact of the European Enlightenment on Armenian literature, secularism, language reform in the mid-19th century, classicism and romanticism in Armenian literature, realism and critical realism in late 19th century literature. **Note:** This course is offered during the Fall semester only. Lecture 3 hours. **Prerequisite:** ARMEN 101 or 115 or equivalent. **Transfer Credit:** CSU, UC, USC

**127
20TH AND 21ST CENTURY
ARMENIAN LITERATURE****3.0 Units**

ARMEN 127 will provide students with a basic knowledge of Armenian literature from the 1910s to date. Topics to be covered include: the revolutionary poems of the 1920s in Soviet Armenia, the so-called 'literature of nostalgia' of the post-genocide Armenian Diaspora, literary hardship and stagnation in Stalinist-era Armenian literature, the moderately relaxed period of post-Stalinist Armenia, and the contemporary literature in both Armenia and Diaspora. **Note:** This course is offered during the Spring semester only. Lecture 3 hours. **Prerequisite:** ARMEN 101 or 115 or equivalent. **Transfer Credit:** CSU, UC, USC

ART

Art includes two families (See page 88 for more information on course families): Ceramics, and Studio Arts.

The Ceramics Family includes: Ceramics (Art 186-189). The Ceramics Family encompasses a variety of courses on different forming/glazing techniques; and

Ceramic Hand Building (Art 190-192). The Ceramic Hand Building Family focuses on hand building techniques, such as slab, pinch, mold, and coil and includes study of design and decorative techniques.

The Studio Arts Families include:

2D Art Foundations (Art 130, 131, 150, 151). The 2D Art Foundations family includes courses that provide fundamental knowledge of the elements of design and pictorial organization. These courses are basic and foundational for art students;

Life Drawing (Art 152-155, 158). The Life Drawing Family contains courses in drawing the human figure from life where students develop awareness of the relationship between movement and form;

Oil Media (Art 160-163, 166). The Oil Media Family includes courses that develop skill, technique, and composition in drawing and painting using media such as oils and acrylics;

Water Media (Art 164, 165). Students taking courses in the Water Media Family study water color medium and techniques and are exposed to the specific challenges found when using this media;

Printmaking (Art 170, 171). The Printmaking Family exposes students to various printing processes including linoleum cuts, woodcuts, engraving, drypoint, etching, aquatint, and intaglio. It emphasizes the technical and expressive qualities of using the various media;

Special Projects (Art 144, 157, 179, 280). The Special Projects in Studio Arts Family allows students to develop art portfolios. It includes capstone courses, pre-transfer courses, and specific courses required by transfer partners;

Sculpture (Art 180, 181). The Sculpture Family exposes students to the problems of historical and contemporary interest and importance in sculpture. These courses lead the student through exploratory investigations of various media and techniques, including clay modeling, plaster, stone carving, and mixed media.

**101
ART HISTORY: PREHISTORIC-
GOTHIC****3.0 Units**

Art 101 is a survey of architecture, painting, sculpture, and related art forms created by early western cultures and civilizations. The visual arts of prehistoric times, Mesopotamia, ancient Egypt, Greece, and Rome and the development of Christian art from its origins through the medieval era are discussed. Emphasis is placed on integrating the development of art forms with the geographic, social, political, philosophical, and religious characteristics of these cultures. Lecture 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU, UC, USC (C-ID ARTH 110)

101H HONORS ART HISTORY: PREHISTORIC-GOTHIC

3.0 Units

Art 101H is a survey of architecture, painting, sculpture, and related art forms created by early western cultures and civilizations. The visual arts of prehistoric times, Mesopotamia, ancient Egypt, Greece, and Rome and the development of Christian art from its origins through the medieval era are discussed. Emphasis is placed on integrating the development of art forms with the geographic, social, political, philosophical, and religious characteristics of these cultures. The honors course will be enhanced in one or more of the following ways: 1. Students will take essay exams that require analysis of artworks in terms of style, subject matter, and social and historical context. 2. Students will read assignments prior to class sessions in order to use class time more productively for further analysis and discussion of specific examples. 3. Students will read and prepare a written analysis of one or more journal articles from scholarly art historical publications. 4. Students will visit a local art museum and write an analysis of a work of art. This analysis must include a discussion of the subject matter and style of the artwork selected as well as a discussion of how it reflects the time in which the object was created. 5. Students will be required to write a traditional 5-10 page term paper on a topic relevant to the content of the course. This paper must be correctly cited and referenced. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

102 ART HISTORY: RENAISSANCE- MODERN

3.0 Units

Art 102 is a survey of western architecture, painting, and sculpture from the Renaissance to modern times. The visual arts of the Renaissance, Baroque, and Modern periods in Europe and the United States are discussed. Emphasis is placed on integrating the development of art forms with the geographic, social, political, philosophical, and religious characteristics of these cultures. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

102H HONORS ART HISTORY: RENAISSANCE-MODERN

3.0 Units

Art 102H is a survey of western architecture, painting, and sculpture from the Renaissance to modern times. The visual arts of the Renaissance, Baroque, and Modern periods in Europe and the United States are discussed. Emphasis is placed on integrating the development of art forms with the geographic, social, political, philosophical, and religious characteristics of these cultures. The honors course will be enhanced in one or more of the following ways: 1. Students will take essay exams that require analysis of artworks in terms of style, subject matter, and social and historical context. 2. Students will read assignments prior to class sessions in order to use class time more productively for further analysis and discussion of specific examples. 3. Students will read and prepare a written analysis of one or more journal articles from scholarly art historical publications. 4. Students will visit a local art museum and write an analysis of a work of art. This analysis must include a discussion of the subject matter and style of the artwork selected as well as a discussion of how it reflects the time in which the object was created. 5. Students will be required to write a traditional 5-10 page term paper on a topic relevant to the content of the course. This paper must be correctly cited and referenced. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

103 ANCIENT ART

3.0 Units

Art 103 is a survey of the architecture, painting and sculpture from their origins in prehistoric time through their development in ancient Egypt and Mesopotamia. The impact of these works on today's art is also considered. Lecture 3 hours. *Recommended preparation:* ART 101. *Transfer Credit:* CSU, UC, USC

104 GREEK AND ROMAN ART

3.0 Units

Art 104 provides an in-depth study of the architecture, painting, and sculpture of ancient Greece and Rome. Emphasis is placed on the interaction of religious ideas, economic trends, philosophy, and politics of the period and the art objects that are produced during the time period. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

105 MEDIÉVAL ART

3.0 Units

Art 105 is a survey of the architecture, painting, and sculpture of the period between ancient Rome and the Renaissance. It introduces the student to the philosophical ideas, economic trends, and political events that produced the art of the period. Lecture 3 hours. *Recommended preparation:* ART 101. *Transfer Credit:* CSU, UC, USC

106 RENAISSANCE/BAROQUE ART

3.0 Units

Art 106 is a survey of the art, sculpture and architecture in the West from the early Renaissance through the Baroque periods (1300-1750). Emphasis is placed on the interaction of religious ideas, economic trends, philosophy and politics of the period and the art objects that were produced during this time period. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

107 MODERN ART

3.0 Units

Art 107 is a survey of the growth of Nineteenth and Twentieth Century trends in painting, sculpture, and architecture in Europe and the United States. It explores the relationship between contemporary art and our historical and social values. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

108 ART OF THE EASTERN WORLD I

3.0 Units

Art 108 is a survey of the sculpture, painting, and architecture of India, China, Japan, Korea, and Persia from prehistoric times to 1200 A.D. It includes an introduction to the religious, philosophical, social and political ideas which influenced the art of these regions and times. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

109 ART OF THE EASTERN WORLD II

3.0 Units

Art 109 is a survey of the sculpture, painting, and architecture of India, China, Southeast Asia, Japan, and the Islamic expansion in the Near East and Spain. The philosophical, social, and political ideas that produced Asian Art from 1200-1850 will also be considered. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**111
HISTORY OF WORLD CERAMICS**
3.0 Units

Art 111 is a survey of the most important and influential periods of pre-historic, Mediterranean, European, Middle Eastern, Pre-Columbian, and Asian ceramic art. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**112
PRECOLUMBIAN ART OF THE AMERICAS**
3.0 Units

Art 112 is a study of the arts of Pre-Columbian Mesoamerica and Andean South America. Major monuments of sculpture, architecture, ceramics, and textiles from civilizations including the Maya, Aztec, and Inca are examined in their cultural contexts. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**113
AMERICAN ART**
3.0 Units

Art 113 is a survey of art covering major artists, stylistic movements, and cultural trends within the borders of the United States from the Colonial period to WWII. Emphasis is placed on the relationship between art of the United States and European culture, as well as the indigenous influences directing the artistic tradition. The course will concentrate on integrating the development of art forms with the geographic, social, political, philosophical and religious character of the culture. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**115
SURVEY OF NON-WESTERN ART HISTORY**
3.0 Units

Art 115 is a survey of the art outside the western European tradition, focusing on the major artistic traditions of Africa, Asia, Oceania, North America, and South America from ancient times up to the impact of European contact. The course will focus on the role of visual arts in non-western cultural perspectives, including models of sacred ritual, social authority, medium, and of the human form. Emphasis will be placed on recognition of major art works, their artistic traditions, and of what these reveal about the cultural norms and attitudes that produced them. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**116
ART OF AFRICA, OCEANIA, AND NORTH AMERICA**
3.0 Units

Art 116 is a survey of visual culture within select regions in Africa, Oceania, and indigenous North America emphasizing historical, religious, and socio-cultural contexts. The course will focus on the role of visual arts, including models of sacred ritual, social authority, medium, and of the human form. The relationship of art to its cultural perspective, including social status, gender, belief systems, the environment, and lifecycle stages, is also addressed. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**118
WOMEN IN VISUAL ARTS**
3.0 Units

Art 118 is an introduction to the history of women as artists in European and American traditions. Women's roles in non-Western cultures are also discussed as well as images of women in art. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**119
CONTEMPORARY ART**
3.0 Units

Art 119 is a survey of contemporary art from 1945 to the present. The origins and full development of postmodern and subsequent aesthetic philosophies in the United States and Europe are discussed. Emphasis is placed on the emergence of non-traditional media, as well as painting and sculpture, within the social and political characteristics of the contemporary world. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**120
HISTORY OF WESTERN ARCHITECTURE FROM PREHISTORY TO 1300**
3.0 Units

Art 120 follows the historical development of western architecture from prehistory to ca. 1300. Sites, buildings, and design will be examined in the context in which they were produced. Selected periods and cultures covered include: the Ancient Near East and Egypt, Aegean and Greece, Etruscan and Roman, Early Christian and Byzantine, Islamic, Carolingian and Ottonian, Romanesque, and Gothic. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**121
HISTORY OF ARCHITECTURE II**
3.0 Units

Art 121 is a survey course of architectural styles from the Renaissance to the present. *Note:* This course may not be taken for credit by students who have completed Art 180 prior to Fall 1986 (History of Architecture). Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**125
MOTION PICTURE HISTORY & CULTURE**
3.0 Units

Art 125 is an introduction to the history of cinema from the perspective of its influence on popular culture, as well as the reverse influence of historic events and cultural shifts upon the creation of cinematic art. Other topics will include the assimilation of major artistic movements within the art of cinema, and the development of film theory. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**130
2-D FOUNDATIONS**
3.0 Units

Art 130 is an introduction to the concepts, applications, and historical references related to two-dimensional art and composition. The course includes the study of the basic principles and elements of line, shape, texture, value, color and spatial illusion. Students will develop a visual vocabulary for creative expression. The course includes lecture presentations, studio projects, problem solving, and written assignments. Lecture 2 hours/Studio 2 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC (C-ID ARTS 100) (Art Foundations Family)

**131
DESIGN II**
3.0 Units

Art 131 is advanced study in two-dimensional art structure. The study is developed in a series of problems. Some problems concentrate on advanced color study, some on space manipulation, some on understanding (through practice) the current concepts at work in the fine and decorative art fields. Whenever possible problems reflect directions dominating the current art scene. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 130 or equivalent. *Transfer Credit:* CSU, UC, USC (Art Foundations Family)

132 TYPOGRAPHY 3.0 Units

Art 132 is an introduction to the history, theory and application of letter forms and typography as they apply to graphics, advertising and other disciplines within design and visual communication. Projects cover principles of typography, letter structure, typeface selection, fundamentals of computer typesetting and typographic layout. Lecture 2 hours/Studio 3 hours. **Recommended preparation:** ART 133 **Transfer Credit:** CSU

133 DIGITAL ILLUSTRATION 3.0 Units

Art 133 is a beginning level digital illustration course. Students explore illustration style, problem solving, and the creative use of Adobe Illustrator on the Macintosh computer. Students create projects using course information. The course covers various problem-solving methods, appropriate solutions for spot illustrations, and basic Illustrator tools: palettes, creating and converting anchor points, creating and reshaping paths, basic coloring, gradients, layers, and creating, styling, and editing type. Lecture 2 hours/Studio 2 hours. **Recommended preparation:** ART 130 or equivalent. **Note:** May be taken 2 times for credit.

134 GRAPHIC DESIGN FOUNDATIONS 3.0 Units

Art 134 is an introduction to the tools and techniques of graphic design problem solving. The history of graphic design will be integrated as a foundation for current technique. Graphic design software applications on the Macintosh platform and various output techniques are utilized for the final production of assigned projects. Projects will explore aspects of graphic imagery, typography, and layout. Presentation skills necessary to communicate with future clients are introduced. Critiques focus on appropriate solutions, visual interest and craftsmanship. Lecture 2 hours/Laboratory 3 hours. **Recommended preparation:** ART 130 or equivalent. **Transfer Credit:** CSU

135 GRAPHIC DESIGN LAYOUT SOFTWARE 3.0 Units

Art 135 focuses on the principles of graphic design using the computer to create layouts that would be used in print media. Emphasis is placed on industry standard software such as Adobe InDesign, on the Macintosh platform. Students integrate typography and graphics to create a variety of projects that explore the technical and aesthetic nature of graphic design. The creation of portfolio level work is stressed throughout the course. Verbal and visual presentation skills necessary to communicate with future clients are emphasized. Critiques focus on appropriate solutions, visual interest and craftsmanship. Lecture 2 hours/Laboratory 3 hours. **Recommended preparation:** ART 134 or equivalent. **Transfer Credit:** CSU

136 GRAPHIC DESIGN IDENTITY AND LOGO DESIGN 3.0 Units

Art 136 focuses on the creation of logos for use as a distinctive symbol of a company, object, publication, person, service, or idea. Emphasis is placed on the basic graphic design principles of typography and color as well as overall layout, to create effective visual communication. The creation of portfolio level work is stressed throughout the course. During class critiques of assigned projects, the verbal and visual presentation skills necessary to communicate with future clients are a priority. Critiques focus on appropriate solutions, visual interest, and craftsmanship. Lecture 2 hours/Laboratory 3 hours. **Prerequisite:** ART 135 or equivalent. **Transfer Credit:** CSU

137 GRAPHIC DESIGN PORTFOLIO 3.0 Units

Art 137 provides students with instruction in the development of a graphic design portfolio, representative of technical and creative skills and career objectives. Portfolio organization, resume presentation and overall Graphic Design skills will be stressed. Students will be required to develop a portfolio using current technology as well as established approaches and practices that have remained constant and continue to apply to all types of presentations. The class culminates with students presenting their portfolios for critique to an invited representative from the advertising, graphic design industries or an academic institution. All assignments and final critiques are structured to stress the development of the verbal and visual presentation skills necessary to communicate with future clients. Critiques focus on appropriate solutions, visual interest, and craftsmanship. Lecture 2 hours/Laboratory 3 hours. **Prerequisite:** ART 136 or equivalent. **Transfer Credit:** CSU

138 THREE-DIMENSIONAL DESIGN 3.0 Units

Art 138 offers the study of space and form relationships expressed three dimensionally in line, plane, volume, texture and color, and the interaction of these basic design elements. Experiences are provided in various materials appropriate to three dimensional considerations with emphasis on design concepts and mastery of technical skills. This course is required for art majors and recommended for students of graphic and industrial design, architecture, interior and environmental design, stage design, and related fields. Lecture 2 hours/Studio 2 hours. **Recommended preparation:** ART 130 or equivalent. **Transfer Credit:** CSU, UC, USC

139 INTRODUCTION TO PRE-PRESS 3.0 Units

Art 139 is an introduction to pre-press for those desiring retraining and those entering the field. Current pre-press concerns and trends are analyzed and discussed. Topics include: computer software and hardware, chromatics, images, documents, networks and communication, output, reviewing and proofing, paper, and printing. Lecture 2 hours/Studio 4 hours. **Prerequisite:** None. **Note:** May be taken 3 times for credit.

**141
INTERIOR DESIGN**
3.0 Units

Art 141 begins with the study of the floor plan and architectural background and moves through the selection and arrangement of furniture, floor, and window treatments, lighting, and accessory planning. Emphasis is placed on the use of design elements such as color, line, shape, texture, pattern, space, and their interaction with one another in the interior environment. *Note:* This course may not be taken for credit by students who have completed ARCH 141. Lecture 3 hours. *Recommended preparation:* ART 130 or equivalent. *Transfer Credit:* CSU

**142
GRAPHIC DESIGN PROJECTS**
3.0 Units

Art 142 emphasizes graphic design solutions and professional digital file preparation so that students will be able to communicate their designs effectively and professionally to a printer. Advanced graphic design problem solving techniques such as the use of typography and page layout and imagery are integrated throughout the course. Graphic design software applications on the Macintosh platform will be utilized in the creation of a series of assigned projects. Critiques focus on appropriate solutions, visual interest, and craftsmanship. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 136 or equivalent. *Note:* May be taken 2 times for credit.

**144
COLOR THEORY**
3.0 Units

Art 144 focuses on the study of the principles, theories, and applications of additive and subtractive color in two dimensions. Topics include major historical and contemporary color systems, production of projects in applied color, and the elements of design as they apply to color. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 130 or equivalent. *Transfer Credit:* CSU (*Special Projects Family*)

**147
PUBLICATION DESIGN I**
3.0 Units

Art 147 provides students with training and experience in developing and designing printed publications. Current publication design trends are analyzed and discussed. Topics include book typography, grids, parts of a book, and imposition techniques. Lecture 2 hours/Studio 4 hours. *Prerequisite:* ART 130 and 132 (ART 132 may be taken concurrently.) *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

**150
DRAWING FOUNDATIONS**
3.0 Units

Art 150 is an introduction to principles, elements, and practices of drawing, employing a wide range of subject matter and drawing media. The course focuses on perceptually based drawing, observational skills, technical abilities, and creative responses to materials and subject matter. Lecture 2 hours/Studio 2 hours. *Recommended preparation:* ART 130 or equivalent. *Transfer Credit:* CSU, UC, USC 9C-ID ARTS 110) (*Art Foundations Family*)

**151
INTERMEDIATE DRAWING**
3.0 Units

Art 151 is an exploration of artistic concepts, styles, and creative expression related to intermediate-level drawing. The course focuses on complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies. Students in this course build on fundamental drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 150 or equivalent. *Transfer Credit:* CSU, UC, USC (C-ID ARTS 205) (*Art Foundations Family*)

**152
FIGURE DRAWING**
3.0 Units

Art 152 is an introduction to drawing the human figure from observation using a wide variety of drawing media and techniques. Topics include an introduction to human anatomy and the historical and contemporary roles of figure drawing in the visual arts. Students in this course will learn both descriptive and interpretive approaches to drawing the figure. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 150 or equivalent. (ART 150 may be taken concurrently.) *Transfer Credit:* CSU, UC, USC (C-ID ARTS 200) (*Life Drawing Family*)

**153
LIFE DRAWING II**
3.0 Units

Art 153 is the continuation of basic studies in drawing the figure from life. Further emphasis and attention is given to arrangement and compositional studies incorporating the figure. Expressive use of media for drawing the figure is explored. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 152 or equivalent. *Transfer Credit:* CSU, UC, USC (*Life Drawing Family*)

**154
ADVANCED LIFE DRAWING I**
3.0 Units

Art 154 is the continuation of basic studies in drawing the figure from life. Emphasis is placed on using the figure in compositions. Creative use of the figure is stressed. Drawings should extend beyond 'studies' and become personal statements. Increases emotional expression in drawings. Students may do one or more problems in three dimensions. Lecture 2 hours/Studio 2 hours. *Prerequisite:* Art 153 or equivalent. *Transfer Credit:* CSU, UC, USC (*Life Drawing Family*)

**155
ADVANCED LIFE DRAWING II**
3.0 Units

Art 155 is the continuation of basic studies in drawing the figure from life. Figure compositions are stressed. Students are encouraged to use the figure in creative and expressive drawings. A major project is required, this may follow an avenue of individual interest. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 154 or equivalent. *Transfer Credit:* CSU, UC, USC (*Life Drawing Family*)

**156
ILLUSTRATION I**
3.0 Units

Art 156 is designed to acquaint the student with various types of illustration such as book, movie poster, editorial, spot, and magazine story. Emphasis is placed on learning a number of specific techniques which enable the student to work quickly while achieving a professional look. A variety of media is explored. The focus of this course is fine arts rather than technical or product illustration. Lecture 2 hours/Studio 2 hours. *Prerequisite:* None. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU

**157
GALLERY STUDIES/ART
PRESENTATION**
3.0 Units

Art 157 is an introduction to the principles and practices for gallery/museum presentations of various art media. The course includes: basic preparator and curatorial work, installation techniques in a professional gallery setting utilizing various art media, publicity, administrative tasks and procedures. Also included is the development of a personal artist statement, resume, visual materials and a cover letter for individual portfolio presentation. Lecture 2 hours/Studio 4 hours. *Prerequisite:* None. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU (*Special Projects Family*)

158 LIFE DRAWING LABORATORY

1.0 Unit

NON-DEGREE APPLICABLE

Art 158 enables life drawing students to have additional supervised life drawing studio time, and to increase their technical drawing and design skills relative to current enrollment in a life drawing course. Studio 4 hours. **Corequisite:** Enrollment in one of the following: ART 152, 153, 154, 155, 201, 205, or 206. **Note:** May be taken 4 times for credit. (*Life Drawing Family*)

160 PAINTING FUNDAMENTALS

3.0 Units

Art 160 is an introduction to the principles, elements, and practices of painting. This course focuses on exploration of painting materials, perceptual skill, color theory, paint mixing, and brush technique, as well as creative responses to materials and subject matter. Lecture 2 hours/Studio 2 hours. **Prerequisite:** ART 150 or equivalent. (ART 150 may be taken concurrently.) **Transfer Credit:** CSU, UC, USC (C-ID ARTS 210) (*Oil Media Family*)

161 PAINTING II

3.0 Units

Art 161 is the application of principles, theories and techniques of drawing and painting to problems of still life, figure, landscape, and non-objective painting. Lecture 2 hours/Studio 2 hours. **Prerequisite:** ART 160 or equivalent. **Transfer Credit:** CSU, UC, USC (*Oil Media Family*)

162 ADVANCED PAINTING I

3.0 Units

Art 162 applies the principles of art in drawing and painting for the more advanced student. Contemporary concepts in painting are explored. Individual assignments are given which emphasize personal interpretation and expression. Lecture 2 hours/Studio 2 hours. **Prerequisite:** ART 161 or equivalent. **Recommended preparation:** ART 151. **Transfer Credit:** CSU, UC, USC (*Oil Media Family*)

163 ADVANCED PAINTING II

3.0 Units

Art 163 is a continuation of Art 162. Special problems are assigned to the student on an individual basis. Painting problems may include figure painting and the figure in relation to architectural forms. The student is encouraged to work from imagination as well as from direct visual experience. Field trips to museums and galleries are included in the course of instruction. Lecture 2 hours/Studio 2 hours. **Prerequisite:** ART 162 or equivalent. **Transfer Credit:** CSU, UC, USC (*Oil Media Family*)

164 WATER COLOR I

3.0 Units

Art 164 is a study of the water color medium and techniques. The problems of painting are directed with a regard for the special qualities of water color. Class problems include various approaches to landscape painting, still life, and figure painting. Other problems emphasizing abstraction and non-objective painting are explored. Outdoor painting trips are used to help gain experience and skill in landscape painting. Lecture 2 hours/Studio 2 hours. **Prerequisite:** ART 150 or equivalent. (ART 150 may be taken concurrently.) **Note:** May be taken 2 times for credit. **Transfer Credit:** CSU, UC, USC (*Water Media Family*)

165 WATER COLOR II

3.0 Units

Art 165 is a continuation of the study of water color painting for the more advanced student. The application of general principles and theories of painting in reference to the special qualities of the water color medium is expanded. Class problems include experimentation of a variety of techniques and stylistic approaches. Individual interpretation and expression are encouraged. Lecture 2 hours/Studio 2 hours. **Prerequisite:** ART 164 or equivalent. **Note:** May be taken 2 times for credit. **Transfer Credit:** CSU, UC, USC (*Water Media Family*)

166 FIGURE PAINTING

3.0 Units

Art 166 is an intermediate studio art course that focuses on painting the human figure from life. Students will combine their knowledge of life drawing and painting to complete a series of figure paintings. Class time will include material demonstrations of techniques in painting, lectures focused on classical and contemporary approaches to the human body, and studio practice from live models. This course will also emphasize color mixing as it relates to figuration and will address advanced topics in composition and aesthetics. Lecture 2 hours/Studio 2 hours. **Prerequisite:** ART 152 or equivalent. **Recommended preparation:** ART 160. **Note:** May be taken 2 times for credit. (*Oil Media Family*)

170 PRINTMAKING FUNDAMENTALS

3.0 Units

Art 170 is an introduction to the basic materials, equipment, and processes of printmaking, including relief (linocut and woodcut), intaglio (drypoint, etching, and collagraph), and/or stencil (screenprint). Lecture 2 hours/Studio 2 hours. **Prerequisite:** ART 130 or equivalent. **Transfer Credit:** CSU, UC, USC (*Printmaking Family*) (C-ID ARTS 220)

171 PRINTMAKING II

3.0 Units

Art 171 explores various approaches and techniques of intaglio printing with special emphasis on color printing. Lecture 2 hours/Studio 2 hours. **Prerequisite:** ART 170 or equivalent. **Note:** May be taken 2 times for credit. **Transfer Credit:** CSU, UC, USC (*Printmaking Family*)

172 LITHOGRAPHY I

3.0 Units

Art 172 is an introduction to the techniques and methods of lithography using metal plates as well as stone. This first semester course in lithography deals primarily with black and white as the graphic foundation for lithography. The student is encouraged to explore the creative possibilities of the medium and its wide variety of expressive qualities. Lecture 2 hours/Studio 2 hours. **Prerequisite:** ART 171 or equivalent. **Note:** May be taken 2 times for credit. **Transfer Credit:** CSU, UC, USC

173
LITHOGRAPHY II
3.0 Units

Art 173 explores various approaches to color printing involving multiple plates as well as stones. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 172 or equivalent. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU, UC, USC

174
SILK SCREEN PRINTING
3.0 Units

Art 174 is an introduction to silk screen printing. The course includes preparation of equipment, various methods of stencil preparation, printing on paper and cloth and printing with a variety of paints and dyes. The first two or three problems are designed for all beginning students. The following projects provide options for choice. Students may choose an option that relates to their personal interests and career plans. The range of these optional project choices includes fine arts, graphic arts, decorative arts, and artist craftsman type projects. In the second semester, students are encouraged to do more challenging projects. Each new project provides a gain in the student's command of screen printing techniques. Individual interests are used to personalize the instruction to the maximum. Lecture 2 hours/Studio 2 hours. *Recommended preparation:* ART 130 or equivalent. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU, UC, USC

175
SILK SCREEN PRINTING
3.0 Units

Art 175 is an advanced study of silk screen printing. The course includes the preparation of specialized equipment and research and experimentation to encourage creative use of the medium. Challenging problems are selected which relate to the personal interests of each student. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 174 or equivalent. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU, UC, USC

179
PORTFOLIO PRESENTATION FOR STUDIO ARTISTS
3.0 Units

Art 179 is an intermediate studio art course that assists students with preparation of a professional-quality fine-art portfolio for use in transfer, exhibition, or employment. Students will refine and develop a coherent body of artwork that reflects their technical skill, creativity, and style. Students will also learn to write artist statements and artist resumes, document their work in photographic and digital form, and sharpen their presentation skills. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART130 or equivalent. *Recommended preparation:* ART 152. *Note:* May be taken 2 times for credit. (*Special Projects Family*)

180
SCULPTURE FUNDAMENTALS
3.0 Units

Art 180 is an introduction to three-dimensional sculptural principles, techniques, and concepts utilizing a wide range of materials and practices. Various sculpture methods are practiced with attention to creative self-expression and historical context. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 130 or equivalent. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU, UC, USC (C-ID ARTS 240) (*Sculpture Family*)

181
SCULPTURE II
3.0 Units

Art 181 allows the student to continue explorations into the sculptural discipline. A series of sculptural problems, including modeling the complete figure in clay, building three-dimensional forms with plaster and wire armature, carving in hard stone such as alabaster, carving in wood, construction and assemblage, and mixed media are studied in depth. Emphasis is on mastery of technique, further development of aesthetic and conceptual consideration, and self-motivation. The instructor works with each student on an individual basis to provide technical and conceptual assistance. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 180 or equivalent. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU, UC, USC (*Sculpture Family*)

186
CERAMICS I
3.0 Units

Art 186 is an introductory study in the field of ceramics. Students learn various forming techniques, with an emphasis on wheel throwing and the production of functional pottery forms. Surface design techniques, such as stamping, carving, slip and oxide decoration, wax resist and glaze application methods are covered. Introductory clay and glaze composition are covered as well as basic kiln design. Lecture 2 hours/Studio 2 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC (C-ID ARTS 230) (*Ceramics Family*)

187
CERAMICS II
3.0 Units

Art 187 is a continued study in the fundamentals of the ceramic process that focuses on wheel throwing techniques. These skills are sharpened by concentrated exercises to increase the student's ability to produce work of greater quality, size, and range of form. Students research, formulate, and test a glaze of their own choice. Various methods of firing ceramic vessels are explored. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 186 or equivalent. *Transfer Credit:* CSU, UC, USC (*Ceramics Family*)

188
ADVANCED CERAMICS I
3.0 Units

Art 188 is an advanced course involving work on the potter's wheel requiring consistency and accuracy of results. Students learn how to create ceramic vessels of matching sizes and shapes by designing and forming multiples and sets of objects. Awareness of three-dimensional form and surface design are heightened by individual and group critiques. The students work towards a more individual statement by further experimentation with a variety of clay bodies, glazes, and firing techniques. Under supervision the students assist in a loading and firing of kilns. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 187 or equivalent. *Transfer Credit:* CSU, UC, USC (*Ceramics Family*)

189
ADVANCED CERAMICS II
 3.0 Units

Art 189 is a course designed for the advanced student who wishes to pursue an individual direction in depth. Students propose a semester research project, concentrating on specific techniques, materials, and firing procedures. Upon instructor approval of the proposal, students are expected to work semi-independently, formulating personal clay bodies, glazes, and firing techniques. Reading and research assignments are made where applicable. A written analysis of a current ceramic exhibition is required. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 188 or equivalent. *Transfer Credit:* CSU, UC, USC (Ceramics Family)

190
CERAMIC HANDBUILDING
 3.0 Units

Art 190 is an introduction to basic ceramic hand-building techniques and processes. Traditional methods of forming, joinery, and construction are introduced. Students learn to design and analyze functional and nonfunctional objects. The class explores traditional hand-built pottery as well as contemporary, expressive, hand-built forms. Lecture 2 hours/Studio 2 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC (Ceramics Hand Building Family)

191
ADVANCED CERAMIC HANDBUILDING
 3.0 Units

Art 191 allows the students to explore complex problems of design and construction. They work with the ceramic medium in conjunction with other materials while exploring possibilities of designing for architecture. In-depth studies of surface design and decorative techniques are included. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 190 or equivalent. *Transfer Credit:* CSU, UC, USC (Ceramics Hand Building Family)

192
EARTHENWARE
 3.0 Units

Art 192 is an intermediate course in ceramics, dealing specifically with earthenware, or low-fired ceramics. A variety of forming techniques are studied, including slab and wheel. Students experiment with earthenware clay bodies, glazes, underglazes, and slips. Specific projects include glaze formulation and testing, underglazing, majolica (in-glaze painting), and overglazing (lusters, China paints, and decals). Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 186 or 190 or equivalent. *Recommended preparation:* ART 130. *Transfer Credit:* CSU, UC, USC (Ceramics Hand Building Family)

193
RAKU
 3.0 Units

Art 193 is an introductory course in ceramics dealing exclusively with the raku firing process. Projects are drawn from a variety of forming methods including coil, slab, pinch and wheel, which will be fired by the Japanese raku process. Students prepare Raku clays and glazes to use in the execution of their projects. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 186 or 190 or equivalent. *Recommended preparation:* ART 130. *Transfer Credit:* CSU, UC, USC

195
GLAZE CALCULATION
 3.0 Units

Art 195 is an introduction to basic glaze and clay calculations. The students learn to calculate molecular weights, molecular glaze formulas, and batch recipes. Students use general glaze theory with calculating procedures to analyze and substitute (or create from the beginning) glazes and clay bodies. The course involves simple arithmetical computations and includes certain ceramic laboratory skills and safety precautions for handling chemicals. This course prepares the student for employment in the ceramic industry. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 187 or 191.

201
DRAWING FOR ANIMATION
 3.0 Units

Art 201 introduces students to drawing for animation. Learning to draw from the imagination is a primary goal of this course. Students learn to analyze and construct the human figure and animals as well as to create environments for animated characters. Topics discussed include gesture and attitude drawing, structure, weight, anatomy, and perspective. Drapery and lighting are also be discussed. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 152 or equivalent. *Recommended preparation:* ART 130. *Transfer Credit:* CSU

205
FUNDAMENTALS OF ANIMATION I
 3.0 Units

Art 205 provides students with instruction in the fundamental principles of traditional animation with a focus on timing. Students learn to apply drawing and observation skills to a series of animation pencil tests. Principles such as squash and stretch, overlapping action, and anticipation are discussed. Other topics include creating effective key poses and attitude drawings. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 201 or equivalent. *Recommended preparation:* ART 130.

206
FUNDAMENTALS OF ANIMATION II
 3.0 Units

Art 206 provides students with the opportunity to conceive and execute an animated short film, which requires the student to use representational skills in service of expressing a well-designed story idea. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 205 or equivalent. *Recommended preparation:* ART 130. *Note:* May be taken 2 times for credit.

207
ANIMATION PRE-PRODUCTION
 3.0 Units

Art 207 provides students the opportunity to build upon their knowledge of the fundamental concepts and techniques of classical animation. Students learn the procedures involved in developing a creative idea in a situation modeled on the professional animation film production process. Emphasis is placed on developing interesting characters in a simple story. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 206 or equivalent.

208
ANIMATION PRODUCTION
 3.0 Units

Art 208 offers the student experience with the production and post-production aspects of creating a traditional character animated project. Students learn the procedures involved in bringing a creative idea from concept to final product. The focus of the semester is the creation of a short film in a pencil-test format. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 207 or equivalent.

209
INTRO TO CHARACTER DESIGN
 3.0 Units

Art 209 introduces students to character design for animation. Students explore and develop traits of particular characters and particular archetypes. Students draw from life as well as from the imagination. Topics to be discussed include shape, silhouette, color, caricature, underlying structure, and costume. Students will be expected to keep a sketchbook and to create model sheets for their own personal designs. Lecture 2 hours/Studio 2 hours. *Prerequisite:* None. *Transfer Credit:* CSU

210 INTRODUCTION TO ANIMATION STORYBOARD

3.0 Units

Art 210 prepares students to analyze scripts and to represent stories visually for animation. Students explore how elements of cinematic storytelling such as composition, staging and editing are used to support and enhance story. Acting for animation and producing industry-standard storyboards are discussed. Lecture 2 hours/Studio 2 hours. *Recommended preparation:* ART 130, 205, 206, ENGL 115 or 116, and T ART 103.

218 INTERACTIVE MULTIMEDIA II

3.0 Units

Art 218 provides students with advanced training and experience in the creation of interactive multimedia programs. Industry standard software, such as Macromedia Director, is used with primary emphasis placed on the authoring process. Topics covered in the course include: Lingo scripting, interface design, navigation principles, cross-platform development, integration of audio, video, animated and virtual reality (VR) elements, and distribution for CHLDV-ROM, DVD, and the Internet. Students create their own multimedia CHLDV-ROM as a final project. *Note:* This course may not be taken for credit by students who have completed Computer Science/Information Systems 218 or MEDIA 218. Lecture 2 hours/Studio 4 hours. *Prerequisite:* MEDIA 111 or CS/IS 111. *Recommended preparation:* ART 146, 220, and MEDIA 101.

220 INTRO TO MOTION GRAPHICS

3.0 Units

Art 220 provides students with introductory instruction in motion graphics, compositing, visual effects, and animation techniques using Adobe After Effects. Students learn to use digitally scanned photography or artwork, vector based content, video, and audio to create animated sequences. Fundamental aesthetic concepts in creating motion graphics are covered, including composition, color, motion, and timing. Students are exposed to basic technical concepts, such as aspect ratio, output type, and compression/decompression. Lecture 2 hours/Studio 2 hours. *Prerequisite:* PHOTO 121 or equivalent.

221 ADVANCED MOTION GRAPHICS

3.0 Units

Art 221 provides students with advanced instruction in motion graphics and compositing techniques using Adobe After Effects. Students learn to create broadcast-quality motion graphic animations. Building on the skills learned in Art 220, students are required in this course to realize their designs with a high degree of fidelity to their original design concepts. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 220 or equivalent. *Note:* May be taken 2 times for credit.

229 INTRODUCTION TO 3D STUDIO MAX

1.5 Units

Art 229 teaches the fundamentals of 3DS MAX. Students will acquire basic modeling, rendering, lighting, texturing, and animation skills. Issues associated with creating presentation files for product development will be discussed. *Note:* Current industry standard digital animation software will be used. Lecture 1 hour/Studio 2 hours. *Recommended preparation:* Basic computer skills.

230 INTRO TO 3D COMPUTER GRAPHICS

3.0 Units

Art 230 introduces students to the Maya user interface and essential modeling, rendering, character set up, and animation tools and techniques. This course is intended to provide the student with an understanding of theoretical concepts required for future projects. *Note:* Current industry standard digital animation software will be used. Lecture 2 hours/Studio 2 hours. *Recommended preparation:* CABOT 206 and ART 152.

231 INORGANIC MODELING

3.0 Units

Art 231 provides foundation instruction in the modeling of inorganic objects, such as vehicles, furniture, or buildings. The course begins with a thorough review of the modeling interface. Students learn to apply polygonal modeling techniques to create game-ready or cinema-ready three-dimensional objects. Methods of optimizing geometries for output are covered. *Note:* Current industry standard digital animation software (Maya) will be used. Lecture 2 hours/Studio 2 hours. *Recommended preparation:* ART 230 or equivalent.

232 ORGANIC MODELING

3.0 Units

Art 232 provides instruction in the modeling of organic objects, such as the human body, the body of an animal, or a fantasy character. Students learn to apply polygon and non uniform rational b-spline (NURBS) modeling techniques to create game-ready or cinema-ready three-dimensional computer graphic (CG) characters. *Note:* Current industry standard digital animation software will be used. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 231 or equivalent.

233 CHARACTER SET-UP/KINEMATICS

3.0 Units

Art 233 provides students with training in character set-up techniques. The course begins with a thorough review of the animation and character set-up toolset. Skills taught include installation of the skeleton within wireframe mesh, establishment of animation controls such as inverse kinematic (IK) handles and set-driven-key relationships, and binding of mesh to skeleton using rigid and smooth models. *Note:* Current industry standard digital animation software (Maya) will be used. Lecture 2 hours/Studio 2 hours. *Recommended preparation:* ART 230 or equivalent.

234 ADVANCED 3D CHARACTER SET-UP

3.0 Units

Art 234 provides students with advanced training in character set-up techniques. Skills covered include binding of the character using joints and influence objects, installation and modification of the Full-Body Inverse kinematic (FBIK) skeleton, the creation of blendshape targets, and the facial animation control system. The student will be encouraged to design a character set-up and test it for use in an animated scene. *Note:* Current industry standard digital animation software will be used. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 233 or equivalent.

235 3D CHARACTER ANIMATION

3.0 Units

Art 235 provides students with three dimensional (3-D) character animation training. The course begins with a thorough review of the animation toolset. Equal emphasis is placed on technical competence and aesthetic sensitivity. Topics covered include animation controls to pose a character, forward and inverse kinematic animation, keyframes and breakdowns, timing and movement, and audio/dialog track. *Note:* Current industry standard digital animation software (Maya) will be used. Lecture 2 hours/Studio 2 hours. *Recommended preparation:* ART 230 or equivalent.

237 CREATING TEXTURES FOR 3D ANIMATION

3.0 Units

Art 237 provides introductory instruction in the theory and practice of texturing three dimensional (3-D) computer graphic objects. The course begins with a thorough general review of the Maya interface. Maya's rendering module is then discussed in depth so that students understand thoroughly how texturing functions within the overall rendering process. Students learn how to unwrap UV's on a polygon object and create a UV snapshot. **Note:** Current industry standard digital animation software (Maya) will be used. Lecture 2 hours/Studio 2 hours. **Prerequisite:** ART 230 or equivalent.

238 ADVANCED TEXTURING FOR 3D ANIMATION

3.0 Units

Art 238 provides instruction in advanced texturing of 3-D objects for integration into a 3-D game environment or photo-real cinematic sequence. This class is entirely project-based. The instructor leads the students through the texturing process for a 3-D character and a complex inorganic object. The process of unwrapping UV's and painting textures in Photoshop is covered with the focus on developing real world production skills. **Note:** Current industry standard digital animation software will be used. Lecture 2 hours/Studio 2 hours. Prerequisites: ART 237 or equivalent.

239 3D ANIMATION LABORATORY

1.0 Unit

NON-DEGREE APPLICABLE

Art 239 is a supplemental laboratory course designed to help students further develop their production skills using three-dimensional digital animation media on the SGI platform. Studio 6 hours. **Prerequisite:** ART 231 or equivalent. **Note:** May be taken 4 times for credit.

240 INTRODUCTION TO JEWELRY

3.0 Units

Art 240 is an introduction to fundamental jewelry/metalsmithing techniques and materials with emphasis on design, fabrication, forming, and casting. Techniques include: piercing, soldering, finishes, patinas, bezel setting stones, and lost wax casting. Lecture 2 hours/Studio 2 hours. **Prerequisite:** None. **Transfer Credit:** CSU

241 INTERMEDIATE JEWELRY

3.0 Units

Art 241 is a continued study in the fundamentals of jewelry and metalsmithing. Students will gain greater proficiency in fabrication, forming, and casting while exploring articulated and embellished forms. Class experience will cover jewelry concepts, design, production, and presentation. Lecture 2 hours/Studio 2 hours. **Prerequisite:** ART 240 or equivalent. **Note:** May be taken 3 times for credit. **Transfer Credit:** CSU

245 DIGITAL SCULPTURE I

3.0 Units

Art 245 provides students with foundation instruction in digital character sculpture, enabling students to create a basic polygonal mesh in Maya, import this mesh into a digital sculpture software application, and then use the software to add sculptural and textural detail to it. The entire toolset of the digital sculpture software is covered, in addition to practical concerns involved in integrating digital sculptural content into movies or games. **Note:** Current industry standard digital animation software (ZBrush or Mudbox) will be used. Lecture 2 hours/Studio 2 hours. **Recommended preparation:** ART 230 or equivalent.

246 DIGITAL SCULPTURE II

3.0 Units

Art 246 provides students with advanced instruction in digital character sculpture, building on skills acquired in Art 245. At the end of the course, students will sculpt and texture a highly realistic digital character. The course is project-based and runs as a traditional art studio course, with the instructor guiding students through the stages of character creation. **Note:** Current industry standard digital animation software will be used. Lecture 2 hours/Studio 2 hours. **Prerequisite:** ART 245 or equivalent. **Note:** May be taken 2 times for credit.

247 PORTFOLIO DEVELOPMENT-ANIMATION

3.0 Units

Art 247 provides students with instruction in marketing their skills to the video game and digital animation industry. Students receive guidance in preparing still images and movies so that they are of the quality required for presentation. Students are required to participate in online digital animation message boards and to set up their own weblogs to share their projects with others. Lecture 2 hours/Studio 2 hours. **Prerequisite:** ART 221, 232, 234, 235, 238, or 246. **Note:** May be taken 2 times for credit.

250 DESIGNING WEB GRAPHICS

2.5 Units

Art 250 is an introductory Web graphic course that covers Web design principles and Web graphic creation and preparation for use in the design of Web sites. Emphasis is placed on project planning and Web environment issues that affect design. Students create assigned projects with industry standard software, Adobe Illustrator and Photoshop. Concept and design are emphasized throughout the course. Lecture 2 hours/Studio 1 hour. **Prerequisite:** None. **Note:** May be taken 3 times for credit.

251 WEB DESIGN WITH DREAMWEAVER

3.0 Units

Art 251 is an intermediate-level web design course. Using industry standard wysiwyg software, students design and create web pages, using layout controls, tables, frames, layers, cascading style sheets, form creation, various types of links, rollovers, and layer animation. Design quality and concept are emphasized throughout the course. **Note:** Students who have completed PHOTO 251 may not take this class for credit. Lecture 2 hours/Studio 2 hours. **Prerequisite:** ART/PHOTO 250 or equivalent. **Note:** May be taken 2 times for credit.

255 WEB DESIGN WITH FLASH

3.0 Units

Art 255 is a web design course using industry standard software to create full-page, interactive vector-based web animations. Students learn the construction of multiple-layered animations with interactive buttons, movie clips, graphics, and embedded sound files with optimization for the web. Design quality and concept are emphasized throughout the course. **Note:** Students who have completed PHOTO 255 may not take this class for credit. Lecture 2 hours/Studio 2 hours. **Prerequisite:** ART/PHOTO 250 or equivalent. **Note:** May be taken 2 times for credit.

257 ADVANCED WEB DESIGN W/FLASH

4.0 Units

Art 257 is an Adobe Flash course that covers Action Scripting for Web designers. Emphasis is placed on project planning and Web environment issues that affect design. Students create projects with industry standard software such as Adobe Illustrator in addition to Adobe Flash. Aesthetic presentation and its relationship to design ergonomics are emphasized throughout the course. Lecture 2 hours/Studio 4 hours. **Prerequisite:** ART/PHOTO 255 or equivalent. **Note:** May be taken 2 times for credit.

267
INTRO TO GAME DEVELOPMENT
 3.0 Units

Art 267 presents a detailed overview of the game development process, addressing subjects such as game technologies, content creation strategies, production techniques, game psychology, and criteria that determine game success. Career paths in the game entertainment field will be discussed, as well as the history of video game design and programming. The student will examine future industry predictions and the Lecture 3 hours. *Prerequisite:* None.

268
GAME PLAY MECHANICS AND PROTOTYPING
 3.0 Units

Art 268 trains students in the design of a complete game concept document. Lectures will focus on case studies of successful games and game concept presentations, with special attention paid to the factors that make a game concept marketable both conceptually and in terms of game-play. Students will be given assignments to analyze the strengths and weaknesses of game design proposals. Game authoring software will be fully described so that students are able to envision using software components to create game content. The class ends with a final project in which students create and present their own game concept documents. Lecture/Demonstration 3 hours. *Recommended preparation:* ART 267 or CS/IS 267, or equivalent.

269
CREATIVE STUDIO: PRACTICAL GAME DEVELOPMENT
 3.0 Units

Art 269 is a hands-on course in which computer science students work as a team with animation students to create a complete 3-D game. CS/IS programming students will author and integrate programming content into a game using an industry-standard 3-D game engine. Animation students will use state-of-the-art design software to create game assets such as characters, virtual weapons, levels, and user interfaces. At the end of the course, class members will play-test the finished game. *Note:* Current industry standard digital animation software (3D Studio Max) will be used. Lecture/Demonstration 4 hours. *Prerequisite:* ART 268 or equivalent. *Note:* May be taken 3 times for credit.

270
3D GAME LEVEL DESIGN I
 3.0 Units

Art 270 introduces students to the tools and concepts used to create levels for games and simulations using a level design editor. Students will apply basic principles of game design, including the design of rules, a core game mechanic, victory, and loss conditions using industry-standard game development toolsets. Current industry-standard game development software will be used. Lecture/Demonstration 4 hours. *Prerequisite:* ART 267 or CS/IS 267, or equivalent. *Recommended preparation:* ART 230.

271
3D GAME LEVEL DESIGN II
 3.0 Units

Art 271 covers advanced subjects in 3D Game Level Design, such as material construction, volumes, physics objects, particle systems, and the game environment animation system. Students will be encouraged to incorporate externally generated content into the game environment. Current industry standard game development software will be used. Lecture/Demonstration 4 hours. *Prerequisite:* ART 270 or equivalent. *Recommended preparation:* ART 231, ART 235, ART 237, or ART 245.

280
CURRENT TECHNIQUES AND TRENDS IN STUDIO ARTS
 3.0 Units

Art 280 is an intermediate studio art course that considers alternative technical and practical methods in drawing, painting, printmaking, and mixed-media art. The course will examine trends in the studio techniques, fabrication processes, and presentation methods of currently exhibiting fine artists. The course will encourage students to apply these non-traditional methods to the ways they conceive, plan, execute and exhibit their own work. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 130 or equivalent. *Recommended preparation:* ART 150, and 152 or 160. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU

282
METHODS IN WOOD SCULPTURE
 3.0 Units

Art 282 explores a variety of techniques in basic wood working for the sculptor. Using both hand tools and power tools, students become familiar with the procedures for creating an object from wood. There will be an emphasis on safety in the shop. Lecture 2 hours/Studio 2 hours. *Recommended preparation:* Art 138 or equivalent; eligibility for ENGL 191 or ESL 141. *Note:* May be taken 4 times for credit.

283
FIGURE MODELING
 3.0 Units

Art 283 develops an understanding of measurement, proportion, movement, geometric shape, and the basic form of the human body through observation of live models. Students explore their expressive sculptural sensibilities using clay as the primary medium. Lecture 2 hours/Studio 2 hours. *Recommended preparation:* Art 138, 180 or equivalent. *Note:* May be taken 2 times for credit.

284
MOLD MAKING FOR SCULPTURE
 3.0 Units

Art 284 explores a variety of mold making techniques, and experiments with a variety of casting materials. While the concentration in this class is on technical processes, students acquire these skills in order to expand and enhance their options for expressive sculpture. Lecture 2 hours/Studio 2 hours. *Recommended preparation:* Art 138, 180 or equivalent. *Note:* May be taken 2 times for credit.

285
SCULPTURE LAB
 1.0 Unit

NON-DEGREE APPLICABLE

Art 285 enables sculpture students to have additional supervised studio time, and to increase their laboratory skills relative to concurrent enrollment in sculpture classes. Studio 4 hours. *Corequisite:* Students enrolled in this course must be concurrently enrolled in ART 138, 180, 181, 282, 283, or 284. *Note:* May be taken 4 times for credit.

286
PORTRAIT SCULPTURE
 3.0 Units

Art 286 is an introduction to traditional and contemporary portrait sculpture. Students learn technical modeling and casting skills, the physical and expressive possibilities of the human head, and appropriate use of tools and materials. Lecture 2 hours/Studio 2 hours. *Recommended preparation:* ART 138 or equivalent, ART 180 or equivalent, and eligibility for ENGL 191 or ESL 141. *Note:* May be taken 4 times for credit.

287

ANATOMY FOR THE SCULPTOR

3.0 Units

Art 287 introduces the sculptor to human anatomy through the ecorche technique. Using a live model and other references, the student will sculpt a human figure from the skeleton up through the musculature to the fatty tissues and the skin. The medium will be the industry standard polymer clay on an aluminum armature. Lecture 2 hours/ Studio 2 hours. *Recommended preparation:* ART 138 or equivalent, ART 180 or equivalent, and eligibility for ENGL 191 or ESL 141. *Note:* May be taken 4 times for credit.

288

THREE-DIMENSIONAL DESIGN LAB

1.0 Unit

NON-DEGREE APPLICABLE

Art 288 enables 3-D design students to have additional supervised studio time, and to increase their laboratory skills relative to concurrent enrollment in 3-D design classes. Studio 4 hours. *Corequisite:* Art 138. *Note:* May be taken 4 times for credit.

ASTRONOMY

102

OBSERVATIONAL ASTRONOMY

1.0 Unit

ASTRO 102 maps the sky by means of bright stars and constellations. Small telescopes are used for observing celestial objects. Laboratory 3 hours. *Prerequisite:* ASTRO 110 or 120. *Transfer Credit:* CSU, UC, USC

103

TOPICS IN MODERN ASTRONOMY

3.0 Units

ASTRO 103 is designed for students who have completed a survey course in astronomy. This course deals with recent developments in astronomy. Specific topics covered are exploration of the solar system with spacecraft, general relativity and black holes, active galaxies and cosmology. Lecture 3 hours. *Prerequisite:* ASTRO 110 or 120. *Transfer Credit:* CSU

110

ASTRONOMY OF THE SOLAR SYSTEM

3.0 Units

ASTRO 110 is a survey of the methods astronomers use and the findings they have made in their studies of the planets, satellites, asteroids, comets and other objects that make up the solar system. *Note:* This course may not be taken for credit by students who have completed ASTRO 101. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

110H

HONORS ASTRONOMY OF THE SOLAR SYSTEM

3.0 Units

ASTRO 110H is a survey of the methods astronomers use and the findings they have made in their studies of the planets, satellites, asteroids, comets and other objects that make up the solar system. The honors course will be enhanced in one or more of the following ways: 1. Students will read and work through a study guide of Galileo's The Sidereal Messenger. 2. Students will visit a local observatory or planetarium and write a report about their visit. 3. Working in teams, students will prepare Inter-net-based report on the following topics: 'The chronology of space exploration for a selected solar object.' 'Surface or atmosphere features seen on a selected solar object.' 'What we know about a selected small body in the solar system. Summaries will be presented in class. *Note:* This course may not be taken for credit by students who have completed ASTRO 101. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

120

ASTRONOMY OF STARS AND GALAXIES

3.0 Units

ASTRO 120 is a survey of the methods astronomers use and findings they have made in their studies of the stars and galaxies. *Note:* This course may not be taken for credit by students who have completed ASTRO 101. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

AVIATION & TRANSPORTATION (AT)

112

PRIVATE PILOT LABORATORY I

2.0 Units

AT 112 is a flight training laboratory course intended to begin the student's preparation for the Federal Aviation Administration Private Pilot Certificate Oral and Practical Tests. Topics covered include: Preflight inspection, weather briefings, starting procedures and use of checklists, taxi procedures, normal and cross wind takeoffs and landings, slips, four fundamentals of aircraft control, emergency procedures, traffic patterns, ground reference maneuvers, stalls, and radio communications. Laboratory 6 hours. *Prerequisite:* AT 120 or equivalent.

113

PRIVATE PILOT LABORATORY II

3.0 Units

AT 113 is a flight training laboratory course intended to complete the student's preparation for the Federal Aviation Administration Private Pilot Certificate Oral and Practical Tests. Topics covered include: night flying techniques, short and soft field takeoffs and landings, navigation, emergency procedures, power on/off stalls, s-turns across a road, turns around a point, and instrument flight procedures. Laboratory 9 hours. *Prerequisite:* AT 112 or equivalent.

114

INSTRUMENT FLIGHT LAB

4.0 Units

AT 114 is a flight training lab course instructing students to operate an airplane by reference to instruments. Topics include: basic and advanced attitude instrument flying, recovery from unusual attitudes, holding patterns, IFR en-route procedures, IFR cross-country planning, departure and arrival procedures, and precision and non-precision approach procedures. Lecture 2 hours/Laboratory 6 hours. *Prerequisite:* AT 113 or possession of an FAA Private Pilot Certificate (Single Engine Land) and AT 125 or proof of satisfactory completion of FAA Instrument Rating Knowledge Examination (AT 125 may be taken concurrently.)

115

COMMERCIAL FLIGHT TRAINING

4.0 Units

AT 115 is a flight training lab course preparing the student for the Federal Aviation Administration Commercial Pilot Practical Examination. Topics addressed include: operation of complex and high-performance aircraft including the use of constant-speed propellers and retractable landing gear, maximum performance takeoffs and landings, steep turns, chandelles, lazy eights, and eights on pylons. Students will log fifteen hours of complex aircraft time. Lecture 2 hours/Laboratory 6 hours. *Prerequisite:* AT 114 or possession of FAA Private Pilot Certificate (airplane, single-engine land) with a minimum of 200 hrs of flight time, and; AT 135 or proof of completion of the FAA Commercial Pilot Knowledge Exam (AT 135 may be taken concurrently.)

**117
AVIATION INSTRUCTOR COURSE**
3.0 Units

AT 117 is a course of ground instruction designed for the student who wishes to become an aviation flight instructor. Teaching theory, and types and methods of instruction an effective instructor uses are discussed. Analysis and performance of flight maneuvers are stressed. Lecture 3 hours. *Prerequisite:* AT 119 and 120, or successful completion of the Private Pilot Written Examination or a Private Pilot Certificate.

**119
PRACTICAL FLIGHT CONCEPTS**
3.0 Units

AT 119 is a ground training course designed for the student who is receiving flight training to gain experience necessary to meet the qualifications of a private pilot with an airplane rating. The course covers the practical flight concepts a pilot may encounter in most flight situations. Lecture 3 hours. *Prerequisite:* AT 120 or successful completion of the Private Pilot Written Examination or a Private Pilot Certificate.

**120
PRIVATE PILOT GROUND SCHOOL**
5.0 Units

AT 120 prepares the student for the Private Pilot Written Examination, and is taught under Federal Aviation Administration approved Private Pilot Ground School Certificate HH8S190Q. The course covers powerplant operations, radio procedures and radio navigation, meteorology, and enroute navigation procedures common to the private pilot. Lecture 5 hours. *Prerequisite:* None. *Transfer Credit:* CSU

**121
NAVIGATION**
3.0 Units

AT 121 introduces the student to the aspect of dead-reckoning and pilotage navigation using the aeronautical chart. Composite navigation and vector analysis using the flight computer familiarizes the student with the practical features of navigation. Lecture 3 hours. *Recommended preparation:* AT 120 or possession of a private pilot's certificate. *Transfer Credit:* CSU

**122
METEOROLOGY**
3.0 Units

AT 122 presents the basic principles of meteorology with emphasis placed on the physical laws that operate in the atmosphere, particularly as they affect aircraft flight. Weather maps, reports, and forecasts and their interpretation are stressed. Lecture 3 hours. *Recommended preparation:* AT 120 or possession of a private pilot's certificate. *Transfer Credit:* CSU, UC

**123
AIRCRAFT STRUCTURE AND
AERODYNAMICS**
3.0 Units

AT 123 provides the pilot with the necessary understanding of the aerodynamics of the aircraft and of the construction techniques and processes involved in the building of aircraft. This course meets the requirements for commercial pilots in the study of aircraft. Lecture 3 hours. *Recommended preparation:* AT 120 or possession of a private pilot's certificate. *Transfer Credit:* CSU

**124
RADIO PROCEDURES AND FLIGHT
REGULATIONS**
3.0 Units

AT 124 is designed to provide the commercial pilot student with the necessary knowledge of radio navigation, radio-telephone communication procedures, and Federal Aviation Regulations required to pass the Federal Aviation Administration Commercial Pilot Written Examination. Lecture 3 hours. *Recommended preparation:* AT 120 or possession of a private pilot's certificate. *Transfer Credit:* CSU

**125
INSTRUMENT RATING GROUND
SCHOOL**
3.0 Units

AT 125 introduces the student to the use of radio navigation, weather briefing, advanced navigation, standard instrument approaches, procedures and Federal Aviation Regulations pertaining to instrument flight. Students are prepared for the Federal Aviation Administration Instrument Pilot Written Examination. Lecture 3 hours. *Prerequisite:* AT 120 or successful completion of the Private Pilot Written Examination or a Private Pilot Certificate. *Transfer Credit:* CSU

**126
AIRCRAFT POWERPLANTS**
3.0 Units

AT 126 introduces the student to aircraft powerplants, their construction, operation, maintenance, and servicing as they apply to the pilot. This course meets the requirements of the Federal Aviation Administration for Commercial Pilots in the study of aircraft engines. Lecture 3 hours. *Recommended preparation:* AT 120 or possession of a private pilot's certificate. *Transfer Credit:* CSU

**127
FLIGHT TRAINING MANEUVERS**
3.0 Units

AT 127 presents in detail the procedures and methods for conducting the maneuvers required for the safe, skillful operation of the airplane. The performance and application of the various maneuvers required by the Federal Aviation Administration for the Private and Commercial Pilot Flight Tests are examined. Lecture 3 hours. *Recommended preparation:* AT 120 or possession of a private pilot's certificate. *Transfer Credit:* CSU

**128
AIRPORT OPERATIONS**
3.0 Units

AT 128 is an analytical lecture course of study which acquaints the student with practical airport administration problems that exist today. Completion of this course enables the student to perform and function effectively in any of the many diversified airport operations. Course coverage includes airport development, site selection, local advertising, financial considerations and benefits to the community. Aviation safety within the confines of the airport, airport maintenance, familiarization with the Federal Aviation Administration and Federal Air Regulations governing airports as well as the National Transportation Safety Board. Lecture 3 hours. *Recommended preparation:* AT 120 and 130, or equivalent. *Transfer Credit:* CSU

**129
FLIGHT ATTENDANT I**
3.0 Units

AT 129 prepares men and women for the highly competitive flight attendant positions and travel careers in the airlines and travel industry. Lecture 3 hours. *Prerequisite:* None.

**130
AIR TRANSPORTATION**
3.0 Units

AT 130 introduces the student to the development of air transportation, problems in commercial air transportation, commercial aircraft, organization and functions of the airlines, regulations, airline routes in the United States and the pilot qualifications, schedules and services, revenue sources and potential operating overhead. The importance of airports, airways, advertising, and public relations is stressed. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

131

AIR TRAFFIC CONTROLER

5.0 Units

AT 131 prepares students for the Federal Aviation Administration Control Tower Operator Written Examination and assists them in the requirements necessary to apply for the position of air traffic control specialist, and is of value to those students preparing for the position of dispatcher, meteorologist, commercial pilot, and positions concerned with aircraft operations. Student and private pilots find this course informative, students preparing for their instrument rating receive much valuable information which assists them in preparing for the written examination and the flight check. Lecture 6 hours. *Prerequisite:* None.

132

FLIGHT ATTENDANT II

3.0 Units

AT 132 prepares men and women for the highly competitive flight attendant positions and travel careers in the airline and travel industry. Lecture 3 hours. *Prerequisite:* AT 129 or equivalent.

134

AMERICAN AVIATION TRAVEL HISTORY AND OPERATIONS

3.0 Units

AT 134 introduces the students to aviation travel history and the manner in which related events have affected the nation socially, economically and politically. This study of aviation emphasizes the development, testing, and utilization of aircraft in California. Lecture 3 hours. *Prerequisite:* None.

135

COMMERCIAL PILOT GROUND SCHOOL

3.0 Units

AT 135 prepares students for the Federal Aviation Administration Commercial Pilot Knowledge Examination. Topics addressed include: advanced aerodynamics, advanced aircraft weight and balance computations, advanced meteorology, advanced aerospace physiology, operation of complex and high-performance aircraft including use of constant-speed propellers, retractable landing gear, anti-icing/de-icing, oxygen, and cabin pressurization systems, Federal Aviation Regulations Parts 61, 91, and 135, maximum performance takeoffs and landings, steep turns, chandelles, lazy eights, and eights on pylons. Lecture 3 hours. *Prerequisite:* AT 120 or equivalent.

136

AVIATION PSYCHOLOGY

3.0 Units

AT 136 acquaints the professional pilot and flight attendant with an overview of aviation psychology. The influence of psychological factors on aviation safety, and the aviation professional's personal and occupational life is examined. Topics include human factors, human error, motivation and leadership, aviation stress management, group dynamics, attitudes and persuasion, assertiveness training, aircraft accident analysis, passenger psychology, career development, training, flight physiology, self-assessment, family and relationship issues, communications, ethics in professional aviation, and applications in space technology. Lecture 3 hours. *Prerequisite:* None.

137

AIRLINE TRAVEL CAREERS

3.0 Units

AT 137 is designed for students pursuing careers in airline travel. The course presents the current industry hiring qualifications and requirements for entry level industry employees. Lecture 3 hours. *Prerequisite:* None.

138

INTRODUCTION FLIGHT ATTENDANT TRAINING

3.0 Units

AT 138 introduces students to the Federal Aviation Regulations (FARs) that ensure the safety and comfort of passengers and crewmembers. Students learn to explain all FARs to passengers and identify strategies for reducing potential emergencies. *Note:* AT 138 and 151 combined: maximum credit 3 units. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

139

TECHNICALLY ADVANCED AIRCRAFT

3.0 Units

AT 139 introduces the student pilot to advanced avionics systems incorporated into an aircraft's cockpit. This course prepares the pilot to operate Global Positioning System (GPS) navigation systems as well as the latest integrated flight systems known as "glass cockpits". It covers the variety of information provided by these advanced navigation and communication systems as well as proper procedures in the event of their failure. Lecture 3 hours. *Prerequisite:* AT 120 or equivalent.

BIOLOGY (BIOL)

101

GENERAL BIOLOGY

4.0 Units

BIOL 101 is the first half of a one-year course designed for biological science majors. It covers fundamental biological principles and processes including: the scientific method, biochemistry, metabolism, cell respiration, photosynthesis, molecular biology, cell structure and function, mitosis and meiosis, Mendelian genetics, molecular genetics, and gene regulation. Lecture 3 hours/Laboratory 3 hours. *Prerequisite:* CHEM 101. *Transfer Credit:* CSU, UC, USC (C-ID BIOL 190)

102

GENERAL BIOLOGY

5.0 Units

BIOL 102 provides a continuation of the study of fundamental biological processes introduced in BIOL 101. The course includes the anatomy and physiology of plants and animals, animal development, population genetics, evolutionary theory, origin of life, ecological principles, conservation biology, and systematics. The course also includes an extensive survey of biodiversity covering the evolution, anatomy and physiology of the three domains of life and the eukaryotic phyla. Lecture 3 hours/Laboratory 6 hours. *Prerequisite:* BIOL 101 and CHEM 101. *Transfer Credit:* CSU, UC, USC (C-ID BIOL 140)

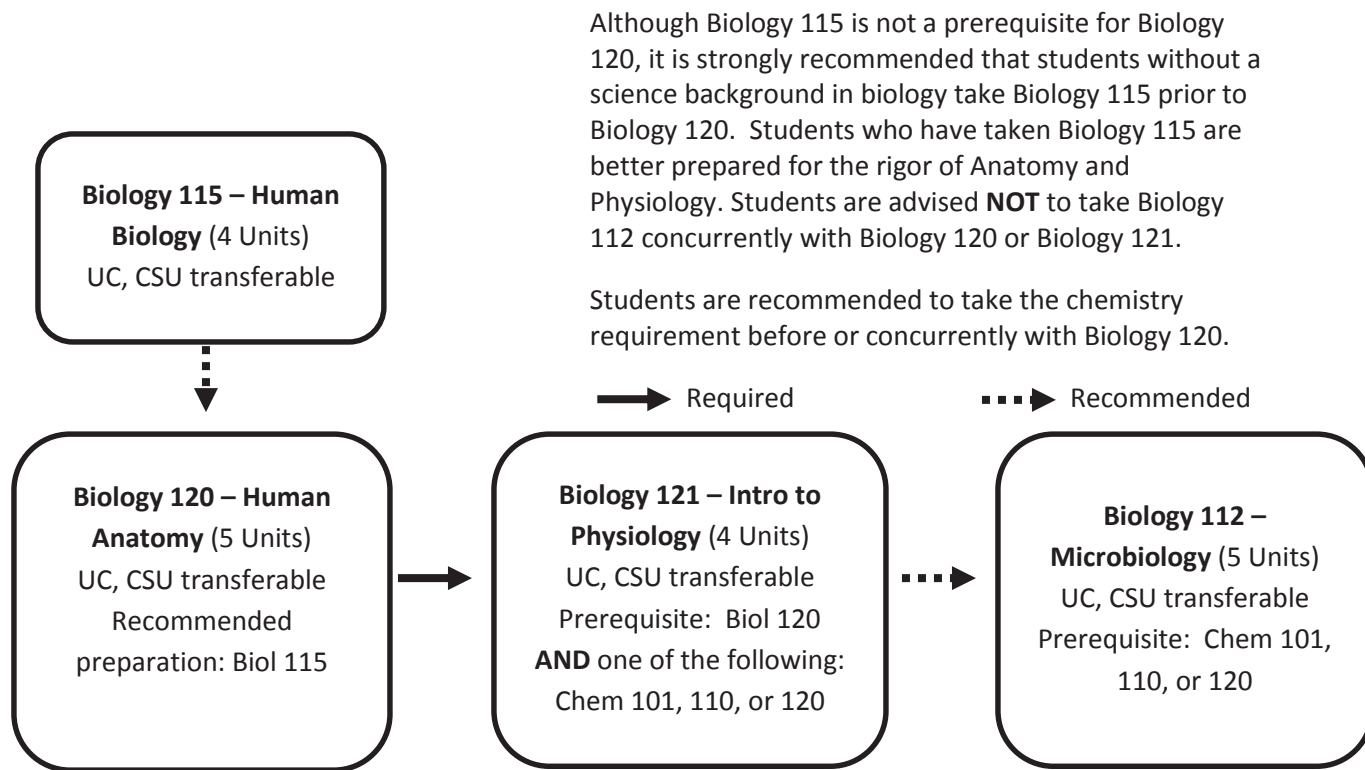
103

MOLECULAR BIOLOGY & GENETICS

4.0 Units

BIOL 103 is an extension of the study of molecular biology, cell biology and genetics introduced in BIOL 101. The course examines the structure and function of nucleic acids and proteins in the living cell, how they are studied and manipulated in the laboratory, and how the study of entire genomes and proteomes has given unprecedented insight into the workings of cells and organisms. Topics include regulation of gene expression, tissue culture, protein purification and analysis, antibodies, recombinant DNA technology, extensions of Mendel, linkage mapping, pedigree analysis, genomics, genome-wide association studies, and proteomics, all with a strong emphasis on data analysis and problem-solving. Lecture 4 hours. *Prerequisite:* BIOL 101 and CHEM 105 (Chem 105 may be taken concurrently.) *Transfer Credit:* CSU, UC, USC

RECOMMENDED BIOLOGY HEALTH SCIENCE COURSE SEQUENCE



112 MICROBIOLOGY 5.0 Units

BIOL 112 is a study of microorganisms (algae, bacteria, fungi, protozoa, and viruses). The course includes microbial biochemistry, genetics, cellular activities, applied uses, and the pathogenicity of these microorganisms. In the laboratory, students utilize various staining procedures and biochemical tests to identify at least one unknown microorganism. Lecture 3 hours/Laboratory 6 hours. **Prerequisite:** CHEM 101, 110, or 120. **Transfer Credit:** CSU, UC, USC

114 HUMAN FORM AND FUNCTION 3.0 Units

BIOL 114 provides the student with a broad descriptive introduction to the structure and function of the human body. Topics covered include: cells, tissues, the major body systems and some of the human conditions and diseases. This course is aligned with accreditation standards for the Commission on Accreditation for Health Informatics and Information Management (CAHIIM), and is required for completion of the Associate of Science Degree program in Health Information Technology (HIT). **Note:** BIOL 114 is designed for Health Information Technology students, it is not recommended for pre-nursing students. Lecture 3 hours. **Recommended preparation:** High school biology; MOA 181 or 182, MOA 185; eligibility for ENGL 120 or ESL 151; and BUSAD 106 or equivalent.

115 HUMAN BIOLOGY 4.0 Units

BIOL 115 is an introductory course covering biological principles as they apply to the human body. The central theme is the structure and function of the human organism. Topics covered include: human evolution, the human species in the environment, cells, tissues, the major body systems, heredity, and the major human conditions and diseases. A weekly laboratory allows students the opportunity to gain practical experience in the techniques necessary to study the health sciences. Lecture 3 hours/Laboratory 3 hours. **Recommended preparation:** High school biology. **Transfer Credit:** CSU, UC, USC

120 HUMAN ANATOMY

5.0 Units

BIOL 120 covers the systems of the human body including microscopic and gross anatomy of the following systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, lymphatic and immune, digestive, urinary, male and female reproductive, and endocrine. The effects of disease and aging on these systems are also included in the course. The laboratory includes the study of tissues using the microscope, a study of bones of the human skeleton, and the use of models to illustrate respective systems of the human body. Dissections of a sheep brain, cow heart, and cow eye are made to illustrate comparative parts of human anatomy. Observations are also made of a human cadaver. This course is primarily intended for nursing, kinesiology, and other health related majors. Lecture 3 hours/Laboratory 6 hours. **Recommended preparation:** BIOL 115 is strongly recommended for students with a limited background in the biological sciences. **Transfer Credit:** CSU, UC, USC (C-ID BIOL 110B)

121 INTRODUCTION TO PHYSIOLOGY

4.0 Units

BIOL 121 covers the functions, homeostasis, and integration of the organ systems of the human body. The organ systems studied include: integumentary, nervous, sensory, bone, muscle, endocrine, blood, lymphatic, and immune, cardiovascular, respiratory, urinary, digestive, and reproductive systems. Laboratory activities include using the scientific method to predict experimental outcomes, acquire data, analyze it and draw conclusions, and apply concepts learned in both lecture and the laboratory to clinical pathophysiological scenarios. This course is primarily intended for Nursing, Kinesiology, and other health related majors. Lecture 3 hours/Laboratory 3 hours. **Prerequisite:** BIOL 120 and CHEM 101 or CHEM 110 or CHEM 120. **Transfer Credit:** CSU, UC, USC (C-ID BIOL 120B)

122 INTRODUCTION TO BIOLOGY

4.0 Units

BIOL 122 is a survey course in the biological sciences designed to meet the laboratory science or life science requirement for most general education programs. BIOL 122 covers the scientific method, molecular and cellular organization and function, genetics, and plant/animal anatomy and physiology. This course also covers evolution, a survey of biodiversity, ecology, and the impact of humans on the environment. Lecture 3 hours/Laboratory 3 hours. **Recommended preparation:** Eligibility for ENGL 101. **Transfer Credit:** CSU, UC, USC

123 EVOLUTION

3.0 Units

BIOL 123 examines the history of life on earth, and the mechanisms that have led to the diversity we see today. Topics to be covered include a brief history of evolutionary thought, adaptive vs. neutral evolution (natural selection and genetic drift), biogeography, the origin of life, population genetics and speciation, an exploration of the fossil record and modern systematics, and recent work in the fields of sexual selection, behavior, development, and human evolution. Lecture 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU, UC, USC

125 MARINE BIOLOGY

3.0 Units

BIOL 125 is a general survey of the ecosystems and diversity of life in the marine environment. The course includes an introduction to the sciences of geological, chemical and physical oceanography as the basis to understand the environment where marine organisms exist. A comparative approach is used to study the physiological and anatomical adaptations of the different marine organisms to their environment. This course compares the ecology of the major marine ecosystems including: the epipelagic, deep sea, hydrothermal vents, intertidal, estuaries, coral reefs and polar. Major aspects of evolutionary, cell and molecular theory are addressed throughout the course. Lecture 3 hours. **Recommended preparation:** Eligibility for ENGL 101. **Transfer Credit:** CSU, UC, USC

125H HONORS MARINE BIOLOGY

3.0 Units

BIOL 125H is a general survey of the ecosystems and diversity of life in the marine environment. The course includes an introduction to the sciences of geological, chemical and physical oceanography as the basis to understand the environment where marine organisms exist. A comparative approach is used to study the physiological and anatomical adaptations of the different marine organisms to their environment. This course compares the ecology of the major marine ecosystems including: the epipelagic, deep sea, hydrothermal vents, intertidal, estuaries, coral reefs and polar. Major aspects of evolutionary, cell and molecular theory are addressed throughout the course. The Honors course will be enhanced in one or more of the following ways: 1) Students will complete a set of selected readings from science journals or books. Critical analysis of these readings is expected and students will be evaluated with extra questions during the regular examinations of the course. 2) Students will attend a field trip where they are expected to work in groups for the collection, analysis, and presentation of data. 3) Students will prepare a written and oral presentation on a specific topic that was not presented in the regular lecture. Lecture 3 hours. **Recommended preparation:** Eligibility for ENGL 101. **Transfer Credit:** CSU, UC, USC

126 FIELD AND LABORATORY INVESTIGATIONS IN MARINE BIOLOGY

1.0 Unit

BIOL 126 is an introductory science laboratory offering a general survey of the diversity of life in the marine environment and the ecology of some of its major ecosystems. This course covers aspects of marine geology/geography, microscopy, pH, cell respiration, photosynthesis, biodiversity, and ecology. The laboratory exercises utilize the comparative method in order to study the anatomy, physiology, and evolution of some of the major phyla of marine organisms. This course requires the participation in at least three field trips, which introduce the student to research methods, marine biodiversity, the biology of marine animals, and the ecology of marine ecosystems. Field trips total a minimum of 9 hours. Laboratory 3 hours. **Prerequisite:** BIOL 125 (BIOL 125 may be taken concurrently.) **Transfer Credit:** CSU, UC, USC

**129
DIRECTED STUDIES IN MARINE
ECOLOGY***1.0 to 3.0 Units*

BIOL 129 is a course emphasizing individual investigation of the natural marine environment through field and laboratory studies. Students examine the inter-relationship between marine organisms and their habitats by special projects dealing with a particular problem. Library research, a scientific paper, and an oral presentation of the directed studies are an integral part of the course. Field studies investigate various localities during different semesters, such as, Baja California, the Channel Islands, the northern California coast, and local marine habitats. **Note:** Three hours are required for each unit earned. The course may be taken for one, two, or three units according to the schedule. Field trips require student contribution for meals and transportation. Laboratory 3-9 hours. **Prerequisite:** BIOL 125, or 101 and 102. **Transfer Credit:** CSU

**131
REGIONAL NATURAL HISTORY***3.0 Units*

BIOL 131 offers individual and group investigation of the biological environment and the impact of human activities upon it. Students examine the inter-relationship between living organisms and their habitats by special projects. Library research, a scientific paper, and/or an oral presentation may be a part of the course. Field studies will investigate a variety of world localities. When taught in Baja California, Mexico, the field portion of the course is based at the Glendale College Field Station in Bahía de los Angeles. Lecture 1 hour/Laboratory 6 hours. **Recommended preparation:** A biology or ecology course in high school or college. **Transfer Credit:** CSU

**145
BIOLOGY OF BIRDS***2.0 Units*

BIOL 145 is a nine-week introductory course dealing with the identification, classification, ecology, anatomy, and behavior of birds. Course study emphasizes the natural history of local birds as well as representative bird groups from around the world. **Note:** Several laboratory sessions are required with each session lasting five hours. (See current schedule of classes.) Lecture 1.5 hours/Laboratory 1.5 hours. **Prerequisite:** None. **Transfer Credit:** CSU

**146
MARINE MAMMALS***2.0 Units*

BIOL 146 provides an introduction to the diverse group of mammals that have secondarily adapted to life in the sea. Lecture topics include the evolution of these groups, adaptations for feeding, breeding, diving and communicating in the marine environment (anatomy, physiology, and behavior), the ecological importance of marine mammals, and a brief history of marine mammal exploitation and conservation. When taught in Baja California, Mexico, the field portion of the course takes place at the Glendale College Field Station in Bahía de los Angeles. Focus is on local species that commonly occur in the area, including California sea lions, blue, fin and Bryde's whales, as well as common and bottlenose dolphins. This field portion includes travel to gray whale breeding lagoons on the Pacific coast of Baja. Lecture 1.5 hours/Laboratory 1.5 hours. **Prerequisite:** None. **Transfer Credit:** CSU

**298
UNDERGRADUATE RESEARCH IN
MICROBIOLOGY AND MOLECULAR
BIOLOGY***3.0 Units*

BIOL 298 is intended to give undergraduate students hands-on experience in microbiology and molecular biology research while working collaboratively in a laboratory setting with a faculty-led team of students on various projects. It allows the student to practice and apply various scientific techniques and methods (e.g. wet lab skills) and concepts learned in biology (e.g. molecular biology, microbiology, genomics, and bioinformatics). Students are expected to apply knowledge from prerequisite courses, to use their problem solving skills in carrying out assigned projects, and to write up and present the results of their research on-campus. Lecture 1 hour/Laboratory 6 hours. **Prerequisite:** BIOL 101 OR BIOL 112, or equivalent. **Recommended preparation:** BIOL 103, eligibility for ENGL 101. **Transfer Credit:** CSU, UC

**BUSINESS ADMINISTRATION
(BUSAD)****101
INTRODUCTION TO BUSINESS***3.0 Units*

BUSAD 101 orients students to the field of business, introducing, in survey form, the functions, characteristics, organization, and problems of business. The course serves as a foundation for later specialized study, and directs the thinking of students to possible careers. Lecture 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU, UC, USC (C-ID BUS 110)

**106
WRITTEN BUSINESS COMMUNICATIONS***3.0 Units*

BUSAD 106 is a writing course for students completing programs in business. The course prepares students to accomplish tasks and solve problems through the written word. The mechanics, strategies, and processes of technical writing, as well as creative and critical thinking skills, are applied to a variety of tasks which simulate typical events in business. Techniques are covered for creating effective business letters, information summaries, proposals, and reports, including references and research sources and appropriate styles and formats. In addition, original essays responding to a review of rhetorical works in the fields of business and economics are prepared. The impact of organizational procedures on business communications is explored, and the automated technology which facilitates this communication is applied to a variety of tasks common to the business organization. Lecture 4 hours. **Prerequisite:** Eligibility for ENGL 101 or completion of CABOT 105. **Recommended preparation:** Concurrent enrollment or completion of CABOT 107. **Transfer Credit:** CSU

**110
HUMAN RELATIONS IN BUSINESS***3.0 Units*

BUSAD 110 aids future employees, as well as present employees, in understanding and applying human relations concepts to the business environment. Topics include attitude, morale, motivation, communication, business etiquette, productivity, ethics, customer services, and leadership. **Note:** Students with no prior business experience should complete BUSAD 101 or CABOT 101 before taking this course. Lecture 3 hours. **Recommended preparation:** Eligibility for ENGL 120 or ESL 151. **Transfer Credit:** CSU

**111
INTRODUCTION TO INSURANCE***1.0 Unit*

BUSAD 111 is intended to give students a basic background of the modern property/casualty insurance system. It is designed as a basic overview of insurance for those who have little or no knowledge of insurance but who wish to enter the field of insurance. Lecture 1 hour. **Prerequisite:** None.

**112
APPLIED WORKPLACE ETHICS***1.0 Unit*

BUSAD 112 covers contemporary and controversial ethical issues facing the business world today. Real-world scenarios and situations will be discussed to aid students in developing their own ethical decision-making framework for the responsibilities and obligations they will face as members of the workforce. Lecture 1 hour. **Prerequisite:** None.

113 PRINCIPLES OF PROPERTY AND LIABILITY INSURANCE

3.0 Units

BUSAD 113 is intended to help individuals learn basic information regarding property and liability insurance for use in employment as insurance professionals in entry-level and higher positions. It covers the fundamentals of insurance including the types of insurers, institutions that provide insurance, how it is regulated, and measurement of financial performance. This course is intended to help prepare students for a variety of entry-level positions in the insurance industry and for a number of insurance certification examinations. Lecture 3 hours. *Prerequisite:* None.

114 PERSONAL INSURANCE

3.0 Units

BUSAD 114 is intended to help individuals learn basic information regarding personal insurance for use in employment as insurance professionals in entry-level and higher positions. This course may also be of value to anyone who wishes to obtain the knowledge to manage his or her personal insurance needs. Information about automobile, homeowners, and residential insurance (e.g. earthquake, marine, etc.) is included in the course. Financial planning, life insurance, and health insurance are also covered. Lecture 3 hours. *Prerequisite:* None.

115 COMMERCIAL INSURANCE

3.0 Units

BUSAD 115 is intended to help individuals learn basic information regarding commercial insurance for use in employment as insurance professionals in entry-level and higher positions. The course includes information on property insurance, business income insurance, commercial crime insurance, equipment breakdown insurance, inland and ocean marine insurance, commercial general liability insurance, commercial automobile insurance, and other types of commercial insurance coverage. Lecture 3 hours. *Prerequisite:* None.

116 PRINCIPLES OF LIFE AND HEALTH INSURANCE

3.0 Units

BUSAD 116 is intended to help individuals learn basic information regarding life and health insurance for use in employment as insurance professionals in entry-level and higher positions. It covers the fundamentals of insurance, including the types of insurers, institutions that provide insurance, how it is regulated, and measurement of financial performance. This course is intended to help prepare students for a variety of entry-level positions in the insurance industry, and completion of the course will satisfy the requirements to "sit" for the State of California written test for a Life and Health Agent License. Lecture 3 hours. *Prerequisite:* None.

120 BUSINESS LAW I

3.0 Units

BUSAD 120 is a study of law as it influences business conduct, including growth of law and recent changes, especially the new Uniform Commercial Code, and principles of contracts, sales, and agency. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC (C-ID BUS 125)

125 BUSINESS LAW II

3.0 Units

BUSAD 125 deals with the law of sales, negotiable instruments, partnerships, corporations, and trade regulation. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

131 INTRODUCTION TO FINANCE

3.0 Units

BUSAD 131 introduces the student to the many financial decisions faced by a modern business, along with the analytical tools and concepts necessary for an evaluation of these decisions. The material is applicable to large corporations, small businesses and nonprofit organizations. *Note:* One year of accounting is recommended. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

134 INVESTMENTS

3.0 Units

BUSAD 134 is designed to develop the student's understanding of the various public investments available, their potential risks and rewards, and the situations in which they are best utilized. Topics include investment principles and objectives, the operation of securities markets, investment banking, and asset selection and allocation. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

135 MONEY AND BANKING

3.0 Units

BUSAD 135 is a course designed to help students secure employment with investment banking houses, commercial banks, finance companies, stock and commodity exchanges, and securities dealers. It is a study of the American monetary system and American financial institutions. The course allows students to obtain a critical understanding of the Federal Reserve structure, monetary and fiscal policy, and the commercial banking process. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

136 MONEY MANAGEMENT

3.0 Units

BUSAD 136 covers the basic principles of efficient money management. The fundamentals of financial planning and the control of current financial actions to reach future financial goals are studied, including such topics as providing for major investments, retirement and pension planning, the tax environment, and the effect of new laws and regulations. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

141 INTRODUCTION TO MANAGEMENT

3.0 Units

BUSAD 141 introduces the student to the basic managerial functions within an organization, which include planning and decision making, organizing, staffing, directing, leading, and controlling. These functions apply to managers at all levels, from small business to top executive management. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

144 HUMAN RESOURCES I

3.0 Units

BUSAD 144 presents a comprehensive overview of human resources management. It is designed for students in managerial, professional, or entrepreneurial career tracks for profit, not-for-profit, governmental, volunteer, military, and other types of organizations. Lecture 3 hours. *Prerequisite:* None.

145 HUMAN RESOURCES II

3.0 Units

BUSAD 145 teaches how human resources (HR) management impacts the organization. Emphasis is placed on integrating human resources and organizational strategies. This course helps to prepare students for Professional Human Resources (PHR) and Senior Professional Human Resources (SPHR) certifications. Lecture 3 hours. *Prerequisite:* BUSAD 144 or equivalent.

**152
MANAGEMENT COMMUNICATIONS-
ORAL****3.0 Units**

BUSAD 152 covers planning interpersonal communication, speaking techniques, conducting question-and-answer periods, conference leading on the job, objectives of good presentations, effective use of visuals in oral presentations, interviewing, bridges and barriers to communications, and what to do about rumors. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

**158
INTRO TO ENTREPRENEURSHIP****3.0 Units**

BUSAD 158 covers the process of planning, organizing, and managing a small business. Topics include developing a business plan, forming and marketing a small business, legal aspects of business ownership, accounting, budgeting, financing, and risk management. The skills taught in this course will help individuals start new ventures as well as aid existing business owners to plan their growth. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 191 or ESL 141.

**162
PRINCIPLES OF MARKETING****3.0 Units**

BUSAD 162 is an introductory course intended to acquaint students with the business practices involved in the activities of moving goods and services from the producer to the ultimate consumer. The course reviews the marketing system and the psychology and sociology of consumer decisions. Additional areas of interest include retailing, wholesaling, new product decisions, pricing, distribution, advertising, and marketing research. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

**164
RETAIL STORE MANAGEMENT****3.0 Units**

BUSAD 164 is an overview of the retail business that focuses on retail strategies, retail promotions, visual merchandising, and advertising in today's business world. Instruction on purchasing, pricing, location, financial management, store security, information systems, and communications will be included. Lecture 3 hours. *Prerequisite:* None.

**166
ADVERTISING****3.0 Units**

BUSAD 166 is an introductory course in the purpose and principles of advertising, including the organization and functions of advertising agencies. Buying motives and the writing of good copy are studied. Radio, television, and outdoor advertising methods and costs are covered. This course is not intended to develop artistic ability, but those who can illustrate their copy will find an opportunity to do so. Courses in advertising art are offered by the Art Department. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

**168
FASHION MERCHANDISING****3.0 Units**

BUSAD 168 is a study of principles of fashion. It includes a study of fashion retailers, apparel producers, and manufacturers. *Note:* This course may not be taken for credit by students who have completed Fashion 125 or Fashion Design Merchandising 168. Lecture 3 hours. *Prerequisite:* None.

**170
INTRO TO INTERNATIONAL BUSINESS****3.0 Units**

BUSAD 170 is an overview of basic issues with which someone involved in international business must deal. These include deciding on a business organization for foreign operations, establishing banking relationships, raising capital, currency exchange, marketing in a foreign environment, with particular emphasis on Pacific Rim, Western European and South American markets, import-export regulations, and problems with locating manufacturing abroad. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

**175
IMPORT/EXPORT IN THE PACIFIC RIM****3.0 Units**

BUSAD 175 is a project course teaching the real-world process of establishing an import/export business. The student is guided in preparing a business plan for an import/export activity. Each country in the Pacific Rim is discussed in terms of their current business conditions and import/export opportunities. Asia, our largest trading area, is the most successful, fastest growing economic area in the world. The special business cultures and techniques contributing to its success and the success of its firms are presented. A major part of the course is a discussion of the business aspect of the cultural views and practices necessary to do business in these countries. *Note:* Students are expected to have a strong background in business and an interest in participating in the global economy. It is recommended that those students without practical business experience first complete BUSAD 101 and 170. Lecture 3 hours. *Recommended preparation:* BUSAD 101 and 170, or equivalent. *Transfer Credit:* CSU

**176
IMPORT/EXPORT WITHIN NAFTA
AND LATIN AMERICAN COUNTRIES****3.0 Units**

BUSAD 176 discusses the special issues of doing business with NAFTA countries (Canada and Mexico) and with Latin America. The NAFTA countries are not only geographically the closest countries to the United States but have the most favorable trading conditions. These facts make NAFTA countries strong candidates for establishing an import/export business. Other Latin American countries are also analyzed from the governmental, social, economic, and geographic systems in these business opportunities. A major part of this course is a discussion of the business aspect of the cultural views and practices necessary to do business in the Americas. *Note:* Students are expected to have a strong background in business and an interest in participating in the global economy. Practical business experience, especially in international business, is the best background for this course. However, it is recommended that those students without practical business experience first complete BUSAD 101 and 170. Lecture 3 hours. *Recommended preparation:* BUSAD 101 and 170, or equivalent. *Transfer Credit:* CSU

**177
INTRODUCTION TO INTERNATIONAL
MARKETING****3.0 Units**

BUSAD 177 examines the concepts, principles, theory, and practice of international marketing. Topics include the United States and foreign marketing organizations, United States international marketing positions, market entry strategies, analysis of foreign markets, culture and marketing, product design, pricing, distribution, promotion, and sales. Lecture/Demonstration 3 hours. *Recommended preparation:* BUSAD 101 and 170 or equivalent.

**178
INTRODUCTION TO INTERNATIONAL
FINANCE****3.0 Units**

BUSAD 178 is a study of international business financing and development, including the roles of different types of lenders, domestic and foreign government assistance programs, various methods of payment, identifying and managing risk in the international financial arena, and tax considerations. Lecture/Demonstration 3 hours. *Recommended preparation:* BUSAD 101 and 170 or equivalent.

**180
PRINCIPLES OF IMPORT/EXPORT****3.0 Units**

BUSAD 180 prepares students to participate in the international economy through importing and/or exporting activities. Topics include methods for locating products to import or export, import/export marketing strategies, pricing, and distribution channels, international payment transfers, import/export financing, shipping and receiving international goods, and strategies for successful importing and exporting. Also included are the trade patterns by countries and commodities, with a focus on issues concerning the euro and trade in Europe's single market, the World Trade organization, NAFTA, and navigating the business worlds of Asia, Africa, and Latin America while tapping into the e-commerce phenomena. Lecture/Demonstration 3 hours. *Recommended preparation:* BUSAD 101 and 170 or equivalent.

**185
GEOGRAPHICAL INFORMATION
SYSTEMS (GIS) FOR BUSINESS****3.0 Units**

BUSAD 185 teaches the fundamentals of GIS industry-standard software and its application to business. Emphasis is placed on applied lessons to create and modify maps, conduct geospatial research, and solve business related geospatial problems. Lecture 3 hours. *Recommended preparation:* CABOT 270 or equivalent.

**202
LEADERSHIP FUNDAMENTALS****3.0 Units**

BUSAD 202 introduces the basic concepts and theories of a leader's role in influencing others to achieve a common goal. Decision making, problem solving, and critical thinking concepts will be emphasized. The role of a leader to an organization's success, as well as the difficulties and challenges involved, will also be emphasized. Lecture 3 hours. *Prerequisite:* None.

**203
CUSTOMER SERVICE AND
RELATIONS****3.0 Units**

BUSAD 203 focuses on strategies for developing a first-class customer service environment in a culturally diverse, e-commerce, globally competitive business climate. The course covers topics that promote a customer-focused organization and will teach students to handle problems and complaints, promote teamwork, 'win back' customers, personalize service, and create loyalty and retention of clientele of various types (e.g. patients, patrons, students, customers, and so on). Understanding and influencing customer behavior through customer relationship management strategies will be emphasized. Lecture 3 hours. *Prerequisite:* None.

**204
CUSTOMER SERVICE SKILLS****1.0 Unit**

BUSAD 204 offers instruction and hands-on practice of customer service skills for selected workplace environments in a culturally diverse, e-commerce, globally competitive business climate. The course will teach students to effectively accommodate guests, clients, customers, patrons, patients, and other types of clientele in various types of businesses. Activities and examples will be used from business areas such as medical offices, public and government entities, restaurants, grocery establishments, and a variety of other retail businesses, and may be taught on campus or on site of such businesses (see ticket notes in schedule for the focus and location for any listed ticket number). Lecture 1 hour. *Prerequisite:* None.

CHEMISTRY**101
GENERAL CHEMISTRY****5.0 Units**

CHEM 101 is the first course in a two-semester sequence which covers important chemistry concepts including physical properties of matter, chemical reactions, stoichiometry, electronic structure of atoms, quantum mechanics, chemical bonding, and the three phases of matter. Lecture and laboratory activities are integrated into one cohesive lecture-lab section. The latter part of the course covers solution chemistry with emphasis on chemical kinetics, thermodynamics, and electrochemistry. Laboratory activities supports the above-mentioned topics, including both qualitative and quantitative analysis of data and propagation of errors. Lecture 3 hours/Laboratory 6 hours. *Prerequisite:* 1) Eligibility for ENGL 120 or ESL 151. 2) MATH 101 or 120 or 220B or 1.5 years of high school Algebra. 3) CHEM 110 or 1 year of high school chemistry (laboratory included) and satisfactory score on the Math/Chem Placement Exams. *Transfer Credit:* CSU, UC, USC

**102
GENERAL CHEMISTRY****5.0 Units**

CHEM 102 is the second course in a two-semester sequence which covers important chemistry concepts including physical properties of matter, chemical reactions, stoichiometry, electronic structure of atoms, quantum mechanics, chemical bonding, and the three phases of matter. Lecture and laboratory activities are integrated into one cohesive lecture-lab section. The latter part of the course covers solution chemistry with emphasis on chemical kinetics, thermodynamics, and electrochemistry. Laboratory activities supports the above-mentioned topics, including both qualitative and quantitative analysis of data and propagation of errors. Lecture 3 hours/Laboratory 6 hours. *Prerequisite:* CHEM 101. *Transfer Credit:* CSU, UC, USC

**105
ORGANIC CHEMISTRY**
5.0 Units

CHEM 105 is an introductory study of the compounds of carbon, including the preparation, properties, and reactions of both aliphatic and aromatic hydrocarbons, halogen derivatives, alcohols, and ethers. Methods of synthesis are stressed, and reaction mechanisms and modern structural principles are introduced. **Note:** Required of pre-medical and pre-dental students, recommended for majors in chemistry, petroleum engineering, sanitary and municipal engineering, and pharmacy, and for certain home economics, public health and agriculture majors. Lecture 3 hours/Laboratory 6 hours. **Prerequisite:** CHEM 102. **Transfer Credit:** CSU, UC, USC (C-ID CHEM 150)

**106
ORGANIC CHEMISTRY**
5.0 Units

CHEM 106 is a study of the preparation, properties, and reactions of aliphatic, and aromatic acids, amines, aldehydes, ketones, carbohydrates, heterocyclic compounds, amino acids and proteins. Analysis as well as synthesis of compounds is stressed. Lecture 3 hours/Laboratory 6 hours. **Prerequisite:** CHEM 105. **Transfer Credit:** CSU, UC, USC (C-ID CHEM 160S)

**110
ELEMENTS OF GENERAL CHEMISTRY**
5.0 Units

CHEM 110 is a basic course in the fundamental principles, laws, and computations of chemistry emphasizing the descriptive phases and including a brief introduction to the chemistry of the carbon compounds. Lecture 4 hours/Laboratory 3 hours. **Prerequisite:** MATH 141 or 146 or 246B or 2 units of MATH 246 or one year of algebra in high school. **Transfer Credit:** CSU, UC

**120
FUNDAMENTALS OF COLLEGE
CHEMISTRY (INORGANIC)**
5.0 Units

CHEM 120 is a course in the fundamentals of chemistry with the emphasis on health science related examples. This course and CHEM 121 are designed for health science (e.g. nursing), home economics, physical therapy, and other majors that need a year of college chemistry that includes inorganic, organic and biochemistry. CHEM 120 covers inorganic chemistry. CHEM 120 does not involve the level of mathematical applications that are found in CHEM 101. **Note:** This course is not for science majors. At Glendale Community College CHEM 120 satisfies the prerequisite for CHEM 121 only. Lecture 4 hours/Laboratory 3 hours. **Prerequisite:** MATH 141 or 146 or 246B or 2 units of MATH 246 or one year of algebra in high school. **Transfer Credit:** CSU, UC, USC

**121
FUNDAMENTALS OF COLLEGE CHEM
(ORGANIC & BIOCHEMISTRY)**
5.0 Units

CHEM 121 is the second half of the year sequence and covers the fundamentals of organic and biochemistry. **Note:** This course is not for science majors. Lecture 4 hours/Laboratory 3 hours. **Prerequisite:** CHEM 120. **Transfer Credit:** CSU, UC, USC

**CHILD DEVELOPMENT
(CHLDV)**

**130
PARENTING YOUNG CHILDREN**
1.0 Unit

CHLDV 130 assists parents and child development students to gain competency in handling issues related to the growth and development of young children. Students are introduced to the skills and methods of observing and recording behavior, and they assess techniques that encourage self discipline. Lecture 1 hour. **Prerequisite:** None. **Note:** May be taken 2 times for credit.

**133
OBSERVATION & DOCUMENTATION**
3.0 Units

CHLDV 133 focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning in order to join with families and professionals in promoting children's success and maintaining quality programs. Recording strategies, rating systems, portfolios, and multiple assessment methods are explored. **Note:** Verification of tuberculosis clearance required. Lecture 2 hours/Laboratory 3 hours. **Prerequisite:** CHLDV 135 or equivalent **Transfer Credit:** CSU (C-ID ECE 200)

**135
CHILD GROWTH & DEVELOPMENT**
3.0 Units

CHLDV 135 examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children evaluate individual differences and analyze characteristics of development at various stages. Lecture 3 hours. **Recommended preparation:** Eligibility for ENGL 101. **Transfer Credit:** CSU, UC, USC (C-ID CDEV 100)

**137
SCHOOL AGE CHILDREN IN CHILD
CARE**
3.0 Units

CHLDV 137 examines needs and concerns relating to school-age child care. It provides background in the guidance of children ages 5-12, through knowledge of developmental ages and stages. Students discover the kinds of group programs which exist in the community, and analyze the quality environments and activities which safeguard the growth of children. Lecture 3 hours. **Prerequisite:** CHLDV 135 or equivalent **Transfer Credit:** CSU

**138
HEALTH, SAFETY, AND NUTRITION**
3.0 Units

CHLDV 138 introduces the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health, safety and nutrition. The characteristics of good health and the recognition of the symptoms of communicable diseases are examined. The habits and attitudes essential for physical and mental health of teachers, parents and children are identified. This course is intended to examine the current concepts in the field of health, safety and nutrition and their relationship to the young child and program planning. Emphasis is given to the components of quality care for young children and the importance of collaboration with families and health care professionals. Lecture 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU (C-ID ECE 220)

140
PRINCIPLES & PRACTICE OF TEACHING
 3.0 Units

CHLDV 140 examines the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. *Note:* Verification of tuberculosis clearance required. Lecture 3 hours. *Prerequisite:* CHLVD 133 *Transfer Credit:* CSU (C-ID ECE 120)

141
STUDENT TEACHING SEMINAR
 2.0 Units

CHLDV 141 is the culmination of the child development curriculum designed to provide an opportunity to synthesize the student teaching experience and move the teacher candidate towards the world of teaching at a professional level. Offered concurrently with Child Development 180/181/182 (Student Teaching Field Work), the course examines student field experiences in light of issues related to aims, persistent problems, theoretical arguments, and research findings in early childhood education. The course also features a strong technological component supporting the completion of electronic teaching portfolios--the capstone assignment in the child development teacher certification program. The seminar setting provides a place for child development teacher candidates to come together in a supportive community of practitioners to discuss issues related to their experiences in early childhood classrooms, as well as broader concerns of education. Lecture 2 hours. *Prerequisite:* CHLDV 150. Co requisite: Concurrent enrollment in CHLDV 180, 181 or 182. *Recommended preparation:* Child Development 156 (may be taken concurrently). *Note:* Verification of current TB clearance required. *Transfer Credit:* CSU (C-ID ECE 210)

142
CHILD, FAMILY, AND COMMUNITY
 3.0 Units

CHLDV 142 examines the developing child in a societal context focusing on the interrelationship of family, school and community with an emphasis on historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families.. Lecture 3 hours. *Prerequisite:* CHLDV 135 or equivalent *Transfer Credit:* CSU (C-ID CDEV 110)

147
WORKING WITH INFANTS & TODDLERS
 3.0 Units

CHLDV 147 is designed to provide specialization in the milestones of infant and toddler development, and the various programs currently available. Students consider principles of care-giving, and learn appropriate play activities and materials necessary to enhance early childhood education. Observation of infants and toddlers is required, both in the classroom and outside in the community. Lecture 3 hours. *Prerequisite:* CHLDV 135 or equivalent *Transfer Credit:* CSU

150
INTRODUCTION TO CURRICULUM
 3.0 Units

CHLDV 150 provides an overview of principles involved in planning, implementing and evaluating developmentally appropriate curriculum. It includes processes for planning and implementing developmentally appropriate environments and experiences; selection of appropriate materials, emerging curriculum, scheduling, room arrangement, and planning developmentally appropriate activities and curricula for young children from birth to age eight in child care and early childhood development settings. Included are focuses on children's play, the role of assessment, webbing, activity planning, daily scheduling and curriculum areas such as art, science, math, literature, music, language arts, and dramatic play are examined. *Note:* Verification of tuberculosis clearance required. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* CHLDV 140. *Transfer Credit:* CSU (C-ID ECE 130)

151
CREATIVE ACTIVITIES FOR PRESCHOOL CHILDREN
 3.0 Units

CHLDV 151 provides teaching techniques and opportunities to personally experience creative activities geared to the young child. It focuses on integrating these activities into the curriculum and encouraging the preschool children to explore and enjoy learning from their environment. Creative areas include: arts and crafts, carpentry, blocks, dramatic play, science, and cooking. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

152
MUSIC FOR YOUNG CHILD
 3.0 Units

CHLDV 152 explores musical experiences appropriate to the development of the infant, the preschool child, the elementary school child, and the exceptional child. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

154
EARLY CHILDHOOD EDUCATION AND THE ART EXPERIENCE
 3.0 Units

CHLDV 154 provides students with the basic knowledge of the content and style of children's art and its link to thinking. Emphasis is placed on the developmental areas of children's growth and the ways teachers can provide appropriate and stimulating activities. Students have the opportunity to merge theory and practice and gain skills to facilitate creative expression. Exceptional children, diversity, and the Reggio Emilia approach are featured. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU

155
CHILDREN WITH SPECIAL NEEDS
 3.0 Units

CHLDV 155 provides skill in identifying normal and special development of children, and includes methods of management and teaching techniques which prove helpful in working with children with special needs. A humanistic view of the whole child and the valuing and supporting of his/her rights is emphasized. Parents of exceptional or special children are considered, along with educational services and community agencies. Lecture 3 hours. *Prerequisite:* CHLDV 135 (CHLDV 135 may be taken concurrently.) *Transfer Credit:* CSU

156
TEACHING IN A DIVERSE SOCIETY
 3.0 Units

CHLDV 156 examines the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. *Note:* Verification of Current TB Clearance Required. Lecture 3 hours. *Prerequisite:* CHLDV 140, and verification of TB clearance. *Transfer Credit:* CSU (C-ID ECE 230)

158
MOVEMENT DEVELOPMENT: BIRTH THROUGH TWELVE YEARS
 3.0 Units

CHLDV 158 provides those students who are interested in teaching movement to children the opportunity to acquire knowledge and techniques related to motor development. The course introduces basic principles and theories of motor development in children from birth to age twelve, focusing on designing developmentally-appropriate and creative dance experiences for young children. *Note:* This course will not fulfill physical education activity requirements. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

160
GUIDING CHILDREN & ADOLESCENTS
 3.0 Units

CHLDV 160 is a course that focuses on the processes, techniques, models, research, and selected issues in child guidance as applied to 0-adolescence in family and community settings. Students will develop a personal approach to guidance based on current scientific research and theory concerning human development. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU

174
ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS I
 3.0 Units

CHLDV 174 addresses the functions common to the management of programs for young children. Topics covered include the general responsibilities of a director, various program types, licensing and accreditation criteria, and the process for starting a new center or a new year in an existing school. Particular emphasis is on developing sound fiscal and program management skills. Finance and budgeting, organizational structure, record keeping, equipment and space requirements, food services, and establishing general program policies are considered. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

175
ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS II
 3.0 Units

CHLDV 175 explores issues regarding communication, supervisory processes, goal consensus, team building, leadership style, center climate, and other organizational issues. Comprehensive methods for analyzing the different components of an early childhood program to effect organizational change are discussed. Particular emphasis is on the art of leadership and interpersonal relationships. Lecture 3 hours. *Prerequisite:* CHLDV 174. *Transfer Credit:* CSU

176
MENTOR TEACHER PRACTICES
 3.0 Units

CHLDV 176 studies the methods and principles of supervising student teachers in early childhood classrooms. Emphasis is on the role of classroom teachers with experience able to function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

180
STUDENT TEACHING FIELD PRACTICE - INFANT/TODDLER
 1.0 Unit

CHLDV 180 provides a semester teaching experience in an infant/toddler setting. The teacher candidate, under the supervision of a cooperating teacher and a college supervisor, assumes complete responsibility for the instruction of children. The course is designed to provide opportunities for practical application of skills and knowledge previously gained in the classes specified in the infant/toddler and child development curriculum. Field experience provides the teacher candidate the opportunity to participate in classroom activities, design and teach a developmentally appropriate focus under the guidance of the supervising/mentor teacher, assess themselves as a prospective teacher, and participate in seminar discussions. The environment and routines are emphasized as an integrating context for planning instruction. Laboratory 3 hours. *Corequisite:* CHLDV 141. *Transfer Credit:* CSU (C-ID ECE 210)

181
STUDENT TEACHING FIELD PRACTICE - PRESCHOOL FOCUS
 1.0 Unit

CHLDV 181 provides a semester teaching experience in a preschool setting. The teacher candidate, under the supervision of a cooperating teacher and a college supervisor, assumes complete responsibility for the instruction of children. The course is designed to provide opportunities for practical application of skills and knowledge previously gained in the classes specified in the preschool and child development curriculum. Field experience provides the teacher candidate the opportunity to participate in classroom activities, design and teach a developmentally appropriate focus under the guidance of the supervising/mentor teacher, assess themselves as prospective teachers, and participate in seminar discussions. Laboratory 3 hours. *Corequisite:* CHLDV 141. *Transfer Credit:* CSU (C-ID ECE 210)

182
STUDENT TEACHING FIELD PRACTICE
- SCHOOL AGE FOCUS

1.0 Unit

CHLDV 182 provides a semester teaching experience in a school age setting. The teacher candidate, under the supervision of a cooperating teacher and a college supervisor, assumes complete responsibility for the instruction of children. The course is designed to provide opportunities for practical application of skills and knowledge previously gained in the classes specified in the school age and child development curriculum. Field experience provides the teacher candidate the opportunity to participate in before and after-school activities, design and provide developmentally appropriate activities and tutoring under the guidance of the supervising/mentor teacher, assess themselves as a prospective teacher, and participate in seminar discussions. Laboratory 3 hours. *Corequisite:* CHLDV 141. *Transfer Credit:* CSU (C-ID ECE 210)

210
SCAFFOLDING LEARNING IN EARLY
CHILDHOOD EDUCATION

3.0 Units

CHLDV 210 compares current cognitive theories and provides methods for bridging the gap between research and classroom practice. Strategies and skills necessary to preparing environments that encourage active learning and problem-solving skills for children are developed. Particular emphasis develops the project approach to implementation, using the acclaimed, innovative Reggio Emilia techniques. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

215
EMERGENT LITERACY IN EARLY
CHILDHOOD

3.0 Units

CHLDV 215 provides specialization in young children's strategies and activities for developing language and emerging literacy, birth through age eight. Emphases are placed on the study of oral language development and play related to early literacy. The course is designed to demonstrate a framework for considering the developing young child in relation to cultural, social, and family environments. Topics include: dialogic reading, early literacy, second language learning, play and literacy, family literacy, and becoming a conversationalist with children. *Note:* CHLDV 200, 201, 202 and 215 combined: maximum credit 3 units. Lecture 3 hours. *Prerequisite:* CHLDV 140 and 150 (CHLDV 140 and 150 may be taken concurrently.) *Transfer Credit:* CSU

220
STRESS, COPING & RESILIENCY FOR
THE PROFESSIONAL EDUCATOR

3.0 Units

CHLDV 220 identifies stressors which diminish the effectiveness of the learning environment and place children at-risk for school problems. The Family Resiliency Model is utilized to examine critical family dynamics which affect children's emotional and psychological development. Stressors which spill over from the broader community (e.g. community violence, and natural catastrophes), as well as stressors which emerge from within the classroom (e.g. peer conflict, teacher-student conflict, and teacher burnout) are examined. Practical skills are provided to future teachers to assist them in managing their personal stress in developing effective communication and conflict management skills, and in creating a safe, competence-producing, and cooperative learning environment. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU

CHINESE

101
BEGINNING CHINESE I

5.0 Units

Chinese 101 teaches the fundamentals of Chinese grammar. Students are trained to pronounce Chinese (Mandarin) correctly, to acquire a small working vocabulary which they use in conversation and phonetic writing, to read and write in phonetic transcription and to read and write approximately 150 Chinese characters. *Note:* This course is not intended for students with oral proficiency or who have attended schools where Mandarin Chinese was the language of instruction. In addition to the regular class hours the student must spend one-half hour a week in the foreign language laboratory. *Note:* This course is offered during the Fall semester only. Lecture 5 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

102
BEGINNING CHINESE II

5.0 Units

Chinese 102 continues to present the fundamentals of Chinese grammar. Students are further trained to pronounce Mandarin correctly, to build their conversational and written vocabulary, and to read and write approximately 300 more Chinese characters. *Note:* This course is offered during the Spring semester only. Lecture 5 hours. *Prerequisite:* CHIN 101 or equivalent. *Transfer Credit:* CSU, UC, USC

COMPUTER AIDED
MANUFACTURING (CAM)

210
COMPUTER AIDED
MANUFACTURING BASIC MILLING

3.0 Units

CAM 210 introduces the use of computers in programming numerical control milling machines. Lecture 3 hours. *Prerequisite:* None.

211
INTERMEDIATE MILLING

3.0 Units

CAM 211 is an intermediate course in the use of computers to aid in the programming of numerical control milling machines in manufacturing. Lecture 3 hours. *Prerequisite:* CAM 210 or equivalent.

220
COMPUTER AIDED
MANUFACTURING, BASIC LATHE

3.0 Units

CAM 220 introduces the operation of computers in programming numerical control lathe machines. Lecture 3 hours. *Prerequisite:* None.

230
COMPUTER AIDED MANUFACTURING,
BASIC MILLING PRACTICE

1.0 Unit

CAM 230 is a laboratory class that allows students to practice on the MasterCam program and complete assignments from CAM 210. Laboratory 3 hours. *Prerequisite:* CAM 210 or equivalent (CAM 210 may be taken concurrently.)

231
INTERMEDIATE MILLING LAB

1.0 Unit

CAM 231 is a laboratory class for students to practice on the Master-Cam program and complete assignments from Computerized Numerical Control 211. This class provides additional time on computers to expand knowledge of and proficiency in the use of Computer Aided Manufacturing programs. Laboratory 3 hours. *Prerequisite:* CAM 211 or equivalent (CAM 211 may be taken concurrently.)

**240
BASIC LATHE PRACTICE**

1.0 Unit

CAM240 is a laboratory class allowing students to practice on the MasterCam program and to complete assignments from CAM 220. Laboratory 3 hours. *Prerequisite:* CAM 220 (CAM 220 may be taken concurrently.)

**COMPUTER APPLICATIONS
& BUSINESS OFFICE
TECHNOLOGIES (CABOT)****090
SELF-PACED INTRODUCTION TO
ADAPTED WORD PROCESSING**

2.0 Units

NON-DEGREE APPLICABLE

CABOT 90 is designed to provide individualized, self-paced instruction to students with disabilities. The course combines specially designed assistive computer technology and a word processing program to enhance basic word processing skill acquisition and facilitate the production of simple written documents. *Note:* This course is primarily intended for students who meet Title V eligibility requirements for Disabled Students Programs and Services. Lecture 1.5 hours/Laboratory 1.5 hours. REC: ELIG ENGL 189, ESL 131, OR ESL 133.

**091
INTRO TO ADAPTED WORD
PROCESSING FOR STUDENTS WITH
VISUAL IMPAIRMENTS**

2.0 Units

NON-DEGREE APPLICABLE

CABOT 91 is designed to instruct students with visual impairments in the use of a word processing application program with either screen reading or text magnification assistive computer technology, for producing basic written documents and academic assignments. *Note:* This course is primarily designed for students who meet Title 5 eligibility requirements for Disabled Student Programs and Services. Lecture 2 hours. *Prerequisite:* None.

**092
INTRODUCTION TO ADAPTED
WORD PROCESSING**

3.0 Units

NON-DEGREE APPLICABLE

CABOT 92 is designed to instruct students with disabilities in the use of a word processing application program and assistive computer technology to produce and format written documents and academic assignments. *Note:* This course is primarily intended for students who meet Title V eligibility requirements for Disabled Students Programs and Services. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 191 or ESL 141.

**093
ADAPTED COMPUTER LAB**

1.0 Unit

NON-DEGREE APPLICABLE

CABOT 93 provides access to the High Tech Center computer lab for students with disabilities, who have completed CABOT 92 or the equivalent. Under the supervision of High Tech Center faculty, students will learn to utilize assistive technology and specialized instruction within the framework of the student's abilities. *Note:* Open Entry/Open Exit. Pass/No Pass. Individualized projects and specialized instructional support will be developed and implemented based upon student needs and technological developments. This course is primarily designed for students who meet Title 5 eligibility requirements for Disabled Student Programs and Services. Laboratory 3 hours. *Prerequisite:* Successful completion of CABOT 92 or demonstration of comparable knowledge and skills. *Note:* May be taken 4 times for credit.

**094
ADVANCED ADAPTED APPLICATIONS**

3.0 Units

NON-DEGREE APPLICABLE

CABOT 94 is designed to instruct students with disabilities in the use of mainstream application program and assistive computer technology to produce written documents. Concepts related to spreadsheet/database applications and advanced word processing features are included. *Note:* This course is primarily designed for students who meet Title 5 eligibility requirements for Disabled Student Programs and Services. Lecture 3 hours. *Prerequisite:* Successful completion of CABOT 92 or demonstration of comparable knowledge and skills. *Note:* May be taken 4 times for credit.

**101
BUSINESS OFFICE PROCEDURES**

3.0 Units

CABOT 101 is a detailed study of general office procedures, including the selection of office supplies, processing of mail, use of postal and telegraph services, receptionist and telephone techniques, handling travel arrangements, data processing, preparation of reports, banking procedures, payroll, insurance, and tax records, legal forms, and job interviews. Lecture 3 hours. *Prerequisite:* None.

**102
ENGLISH FOR BUSINESS**

4.0 Units

CABOT 102 is a course designed to help students improve their written communication in English. The course offers a systematic approach to building a foundation in the structure, mechanics, and application of the English language to the business environment by constructing and editing sentences, paragraphs, and documents for logical expression of thought using proper sentence structure, grammar, syntax, punctuation, and business vocabulary. Appropriate computer software is used. Students develop composition skills at progressively complex levels. *Note:* This course allows one unit of credit for students who have completed ENGL 101, and 2 units of credit for students who have completed ENGL 120 or ENGL 131. Lecture 4 hours. *Prerequisite:* CABOT 103 or equivalent. *Recommended preparation:* Eligibility for ENGL 191 or ESL 141 or the equivalent and keyboarding skill at the rate of 25 w.p.m. or concurrent enrollment in a keyboarding course.

**103
BUSINESS VOCABULARY
DEVELOPMENT**

3.0 Units

CABOT 103 is designed to develop skill in the acquisition and proper use of English vocabulary used in business communications. Both general and specialized vocabularies specific to business professions are covered. In addition, methods for independent study are explored to promote vocabulary expansion beyond the classroom. Lecture 3 hours. *Prerequisite:* Eligibility for ESL 133 or ENGL 189.

**104
FILING METHODS AND SYSTEMS**

1.0 Unit

CABOT 104 covers principles and procedures for establishment and use of various filing systems. This includes practice in alphabetic, numeric, geographic, and subject filing methods and covers principles and procedures for storage and retrieval, retention, transfer, and disposal of records. Lecture 1.5 hours. *Prerequisite:* None.

105 INTRODUCTION TO OFFICE CORRESPONDENCE

3.0 Units

CABOT 105 is an entry-level writing course for students completing programs in business. The course prepares students to accomplish tasks and solve problems through the written word. Techniques are covered for creating effective documents in appropriate styles and formats. These documents include business letters, memos, e-mail messages, telephone messages, and other written communications typically generated by an employee in an entry-level position. In addition, short original essays responding to a review of rhetorical works in the fields of business and economics will be prepared. Lecture 3 hours. *Prerequisite:* CABOT 102. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151 or the equivalent and keyboarding skill at rate of 30 wpm.

106 ELECTRONIC CALCULATORS

1.0 Unit

CABOT 106 develops skill in the operation of ten-key electronic display/printing calculators. Students apply calculating machine skills to actual business problems. *Note:* Recommended for business certificates. Lecture/Demonstration 1 hours. *Prerequisite:* None.

107 BUSINESS WRITER'S WORKSHOP

1.0 Unit

CABOT 107 is an entry-level business writing class for students completing programs in business and for those working in a business office. The course is intended to help prepare students for higher level business writing classes (e.g. CABOT 105 and BusAd 106) and to help students complete business writing assignments in other business courses (e.g. Accounting) and in the workplace. Instruction and individual help will be given to students preparing simple business documents, including business letters, memos, e-mail messages, telephone messages, and other written communications typically generated by an employee in an entry-level position in a business office. Lecture/Demonstration 1 hour. *Recommended preparation:* Completion of or concurrent enrollment in CABOT 102, ENGL 191, or ESL 141, or the equivalent.

110 COLLEGIATE BUSINESS MATH

3.0 Units

CABOT 110 is a course in applied routine mathematical tasks typically performed by entry-level clerical employees in today's business offices. Students will learn to select and apply appropriate procedures to solve problems arising in various business situations. Emphasis is on real-world business math applications in such areas as payroll, cash and trade discounting, and both simple and compound interest. This course offers students a solid preparation for entering courses in accounting, retailing, banking, and marketing, and is a core requirement for most CABOT certificate programs. Completion of this course is intended to increase students' success on pre-employment exams for entry-level civil-service-type office positions (e.g. county, city, state, and school district) as well as for an array of private industry office positions. Lecture 3 hours. *Prerequisite:* None.

155 MACHINE TRANSCRIPTION-GENERAL

1.0 Unit

CABOT 155 provides instruction on transcribing dictation from transcribing machines. It emphasizes excellence in keyboarding and proficiency in the use of English mechanics, such as spelling, grammar, punctuation and sentence structure. Lecture/Demonstration 1 hours. *Prerequisite:* (1) CABOT 205 or equivalent, (2) CABOT 103, and (3) CABOT 265 or equivalent. CABOT 265 may be taken concurrently. *Recommended preparation:* CABOT 105.

162 LEGAL OFFICE PROCEDURES

3.0 Units

CABOT 162 is a course offering specialized training in preparation of legal paperwork and forms, development of specialized vocabulary and spelling, familiarization with law office routines, and other legal procedures. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

165 MACHINE TRANSCRIPTION-LEGAL

1.0 Unit

CABOT 165 is a machine transcription course which enables students to transcribe legal correspondence and keyboard legal forms commonly used in legal offices. Emphasis is placed on excellence in keyboarding and proficiency in use of English mechanics, such as spelling, grammar, punctuation, and proofreading. Lecture/Demonstration 1 hours. *Recommended preparation:* (1) CABOT 210 or equivalent, (2) CABOT 103, and (3) eligibility for BUSAD 106.

200 INTRO TO COMPUTER KEYBOARDING

1.0 Unit

CABOT 200 develops the basic skills and keyboard techniques needed to work with a computer keyboard. Accuracy is stressed because a single error may result in inputting or retrieving incorrect information or no information at all. The effect of modifier and function keys unique to the computer keyboard is reviewed. *Note:* This course may be taken 3 times, a maximum of 3 units may be earned. Lecture .5 hour/Laboratory 1 hour. *Prerequisite:* None.

205 COMPUTER KEYBOARDING/TYPING I

3.0 Units

CABOT 205 develops the basic skill of keyboard techniques to give the foundation for advanced training in typing. Training is given in the preparation of memorandums, personal letters, business letters, simple tabulation, outlines, and manuscripts. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

206 MACINTOSH BASICS

1.0 Unit

CABOT 206 provides students with a basic introduction to the Macintosh Operating System. Topics covered include the skills necessary for managing the desktop, using the mouse and pull-down menus, creating and manipulating folders, files, and windows, and other standard operations used in every Macintosh application. Lecture 1 hour. *Prerequisite:* None.

208 WINDOWS BASICS

1.0 Unit

CABOT 208 provides students with a basic introduction to the Windows environment. Topics covered include the skills necessary to manage the desktop, to use the mouse and pull-down menus, to create and manipulate folders, files, windows, and perform other standard windows operations, and to perform simple Internet searches. Lecture 1 hour. *Prerequisite:* None.

209 ADVANCED WINDOWS

1.0 Unit

CABOT 209 reviews the fundamental skills taught in CABOT 208 and continues with more advanced features. Topics covered include modifying the desktop work environment, customizing with control panel, and advanced file and document management. Lecture 1 hour. *Recommended preparation:* CABOT 208 or equivalent. Knowledge of computer keyboarding.

**210
COMPUTER KEYBOARDING/TYPING II**
3.0 Units

CABOT 210 is a continuation of CABOT 205, providing refinement and development of technique with increased emphasis on accuracy and speed. The course provides a detailed study of business letters, special office forms, tabulated reports, and manuscripts. Lecture 2 hours/Laboratory 3 hours. *Recommended preparation:* CABOT 205 (3 units) or equivalent. *Transfer Credit:* CSU

**220
WORD PROCESSING FOR
ACADEMIC WRITING**
1.0 Unit

CABOT 220 is a course designed to benefit students who are required to write essays, term papers, and research papers. The course teaches students to use a word processing program, enabling them to edit their writing easily and encouraging a more finished product. Students will also learn how to format citations and reference pages using proper MLA and/or APA documentation styles. Lecture .75 hour/Laboratory .75 hour. *Prerequisite:* None.

**230
COMPUTER KEYBOARDING/TYPING
SPEED DEVELOPMENT**
1.0 Unit

CABOT 230 is designed to provide intensive training and practice in building typewriting speed and control. The student is allowed to pursue individual goals. Lecture .75 hour/Laboratory .75 hour. *Recommended preparation:* CABOT 205 (3 units) or equivalent. *Note:* May be taken 4 times for credit.

**260
BEGINNING MICROSOFT OFFICE
APPLICATIONS**
4.0 Units

CABOT 260 provides students with the necessary skills and training to create, enhance, manipulate, and manage files in four different software programs. Some of the topics for this course consist of: creating a document with a table, a chart, and a watermark, working with large worksheets, data tables, amortization schedules, and hyperlinks, designing, maintaining, and querying databases, and creating slide shows with embedded visuals. *Note:* CABOT 260 does not fully prepare the student for MOS certification, nor does it lead directly to advanced courses taught in Computer Applications and Business Office Technologies. Lecture/Demonstration 4 hours. *Recommended preparation:* CABOT 200 and 208, or equivalent. (CABOT 200 and 208 may be taken concurrently.) *Transfer Credit:* CSU

**265
MICROSOFT WORD I**
3.0 Units

CABOT 265 provides students with beginning features and functions of Microsoft Office Word, a word processing software program. This course prepares students for the Microsoft Office Specialist (MOS) core certification exam in Word. Some of the topics for this course consist of: creating and editing a word document, creating a research paper, using a wizard to create a resume, creating a cover letter with a table, and creating a document with a table, a chart, and a watermark. (8 weeks) Lecture/Demonstration 3 hours. *Recommended preparation:* CABOT 208 or equivalent (CABOT 208 may be taken concurrently), and CABOT 205 or equivalent or ability to type by touch at a minimum of 25 wpm.

**266
MICROSOFT WORD II**
3.0 Units

CABOT 266 provides students with advanced features and functions of Microsoft Office Word, a word processing software program. This course prepares students for the Microsoft Office Specialist (MOS) expert certification exam in Word. Some of the topics for this course consist of: creating a professional newsletter in multiple columns with a table, using imported graphics, creating an online form with combo boxes and check boxes, working with tables of contents and indexes, and generating form letters, mailing labels and envelopes with mail merge. Lecture/Demonstration 3 hours. *Prerequisite:* CABOT 265 or equivalent.

**270
MICROSOFT EXCEL I**
3.0 Units

CABOT 270 provides students with instruction in beginning features and functions of Microsoft Office Excel, a spreadsheet software program. This course prepares students for the Microsoft Office Specialist (MOS) core certification exam in Excel. Some of the topics for this course consist of: creating a worksheet with an embedded chart, working with financial functions, data tables, amortization schedules, and hyper-links, and creating static and dynamic Web pages. Lecture/Demonstration 3 hours. *Recommended preparation:* CABOT 200 and 208, or equivalent. (CABOT 200 and 208 may be taken concurrently.)

**271
MICROSOFT EXCEL II**
3.0 Units

CABOT 271 provides students with advanced features and functions of Microsoft Office Excel, a spreadsheet software program. This course prepares students for the Microsoft Office Specialist (MOS) expert certification exam in Excel. Some of the topics for this course include using Visual Basic for Applications (VBA), creating templates and working with multiple worksheets and workbooks. Lecture/Demonstration 3 hours. *Prerequisite:* CABOT 270 or equivalent.

**275
MICROSOFT ACCESS I**
3.0 Units

CABOT 275 provides students with instruction in beginning features and functions of Microsoft Office Access, a database software program. This course prepares students for the Microsoft Office Specialist (MOS) core certification exam in Access. Some of the topics for this course consist of: creating a database using design and datasheet views, querying a database, maintaining a database, and creating reports and forms. Lecture/Demonstration 3 hours. *Recommended preparation:* CABOT 200 and 208, or equivalent. (CABOT 200 and 208 may be taken concurrently.)

**276
MICROSOFT ACCESS II**
3.0 Units

CABOT 276 provides students with advanced features and functions of Microsoft Office Access, a database software program. This course prepares students for the Microsoft Office Specialist (MOS) expert certification exam in Access. Some of the topics for this course consist of creating a report using design view, enhancing forms with Object Linking and Embedding (OLE) fields, hyper-links, and subforms, and customizing forms using Visual Basic for Applications (VBA), charts, and Pivot Table objects. Lecture/Demonstration 3 hours. *Prerequisite:* CABOT 275 or equivalent.

280 MICROSOFT POWERPOINT I

3.0 Units

CABOT 280 provides students with instruction in beginning features and functions of Microsoft Office PowerPoint, a presentation software program. This course prepares students for the Microsoft Office Specialist (MOS) core certification exam in PowerPoint. Some of the topics for this course consist of: using a design template and auto layouts to create a presentation, using outline view and clip art to create a slide show, using embedded visuals to enhance a slide show, and creating a presentation on the Web. Lecture/Demonstration 3 hours. **Recommended preparation:** CABOT 200 and 208, or equivalent. (CABOT 200 and 208 may be taken concurrently.)

281 MICROSOFT POWERPOINT II

3.0 Units

CABOT 281 provides students with advanced features and functions of Microsoft Office PowerPoint, a presentation software program. This course prepares students for the Microsoft Office Specialist (MOS) expert certification exam in PowerPoint. Some of the topics for this course consist of creating a presentation containing interactive object Linking and Embedding (OLE) documents, creating a self-running presentation using animation effects, and using Visual Basic for Applications (VBA). Lecture/Demonstration 3 hours. **Prerequisite:** CABOT 280 or equivalent.

285 MICROSOFT OUTLOOK

3.0 Units

CABOT 285 introduces students to the beginning features and functions of Microsoft Office Outlook. This course prepares students for the Microsoft Office Specialist (MOS) certification exam in Outlook. Lecture/Demonstration 3 hours. **Recommended preparation:** CABOT 200 and 208, or equivalent. (CABOT 200 and 208 may be taken concurrently.)

286 MICROSOFT PUBLISHER

3.0 Units

CABOT 286 introduces students to the beginning features and functions of Microsoft Office Publisher, a desktop publishing program. Students create flyers, brochures, newsletters, letterheads, forms, and other publications that incorporate text, graphics, illustrations, and photographs. Lecture/Demonstration 3 hours. **Recommended preparation:** CABOT 200 and 208, or equivalent. (CABOT 200 and 208 may be taken concurrently.)

COMPUTER INTEGRATED MANUFACTURING

101 INTRODUCTION TO ROBOTICS

1.5 Units

Computer Integrated Manufacturing 101 is an introductory course that provides a comprehensive study of the fundamentals of industrial robotics. It prepares the student for more advanced studies in robotic automation and related technologies. Specific areas of concentration include power and positioning of robots, robot actuators and motors, motion control, industrial electronics, and micro-controller technology, communication interfacing, programming concepts, and industry applications. Lecture 1.5 hours. **Prerequisite:** None. **Transfer Credit:** CSU

102 AUTOMATION & PRODUCTION CONTROLS

1.5 Units

Computer Integrated Manufacturing 102 is the continuation of electronic control automation systems, emphasizing the terms, principles, and techniques used in automated manufacturing processes. Programmable logic control applications are emphasized in central system industrial design. Lecture 1.5 hours. **Prerequisite:** CIM 101. **Transfer Credit:** CSU

COMPUTER SCIENCE/ INFORMATION SYSTEMS

100 COMPUTER CONCEPTS

3.0 Units

CS/IS 100 is a survey course designed to introduce concepts and applications to students with no previous exposure to computing. It is directed toward students who want a single survey course in computer concepts, and who may be using a computer in a work situation. **Note:** This course is not intended for MIS or CS majors and may not be taken for credit by students who have completed CS/IS 101. Lecture 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU

101 INTRODUCTION TO COMPUTER AND INFORMATION SYSTEMS

5.0 Units

CS/IS 101 is designed to present the concepts and technology of processing information to students who plan to continue their studies in business information systems or computer science or who plan to work in the field. This course has a hands-on component in which the student learns basic system and application software, Web site development, Internet, and networking. Information competency skills are introduced. Students will focus on the application of concepts and methods through hands-on projects, developing computer-based solutions to business problems. Lecture 5 hours. **Prerequisite:** None. **Transfer Credit:** CSU, UC, USC (C-ID ITIS 120 & BUS 140)

102 BUSINESS COMPUTER APPLICATIONS

2.0 Units

CS/IS 102 is specifically intended for students who wish to transfer to a business program at a four-year university. The course is problem oriented and solves advanced business problems with commonly-used software packages in word processing, spreadsheets, and databases as well as operating systems. The knowledge gained in this course allows students to effectively compete in the rigorous computer environment demanded by upper-level business courses. Lecture 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU

110 INTRODUCTION TO PROGRAMMING

3.0 Units

CS/IS 110 is a course in programming computers using the BASIC programming language. The course teaches the student to define the problem, outline the solution (via flowcharting or equivalent technique), code and debug the program and develop documentation. Lecture 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU, UC, USC

111 INTERACTIVE MULTIMEDIA I

3.0 Units

CS/IS 111 introduces students to the aesthetics and techniques employed in the creation of interactive multimedia programs. Topics presented in the course include: project planning, interactive design principles, digital video and audio, computer animation, graphics, and cross-platform distribution. Students create projects using industry standard software such as Macromedia Director. **Note:** This course may not be taken for credit by students who have completed MEDIA 111. Lecture 2 hours/Laboratory 4 hours. **Recommended preparation:** CABOT 206 or equivalent. **Transfer Credit:** CSU

**112
INTRODUCTION TO PROGRAMMING
USING JAVA****3.0 Units**

CS/IS 112 is a course in programming computers using the Java programming language, which includes defining the problem, flowcharting, writing, executing, and debugging application programs in an object oriented language, and program documentation. Students process programs using the equipment of the on-campus computer. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC (C-ID COMP 112)

**118
INTRO TO ADOBE ILLUSTRATOR****3.0 Units**

CS/IS 118 teaches the fundamentals of a microcomputer based two-dimensional/three-dimensional graphics program. The course introduces the student to an array of drawing tools, menu functions, projection methods, and presentation options. This course does not teach basic design concepts, but teaches the student to use specialized software tools. *Note:* This course may be taken 2 times using different software or hardware. Lecture 3 hours/Laboratory 2 hours. *Prerequisite:* None.

**119
ADVANCED 2D/3D GRAPHIC
SOFTWARE****3.0 Units**

CS/IS 119 teaches the advanced capabilities of a microcomputer based two-dimensional/ three dimensional graphics program. This course does not teach basic design concepts, but teaches the student to make use of the symbol, animation, worksheet, and database capabilities of the software. Lecture 3 hours/Laboratory 2 hours. *Prerequisite:* None.

**120
VISUAL BASIC****3.0 Units**

CS/IS 120 is an extended study of the capabilities of Visual Basic, an object-oriented programming language. The course includes file input/output, working with controls, windows, buttons, menus, multiple forms, databases and designing printed reports. Applications programs in business, education, science, mathematics, or engineering will be written. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**123
DESKTOP PUBLISHING****2.0 Units**

CS/IS 123 is intended to acquaint the student with currently available desktop publishing technology. Students compose and create flyers, brochures and newsletters as well as explore the use of graphics programs. Students develop the skills necessary to plan, install and maintain a desktop publishing system. This course does not teach basic design concepts, but rather provides the student with new production tools. *Note:* This course may be taken 3 times using different hardware or software. Lecture 3 hours/Laboratory 1 hour. *Prerequisite:* None. *Transfer Credit:* CSU

**124
ADVANCED DESKTOP PUBLISH****3.0 Units**

CS/IS 124 is designed to acquaint students with the advanced features of publishing software in order to produce quality printed graphics material. Students compose and create a four-page magazine or newsletter using state-of-the-art graphic design tools. *Note:* This course may be taken four times using different software. Lecture 3 hours/Laboratory 1 hour. *Prerequisite:* None. *Transfer Credit:* CSU

**125
DISCRETE STRUCTURES FOR
COMPUTING****4.0 Units**

CS/IS 125 is a course in discrete structures that furnishes a strong foundation of mathematical tools for modeling problems and applications in computer science. Topics include logic operations, combinatorics, undirected and directed graphs, trees, relations and sets, proofs, Boolean algebra, algebraic systems, finite state automata, and discrete probability. Lecture 4 hours. *Prerequisite:* MATH 101 or a satisfactory score on the Mathematics Placement Examination. CS/IS 135 or equivalent. *Transfer Credit:* CSU, UC, USC (C-ID COMP 152)

**126
DIGITAL IMAGING****3.0 Units**

CS/IS 126 is an in-depth study course which introduces and teaches the concepts of Digital Imaging. Current imaging editing software, such as Photoshop, is used in the class. This course does not teach basic design concepts, but teaches the student techniques for the production of digital files which can be used for printing and display. Lecture 3 hours. *Prerequisite:* None.

**130
INTRODUCTION TO ALGORITHMS****3.0 Units**

CS/IS 130 is a course in programming, algorithm development and problem-solving using both object-oriented and structured approaches. It includes a study of syntax and data structures with applications in science, engineering, and industry. This course is suitable either for students planning to transfer or those wishing to develop a marketable skill. Lecture 3 hours. *Recommended preparation:* CS/IS 110 or 112 or equivalent. *Transfer Credit:* CSU, UC, USC

**135
PROGRAMMING IN C/C++****3.0 Units**

CS/IS 135 is a course in programming using the C/C++ languages which are easily transportable languages with uses in applications programming for real-time, business, and image processing systems, as well as systems programming. Types, operators, control flow functions, object-oriented programming, classes, data abstraction, and program structure pointers and arrays are covered in the programming assignments. Lecture 3 hours. *Prerequisite:* CS/IS 112 or equivalent. *Transfer Credit:* CSU, UC, USC (C-ID COMP 122)

**137
VISUAL C++ OBJECT-ORIENTED
PROGRAMMING & ADVANCED
TOPICS****4.0 Units**

CS/IS 137 prepares the student for C++ programming in the workplace and other real world environments. The course will focus on the advanced object-oriented programming concepts needed for today's programs as well as other advanced concepts such as templates and generics, files and streams, and operator overloading. In addition, the course will focus on using the Visual C++ IDE (Integrated Development Environment) and will present some techniques for creating basic Windows-based programs in Visual C++. The course will provide students an opportunity to work on projects involving graphics and game programming with the Ogre 3D graphics engine and on other advanced projects of the student's choosing within the scope of the course Lecture/Demonstration 4 hours. *Recommended preparation:* CS/IS 135 or equivalent. *Transfer Credit:* CSU, UC, USC

139**JAVA**

3.0 Units

CS/IS 139 is a hands-on course where the student works with programs to develop a knowledge of Java concepts in an interactive environment. Stand alone applications and network applets are created and tested across operating systems and hardware platforms. Lecture 3 hours. **Recommended preparation:** CS/IS 130 or equivalent. **Transfer Credit:** CSU, UC, USC

140**COBOL PROGRAMMING I**

3.0 Units

CS/IS 140 presents the elements and capabilities of COBOL (common business oriented language), using a structured approach. COBOL programming applies to most common computer system configurations and business problem-solving applications. The course includes rules for COBOL words, statements, divisions, literal, editing, and other features. Lecture 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU, UC

141**ADVANCED JAVA**

3.0 Units

CS/IS 141 is a hands-on course in which students work with advanced features of the Java programming language such as Java Database Connectivity, Servlets, Remote Method Invocation, and multimedia. Emphasis for the course is on creating a complete, distributable project incorporating these features. Lecture 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU, UC, USC

142**SCIENTIFIC COMPUTING**

2.0 Units

CS/IS 142 provides science and engineering students with a background in the standard computer tools used in research and development. The course covers basic Unix operating system practices, the fundamentals of Interactive Data Language (IDL) programming, and their application to the solution of typical scientific and engineering problems. Lecture 2 hours. **Recommended preparation:** CABOT 208 or equivalent. Knowledge of a programming language is helpful.

151**PYTHON PROGRAMMING**

3.0 Units

CS/IS 151 is a course in programming computers in the Python language for those who plan to be programmers or those interested in graphics and Graphical User Interface (GUI) programming. Python is used in both business and game applications. The course covers the basics of the Python language and reviews computer science concepts. Data types, decision structures, loops, functions, object-oriented programming, and some basic graphics and GUI concepts will be presented. Lecture 3 hours. **Recommended preparation:** CS/IS 112 or equivalent.

153**3D GAME ENGINE APPLICATION DEVELOPMENT**

4.0 Units

CS/IS 153 is an introduction to 3D programming concepts and the application of those concepts using 3D game engines. 3D game programming concepts presented will include coordinate systems, transformations, and rendering. Emphasis will be on understanding and using the large libraries of code that make up a 3D game engine to build 3D game applications. A real world 3D game engine will be used in the course to develop a simple 3D game. Lecture/Demonstration 4 hours. **Prerequisite:** CS/IS 135 or equivalent.

154**C# AND GRAPHICAL USER INTERFACE PROGRAMMING**

3.0 Units

CS/IS 154 introduces students to Microsoft .Net Framework C#. Object-oriented programming will be reviewed and enhanced using the language. The differences between programming objects in C# versus other languages, file programming, multithreading, and other intermediate C# topics will be covered. Concepts of graphic user interface (GUI) programming in C# will be explored, including design of forms using the Visual Studio Integrated Development Environment (IDE) controls, event handling, and basic graphics. Lecture/Demonstration 3 hours. **Prerequisite:** CS/IS 112 or 135 or 139, or equivalent.

157**ROBOT MOTION PLANNING**

3.0 Units

CS/IS 157 provides an introduction to the art and practice of programming mobile robots using the Python programming language. It uses the context of robot programming to develop skills in software development; no programming prerequisites are necessary. Students gain experience specifying open-loop and feedback behaviors, handling RGB input video, range images, tactile sensing, and other robot sensors, and reasoning about the spatial context of navigation and localization tasks. The vast majority of the course experience consists of implementation of an experiment with these skills through hands-on labs. Lecture 2 hours/Laboratory 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU

165**COMPUTER ARCHITECTURE AND ASSEMBLY LANGUAGE**

4.0 Units

CS/IS 165 introduces the student to computer architecture as well as the world of assembly language programming utilizing the PEP/7 assembly language simulator. This course is intended for the serious computer student as well as the computing professional. Lecture/Demonstration 4 hours. **Recommended preparation:** CS/IS 101 or equivalent, and two semesters of programming beyond CS/IS 112, or two years of full-time professional programming experience. **Transfer Credit:** CSU, UC, USC (C-ID COMP 142)

166**ADVANCED COMPUTER ARCHITECTURE AND ASSEMBLY LANGUAGE**

3.0 Units

CS/IS 166 covers the extension of basic addressing concepts to more advanced addressability such as base register and self-relative addressing, as well as comparative computer architecture focusing on such organizations as multiple register processors and stack machines. The student will study the basics of virtual memory input-output and an introduction to the concept of microprogrammable systems. Low-level system translation processes associated with assemblers, system functions such as relocatable loading and memory management, applications of data structures, and hashing techniques will be covered. Lecture 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU, UC, USC

**170
LARGE COMPUTER OPERATING
SYSTEMS****4.0 Units**

CS/IS 170 is designed to acquaint the student with the standard large scale operating system. Topics include control language, file structures, input/output techniques, virtual memory, multi-programming/processing concepts, memory allocation, security and inter-program transfer and communication. *Note:* This course is presently being taught using the VAX VMS operating system. Lecture 3 hours/Laboratory 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**172
UNIX/LINUX OPERATING SYSTEM****4.0 Units**

CS/IS 172 discusses the various features of the UNIX operating system. This operating system was developed by Bell Labs and is becoming an industry standard in modern computer systems. This course will be taught using UNIX on Glendale Community College Sun computers and LINUX on student home computers. Lecture/Demonstration 4 hours. *Recommended preparation:* CS/IS 135 and 139, or equivalent. *Transfer Credit:* CSU, UC, USC

**174
UNIX/LINUX SYSTEM ADMINISTRATION****4.0 Units**

CS/IS 174 is a course designed to acquaint the student with Unix system administration. This course will introduce the Unix user to the tasks performed by a system administrator. Topics covered will include installation, system startup and shutdown networking, file system structure, Sun Microsystem's Network File System (NFS), process control, backups, user administration, email, web hosting, interoperability with Windows, and security. Lecture/Demonstration 4 hours. *Recommended preparation:* CS/IS 172 or equivalent.

**180
SYSTEMS ANALYSIS****3.0 Units**

CS/IS 180 is a study of systems and procedures, design of a system, its implementation and installation, and finally its operation, evaluation, and modification. Includes analysis of various existing applications in business and industry. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**185
DATABASE MANAGEMENT****3.0 Units**

CS/IS 185 is a course designed to acquaint the student with the elements of data base management which creates file structures to reduce the time and cost of writing programs to store and retrieve information. Topics include mass storage devices, access methods, and the relationship of files to the total system. Particular emphasis is placed on the on-line data base management system and its relationship to the operating system. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

**186
WORKSTATION SECURITY AND
SUPPORT****3.0 Units**

CS/IS 186 familiarizes the student with workstation security measures and workstation operations. The Internet environment has spawned privacy and security issues, network administrators must be trained to solve security threats as well as maintain user workstations. The student will learn to recognize threats to workstation security. This course also prepares the student to build and maintain workstations in a network and Internet environment as well as work in a helpdesk or support capacity. Lecture/Demonstration 3 hours. *Prerequisite:* None.

**190
INTRO TO COMPUTER NETWORKS****3.0 Units**

CS/IS 190 instructs the student in the design, construction, and maintenance of Local Area Networks (LANs). The course focuses on Internet Protocol and Transmission Control Protocol (TCP/IP) to enable the student to integrate a local area network into the Internet. The course is designed to give the student a complete knowledge of small business networks. Lecture/Demonstration 3 hours. *Recommended preparation:* CS/IS 101 or equivalent. *Transfer Credit:* CSU

**191
INTERNET ORIENTATION****1.0 Unit**

CS/IS 191 is a brief orientation to the Internet and to the facilities available at Glendale Community College. Students are introduced to the Internet, learn to use an E-Mail utility and also learn to conduct searches for information. This course satisfies the requirement for an Internet account. Lecture 1 hour. *Prerequisite:* None.

**192
INTERNET: BEYOND THE BASICS****1.0 Unit**

CS/IS 192 is an intermediate level course that enables the student to identify, analyze, and retrieve specific subject information across the Internet. Students select interest areas, exploring and evaluating a variety of resources on the Internet. Lecture 1 hour. *Recommended preparation:* CS/IS 191.

**196
ADVANCED NETWORKING: SECURITY****3.0 Units**

CS/IS 196 is a course designed to help prepare the student for industry-recognized certification in advanced networking infrastructure. This course will focus on security installation, configuration and administration in the modern networking environment. Lecture/Demonstration 3 hours. *Recommended preparation:* CS/IS 190 or equivalent.

**197
ADVANCED NETWORKING: SERVER
OPERATIONS****3.0 Units**

CS/IS 197 is a course designed to acquaint the student with network servers. This course focuses on server installation, configuration and administration in the modern networking environment. It includes practical experience with several current server operating systems. Lecture/Demonstration 3 hours. *Recommended preparation:* CS/IS 190 or equivalent.

**198
ADVANCED NETWORKING:
VIRTUALIZATION****3.0 Units**

CS/IS 198 is a course designed to acquaint the student with virtualization of workstations and servers. This course focuses on installation, configuration and administration of virtualized systems in the modern networked computer environment. It includes practical experience with several current workstation and server operating systems as well as several virtualization systems. Lecture/Demonstration 3 hours. *Recommended preparation:* CS/IS 190 or equivalent.

211
DATA STRUCTURES
 4.0 Units

CS/IS 211 is designed to provide a thorough coverage of data structures with data abstraction applied to a broad spectrum of practical applications. Students who take this course will apply the principles of programming as a tool for problem solving. The students will solve practical problems in a computer-equipped laboratory using a current programming language. Lecture 4 hours. *Prerequisite:* CS/IS 135 or equivalent. *Transfer Credit:* CSU, UC, USC (C-ID COMP 132)

212
ADVANCED DATA STRUCTURES
 3.0 Units

CS/IS 212 is designed to provide a thorough coverage of data structures with data abstraction applied to a broad spectrum of practical applications. Students who take this course will master the principles of programming as a tool for problem solving. The students will solve practical problems in a computer-equipped laboratory using an object oriented programming language, such as JAVA. Some specific topics that will be covered include hash tables, trees, persistent structures, indexed files, and databases. Lecture 3 hours. *Prerequisite:* CS/IS 211 or equivalent. *Transfer Credit:* CSU, UC, USC

218
INTERACTIVE MULTIMEDIA II
 3.0 Units

CS/IS 218 provides students with advanced training and experience in the creation of interactive multimedia programs. Industry standard software, such as Macromedia Director, is used with primary emphasis placed on the authoring process. Topics covered in the course include: Lingo scripting, interface design, navigation principles, cross-platform development, integration of audio, video, animated and virtual reality (VR) elements, and distribution for CHLDV-ROM, DVD, and the Internet. Students create their own multimedia CHLDV-ROM as a final project. *Note:* This course may not be taken for credit by students who have completed Art 218 or MEDIA 218. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* MEDIA 111 or CS/IS 111. *Recommended preparation:* ART 146, 220, and MEDIA 101.

232
ORACLE/SQL
 1.5 Units

CS/IS 232 is an introduction to the Oracle Relational Database Management System and the use of Oracle's Structured Query Language (SQL*Plus) query tool. This class will focus on the design and organization of a specific schema diagram and how to build SQL statements to access the data. Lecture/Demonstration 1.5 hours. *Prerequisite:* None.

233
ADVANCED ORACLE/SQL
 1.5 Units

CS/IS 233 is a more advanced look at the Oracle Relational Database Management System, the use of Oracle's Structured Query Language (SQL*Plus) query tool, as well as an introduction to PL/SQL. This class will build on the skills learned in CS/IS 232 and focuses primarily on DML (Data Manipulation), DDL (Data Definition), and DCL (Data control). The student will also be introduced to Procedural Language/Structured Query Language (PL/SQL), the programming language that uses SQL. Lecture 1.5 hours. *Recommended preparation:* CS/IS 232 or equivalent.

255
INTRO TO ECOMMERCE/EBUSINESS
 3.0 Units

CS/IS 255 is a course designed to acquaint the student with Electronic Commerce. This course focuses on the fundamentals of doing business on the Internet. It includes hardware and software requirements, security strategies, payment systems, business strategies and integration with existing business systems. Lecture/Demonstration 3 hours. *Prerequisite:* None.

260
INTRO TO WEB SITE DEVELOPMENT
 3.0 Units

CS/IS 260 provides students with training and experience in developing and managing Internet Web sites. Primary emphasis is placed on the development of the client-side of the Web for business purposes. Topics include forms, scripting, authoring, and file management software. Students use Web-building development techniques for the client-side of the Web. Lecture/Demonstration 3 hours. *Recommended preparation:* CS/IS 191 or equivalent, and CABOT 200 or equivalent (ability to type 20 words per minute). *Transfer Credit:* CSU

261
INTERACTIVE WEB DEVELOPMENT
 3.0 Units

CS/IS 261 provides students with training and experience in developing and managing an Internet Web server for business. Students will use an Apache Web Server, create and use MySQL database tables, and program in the PHP (PHP Hypertext Preprocessor) Web programming language to create interactive Web sites. Students will also manage their own Web servers to accomplish their course objectives. Lecture/Demonstration 3 hours. *Recommended preparation:* CS/IS 260 or equivalent (knowledge of HTML), and CABOT 200 or equivalent (ability to type 20 words per minute).

262
WEB SCRIPTING
 3.0 Units

CS/IS 262 is a hands-on course designed to acquaint the student with creating Web scripts. This course focuses on the fundamentals of programming with a browser scripting language. Students learn to write, debug, and test Web page scripts and functions. Lecture/Demonstration 3 hours. *Recommended preparation:* CS/IS 260 or equivalent.

263
DATABASE-DRIVEN WEB PAGE CREATION
 3.0 Units

CS/IS 263 is a hands-on course designed to introduce the student to the latest techniques in database-driven Web page creation. This course focuses on the methods and techniques used to generate on-the-fly Web pages from Internet databases. Students will learn to write, debug, and test Extensible Markup Language (XML) data and then create Web pages using a style sheet language. XML and the XML Style sheet language (XSL) will be used in this course. Lecture/Demonstration 3 hours. *Recommended preparation:* CS/IS 260 or equivalent.

264
WEB DEVELOPMENT PROJECT I: PLANNING
 1.0 Unit

CS/IS 264 is the first of three practical experience-building courses for the Web Development certificate. In this course, the student will complete a thorough Web site plan including site navigation, production charts and storyboards. Lecture 1 hour/Laboratory 2 hours. *Prerequisite:* CS/IS 260 or equivalent.

**265
WEB DEVELOPMENT PROJECT II:
CONSTRUCTION****1.0 Unit**

CS/IS 265 is the second of three practical experience-building courses for the Web Development certificate. In this course, the student will execute the plans created in CS/IS 264. Industry standard software will be used to build and test the web site. File management and version control techniques will be evaluated. Lecture/Demonstration 1 hours. *Prerequisite:* CS/IS 264 or equivalent.

**266
WEB DEVELOPMENT PROJECT III:
MAINTENANCE****1.0 Unit**

CS/IS 266 is the last of three practical experience-building courses for the Web Development certificate. In this course, the student will focus on the skills needed to maintain a complex Web site. Techniques for site rejuvenation and visitor log evaluation software are also covered. Lecture/Demonstration 1 hour. Lecture/Demonstration 1 hours. *Prerequisite:* CS/IS 265 or equivalent.

**267
INTRO TO GAME DEVELOPMENT****3.0 Units**

CS/IS 267 presents a detailed overview of the game development process, addressing subjects such as game technologies, content creation strategies, production techniques, game psychology, and criteria that determine game success. Career paths in the game entertainment field will be discussed, as well as the history of video game design and programming. The student will examine future industry predictions and the relationship between industry inner workings and production tools. Lecture 3 hours. *Prerequisite:* None.

**280
CONCEPTS OF PROGRAMMING
LANGUAGES****3.0 Units**

CS/IS 280 discusses issues in the design, implementation and use of high-level programming languages, the historical background, and how languages reflect different design philosophies and user requirements. Technical issues in the design of major procedural programming languages and other approaches to programming languages, such as functional programming, logic programming, and object oriented programming, are studied. Lecture 3 hours. *Recommended preparation:* CS/IS 135 and 139, or equivalent. *Transfer Credit:* CSU, UC, USC

COOPERATIVE EDUCATION**101
GENERAL WORK EXPERIENCE****1.0 to 3.0 Units**

Cooperative Education 101 is the supervised employment of students with the intent of assisting them in acquiring desirable work habits, developing career awareness, and promoting positive attitudes about jobs and the world of work. *Note:* A maximum of 6 units for Cooperative Education 101 may be earned. A maximum of 16 units may be earned in all Cooperative Education. Laboratory 5-15 hours. *Corequisite:* Concurrent enrollment in 7 units, including Cooperative Education. *Note:* May be taken 4 times for credit.

**102
OCCUPATIONAL WORK
EXPERIENCE****1.0 to 4.0 Units**

Cooperative Education 102 expands occupational learning opportunities and career awareness programs for students through employment in occupational fields for which their college majors are designed. Emphasis is placed on synthesizing and applying the knowledge gained in other course work to the work environment using the development of measurable job-related objectives the students accomplish during the course. *Note:* A maximum of 16 units may be earned for all Cooperative Education. Laboratory 5-20 hours. *Corequisite:* Employment related to major and concurrent registration in 7 units, including Cooperative Education. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU

**CULINARY ARTS
(CULIN)****110
FOODS FOR MODERN LIVING****3.0 Units**

CULIN 110 offers practical, scientific, and artistic approaches to foods. Emphasis is on basic information relating to food groups. Students gain experience in planning, purchasing, and procedures of food preparation to meet individual situations. Lecture 2 Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

**111
FUNDAMENTALS OF
PROFESSIONAL COOKING 1****4.0 Units**

CULIN 111 provides an introduction and application of the principles of food preparation for the consumer by professionals. The course emphasizes hands-on cooking, tasting and evaluation to teach professional culinary techniques. The course also stresses how ingredients and culinary processes effect product outcome. Lecture 1.5 hours/Laboratory 7.5 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU

**112
FUNDAMENTALS OF
PROFESSIONAL COOKING 2****4.0 Units**

CULIN 112 is a continuation of CULIN 111. It is the introduction and application of the principles of food preparation. The course emphasizes high production standards, attractive service, use of proper equipment, and efficient use of time. The course also stresses work simplification, nutrition requirements, and preparation of specialized food. Lecture 1.5 hours/Laboratory 7.5 hours. *Prerequisite:* CULIN 111 or equivalent. *Transfer Credit:* CSU

**113
INSTITUTIONAL SANITATION
PRACTICES FOR FOODSERVICE
AND HOSPITALITY****3.0 Units**

CULIN 113 studies sanitation practices as they effect the individual and the food service and hospitality operation. It considers the prevention and control of problems encountered through guest and employee experiences. Topics include: how to prevent and control pathogens, safe food handler practices, protecting food through its flow through the establishment, food safety management systems, the Hazard Analysis Critical Control Point (HACCP) system, integrated pest management, employee training, and state and local regulations. Students will use materials from the National Restaurant Association Educational Foundation to complete the ServSafe certification program. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU

**116
INSTITUTIONAL PURCHASING FOR
FOODSERVICE AND HOSPITALITY**

3.0 Units

CULIN 116 examines policies, procedures, and controls and their implementation in purchasing merchandise and supplies for the hospitality industry including equipment, service ware, furniture, fixtures, contract services, and food and beverage. The focus of this course is on optimal procurement, purchasing, and selection policies and procedures for the hospitality industry. Lecture 3 hours. **Recommended preparation:** Eligibility for ENGL 120 or ESL 151. **Transfer Credit:** CSU

**122
INTERNATIONAL COOKING**

3.0 Units

CULIN 122 is an introduction to culinary principles and techniques derived from countries throughout the world. Specific areas of instruction covered include selection of proper equipment and utensils, correct methods of preparation and procedures. Food preparation and presentation are also emphasized. **Note:** This course may be taken 4 times emphasizing a different cuisine each time. Lecture 3 hours. **Prerequisite:** None. **Note:** May be taken 4 times for credit.

**124
INTRO TO BAKING & PASTRY ARTS**

5.0 Units

CULIN 124 is a professional approach to all aspects of the pastry kitchen as related to the food service industry. The course emphasizes various methods of cake preparation, as well as the basics of baking technology. The course is designed to give students enough knowledge to understand the works of the pastry kitchen and bake shop. Lecture 3 hours/Laboratory 6 hours. **Prerequisite:** None. **Note:** May be taken 2 times for credit.

**141
NUTRITION AND WEIGHT CONTROL**

2.0 Units

CULIN 141 explores causes and control of various eating disorders: including overweight, underweight, and Bulimia (Anorexia Nervosa). The relationship of corrective dietary planning to these disorders is studied. Lecture 2 hours. **Prerequisite:** None.

**142
NUTRITION CONTROVERSIES**

2.0 Units

CULIN 142 is a presentation of current nutrition and dietary controversies. Emphasis is placed on dietary planning for optimum health and disease prevention as it relates to menu planning in the food service industry. Lecture 2 hours. **Prerequisite:** None.

**150
HEALTHY CUISINE FOR KIDS**

1.0 Unit

CULIN 150 is designed for school nutrition professionals who prepare and serve children in schools and child care centers every day. It provides an understanding of the basic nutrition principles for preparing healthy foods, and the culinary skills needed to apply nutrition principles in preparing healthy meals for children. Lecture .75 hour/Laboratory .75 hour. **Prerequisite:** None.

**212
COMMERCIAL FOOD PREPARATION**

5.0 Units

CULIN 212 is designed for students pursuing a career in the hotel and restaurant industry. Students will be working in a commercial hotel kitchen where they will learn large scale food preparation and production. Lecture 3 hours/Laboratory 6 hours. **Prerequisite:** CULIN 111. **Recommended preparation:** CULIN 112.

**224
ADVANCED BAKING & PASTRY ARTS**

5.0 Units

CULIN 224 focuses on advanced aspects of baking and pastry for retail pastry shops, hotels, restaurants and catering operations. Students will apply advanced techniques through practical laboratory experience in high-quality pastry production. The focus will be on European-style products, including laminated dough, pastries, cakes, petit fours, fancy desserts, tortes, mousses, chocolate, and confections. Decoration is strongly emphasized. Lecture 3 hours/Laboratory 6 hours. **Prerequisite:** CULIN 124 or equivalent.

DANCE

It is recommended that a variety of activities be taken during a student's attendance at Glendale College. Courses in dance satisfy the physical education requirement. Child Development 158 and Dance 158 do not meet the physical education requirement. All classes are coeducational unless otherwise noted. There are nine families included in Dance (See page 88 for more information on course families):

Ballet Technique (Dance 110, 111, 114). Through demonstration and discussion of ballet techniques, students taking courses within the Ballet Technique Family will advance their physical skills, ballet vocabulary, alignment, coordination, and mental discipline;

Modern Dance Technique (Dance 115-117). Through demonstration and discussion of modern dance techniques, students taking courses within the Modern Dance Technique Family will advance their physical skills, dance vocabulary, alignment, and coordination necessary to excel in various modern dance forms;

Jazz Technique (Dance 120, 121, 137). In the Jazz Technique Family, students advance their physical skills, jazz dance vocabulary, and acquire techniques to meet the demands for dance in theatre, film, and video through learning about jazz dance techniques;

American Vernacular Dances (Dance 124, 125, 126, 129). The American Vernacular Dances Family teaches the student through demonstration and discussion of vernacular dance techniques, how to advance their physical skills, dance vocabulary, alignment, and coordination necessary to meet the demands of high intensity performance skills needed in these types of dances;

Cultural Dance (Dance 101, 127, 128, 133). Within the Cultural Dance Family, students are exposed to a sampler of dance techniques from different ethnic groups with historical and cultural context;

Production Studies (Dance 135, 136). The Production Studies Family emphasizes integration of technical skills and advanced performance skills. Production Studies is a crucial skill that needs developing over several semesters;

Movement for Theatre (Dance 140, 141, 145). The Movement for Theatre Family provides necessary movement skills for actors and theatre actors.

**100
SURVEY OF DANCE HISTORY**

3.0 Units

Dance 100 is a survey of dance forms created by western cultures and civilizations. An introduction of the prehistory of dance and development of dance in ancient Egypt, Greece, and Rome is followed by an investigation of the history of dance in the western world through the Christian era into contemporary times. Elements relating to social dance, ethnic dance, court dance, ballet, modern dance, musical theater dance, jazz, and tap dance are included. Emphasis is placed on integrating the development of dance forms with the geographic, social, political, philosophical, and religious characteristics of these cultures. Lecture 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU, UC, USC

**101
INTRODUCTION TO DANCE**
1.5 Units

Dance 101 provides a variety of experiences in movement relative to the acquisition of concepts and skills necessary to develop a basic understanding of dance as a performing art form. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC (Cultural Dance Family)

**102
MIDDLE EASTERN DANCE HISTORY**
3.0 Units

Dance 102 is a survey of dance forms originating in North Africa, the Arabian Peninsula, Iran, Armenia, the Levant and Turkey, with emphasis placed on their practice and development during the 19th and 20th centuries. An overview of Middle Eastern and Islamic values in relation to the body, gender, art, and spirituality provides a context for the examination of these dance forms and their relationship to the culture that created them. Elements relating to social dance, gendered dance, spiritual dance, Raqs Sharqi ('Belly Dance'), and theatrical dance are included. The role of cultural exchange and the migration of these dance forms on their development is investigated. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**105
STEP AEROBICS**
1.0 to 2.5 Units

Dance 105 is a contemporary, high intensity, low impact fitness class designed for both men and women, to improve each participant's strength, flexibility, and cardiovascular fitness level through steady-state stepping movements. The student is exposed to a graduated continuous system of rhythmic stepping at various platform heights. The class includes lecture on basic nutrition, exercise concepts, and stress management as the factors apply to a personal fitness program. Class sessions include a warm-up, an exercise routine fitted to each student's level of fitness, and a cool down. *Note:* A student may earn a maximum of 6 units in Dance 105/P.E. 105. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**107
SURVEY OF DANCE TEACHING
METHODOLOGY**
3.0 Units

Dance 107 is a survey of dance teaching methodologies currently used in the dance industry. An introduction of dance technique methodology and age appropriate dance pedagogy is followed by lesson planning, dance program development, and student evaluation process. Lecture 3 hours. *Prerequisite:* DANCE 101 or equivalent.

**110
BALLET TECHNIQUE I**
2.0 Units

Dance 110 provides the student with practical experience in the traditional ballet techniques and styles. Through demonstration, exercise, and discussion the course emphasizes the development of the basic physical skills, ballet vocabulary, alignment, coordination, and mental discipline necessary to excel in all dance forms. *Note:* This course may be taken twice (2 times); a maximum of four (4) units may be earned. Lecture 1 hour/Laboratory 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC (Ballet Technique Family)

**111
BALLET TECHNIQUE II**
2.0 Units

Dance 111 provides the students with practical experience in the traditional ballet techniques and styles on an intermediate level. Through exercise and discussion the course emphasizes further development of the physical skills, ballet vocabulary, alignment, coordination, and mental discipline necessary for intermediate performance skills. *Note:* This course may be taken twice (2 times); a maximum of four (4) units may be earned. Lecture 1 hour /Laboratory 3 hours. *Prerequisite:* DANCE 110 or equivalent. *Transfer Credit:* CSU, UC, USC (Ballet Technique Family)

**112
BALLET PERFORMANCE SKILLS**
1.0 to 2.0 Units

Dance 112 provides the student with practical experience in performance skills and technical development. Emphasis is given to specific training methods and performance styles of historic ballet traditions. *Note:* An audition may be required. No more than 12 units may be earned for Dance 112 and 113. Lecture .5-1.5 hours/Laboratory 1.5-2.5 hours. *Prerequisite:* DANCE 111 or equivalent. (DANCE 111 may be taken concurrently.) *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**113
BALLET PERFORMANCE SKILLS:
REPERTOIRE**
1.0 to 2.0 Units

Dance 113 provides the student with practical experience in performance skills and technical development. Emphasis is given to varied styles and training methods of selected contemporary choreographers. *Note:* An audition may be required. No more than 12 units may be earned for Dance 112 and 113. Lecture .5-1.5 hours/Laboratory 1.5-2.5 hours. *Prerequisite:* DANCE 111 or equivalent. (DANCE 111 may be taken concurrently.) *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**114
BALLET TECHNIQUE III**
2.0 Units

Dance 114 provides the students with practical experience in the contemporary ballet techniques and styles on an advanced level. Through exercise and discussion the course emphasizes further development of the technical skills, performance skills, and audition techniques. *Note:* This course may be taken twice (2 times); a maximum of four (4) units may be earned. Lecture 1hour /Laboratory 3 hours. *Prerequisite:* DANCE 111 or equivalent. *Transfer Credit:* CSU, UC, USC (Ballet Technique Family)

**115
MODERN DANCE TECHNIQUE I**
2.0 Units

Dance 115 provides the students with practical experience in the modern dance techniques and styles. Through demonstration, exercise, and discussion the course emphasizes the development of the basic physical skills, dance vocabulary, alignment, and coordination necessary to excel in various modern dance forms. *Note:* This course may be taken twice (2 times); a maximum of four (4) units may be earned. Lecture 1hour /Laboratory 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC (Modern Dance Family)

**116
MODERN DANCE TECHNIQUE II**
2.0 Units

Dance 116 provides an opportunity to extend student's knowledge of modern dance technique. Through demonstration, exercise, and discussion, the course emphasizes the development of greater technical detail and control of the body needed in advanced modern dance production. *Note:* This course may be taken twice (2 times); a maximum of four (4) units may be earned. Lecture 1hour /Laboratory 3 hours. *Prerequisite:* DANCE 115 or equivalent. *Transfer Credit:* CSU, UC, USC (Modern Dance Family)

117**MODERN DANCE TECHNIQUE III****2.0 Units**

Dance 117 provides students with practical experience in the contemporary/modern dance techniques and styles on an advanced level. Through exercise and discussion the course emphasizes further development of the technical skills, performance skills, and audition techniques. **Note:** This course may be taken twice (2 times); a maximum of four (4) units may be earned. Lecture 1hour /Laboratory 3 hours. **Prerequisite:** DANCE 116 or equivalent. **Note:** May be taken 4 times for credit. **Transfer Credit:** CSU, UC, USC (*Modern Dance Family*)

120**JAZZ TECHNIQUE I****2.0 Units**

Dance 120 provides the student with practical experience in the jazz dance techniques and styles. Through demonstration, exercise, and discussion the course emphasizes the development of the basic physical skills, dance vocabulary, alignment, and coordination necessary to excel in various jazz dance forms. **Note:** This course may be taken twice (2 times); a maximum of four (4) units may be earned. Lecture 1hour / Laboratory 3 hours. **Prerequisite:** None. **Note:** May be taken 4 times for credit. **Transfer Credit:** CSU, UC, USC (*Jazz Technique Family*)

121**JAZZ TECHNIQUE II****2.0 Units**

Dance 121 provides further opportunities to extend the student's knowledge of jazz dance, and to acquire techniques to meet the demands for dance in theatre, film, and video today. **Note:** This course may be taken twice (2 times); a maximum of four (4) units may be earned. Lecture 1hour / Laboratory 3 hours. **Prerequisite:** DANCE 120 or equivalent. **Note:** May be taken 4 times for credit. **Transfer Credit:** CSU, UC, USC (*Jazz Technique Family*)

122**JAZZ PERFORMANCE SKILLS****1.5 Units**

Dance 122 provides the student with practical experience in performance skills and more advanced technical development. Emphasis is given to specific performance values and rehearsal techniques necessary to meet the demands of current profession and dance for theater, film, and television. **Note:** An audition may be required. Lecture 1 hour/Laboratory 1.5 hours. **Prerequisite:** DANCE 121 or equivalent. (DANCE 121 may be taken concurrently). **Transfer Credit:** CSU, UC, USC (*Performance Skills Family*)

123**JAZZ PERFORMANCE SKILLS: REPERTOIRE****0.5 to 2.5 Units**

Dance 123 provides the student with practical experience in jazz performance skills and technical development. Emphasis is given to varied styles and training methods of selected contemporary choreographers. **Note:** An audition may be required. No more than 12 units may be earned for Dance 122 and 123. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. **Prerequisite:** DANCE 121 or equivalent. (DANCE 121 may be taken concurrently). **Note:** May be taken 4 times for credit. **Transfer Credit:** CSU, UC, USC

124**HIP-HOP I****1.5 Units**

Dance 124 provides students with practical experience in current hip-hop techniques, such as popping, locking, and ticking. Through exercise and discussion the course emphasizes the development of coordination, strength, cardiovascular fitness, and rhythm necessary to meet the demands of high intensity performance skills in the popular street dancing trends. The students are also encouraged to develop individual interpretation and personal style indigenous to this dance form. Lecture 1 hour/Laboratory 1.5 hours. **Prerequisite:** None. **Transfer Credit:** CSU, UC, USC (*American Vernacular Dance Family*)

125**TAP DANCE I****1.5 Units**

Dance 125 provides students with practical experience in basic tap dance techniques. Through discussion and movement, the course emphasizes the development of coordination, rhythm, and performance skills. Students learn tap dance combinations and dances. A brief history of the development of the tap dance medium is included. Lecture 1 hour/Laboratory 1.5 hours. **Prerequisite:** None. **Transfer Credit:** CSU, UC, USC (*American Vernacular Dance Family*)

126**TAP DANCE II****1.5 Units**

Dance 126 provides students with advanced, practical experience in tap dance techniques. Through discussion and movement, the course emphasizes the development of coordination, rhythm, and performance skills. Students learn advanced tap dance combinations and dances. Lecture 1 hour/Laboratory 1.5 hours. **Prerequisite:** DANCE 125 or equivalent. **Transfer Credit:** CSU, UC, USC (*American Vernacular Dance Family*)

127**SALSA I****1.5 Units**

Dance 127 provides students with practical experience in beginning salsa dance. Through discussion and movement, the course emphasizes the development of coordination, rhythm, and partnering skills. Students learn beginning salsa moves and patterns. Lecture 1 hour/Laboratory 1.5 hours. **Prerequisite:** None. **Transfer Credit:** CSU, UC, USC (*Cultural Dance Family*)

128**MIDDLE EASTERN DANCE****1.5 Units**

Dance 128 provides students with beginning level practical experience in Belly Dance and a selection of related ethnic dance forms originating in Armenia, Egypt, Morocco, Iran, Turkey, and Afghanistan. Through discussion, study, and demonstration of the movement vocabulary, the development of basic technical and interpretational skills is emphasized. The course includes an introductory exploration of the historical and cultural context of the selected dances. Lecture 1 hour/Laboratory 1.5 hours. **Prerequisite:** None. **Transfer Credit:** CSU, UC, USC (*Cultural Dance Family*)

129**HIP-HOP II****1.5 Units**

Dance 129 provides further opportunities to extend the student's knowledge of popular dance culture and to acquire Hip-Hop techniques to meet the demands for dance in video and dance clubs today. Lecture 1 hour/Laboratory 1.5 hours. **Prerequisite:** DANCE 124 or equivalent. **Transfer Credit:** CSU, UC, USC (*American Vernacular Dance Family*)

130**CHOREOGRAPHY****1.5 Units**

Dance 130 provides the student with basic skills and knowledge of the choreographic principles. Through discussion and practical experience, the students develop a basic understanding of dance as a performing art form. Lecture 1 hour/Laboratory 1.5 hours. **Prerequisite:** One of the following: DANCE 101, 110, 115, 120, 124, or equivalent. **Transfer Credit:** CSU, UC, USC (*Choreographic Studies Family*)

**131
COMMERCIAL DANCE**
1.5 Units

Dance 131 is a course designed to give the student a working knowledge of the dance industry. It provides an inside look at film, television, and stage work and develops technical dance excellence in various styles. The student prepares for entrance into the dance field with classes and information from visiting guest artists. *Note:* An audition may be required. No more than 12 units may be earned for Dance 131 and 132. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* DANCE 110,115,120, or equivalent. *Transfer Credit:* CSU, UC, USC

**133
SALSA II**
1.5 Units

Dance 133 provides students with practical experience in intermediate Salsa dance. Through discussion and movement, the course emphasizes the development of coordination, rhythm, and partnering skills. Students learn intermediate salsa moves and patterns to meet the demands for dance in the commercial industry and dance clubs. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* DANCE 127 or equivalent. *Transfer Credit:* CSU, UC, USC (Cultural Dance Family)

**134
CHOREOGRAPHY AND
PERFORMANCE SKILLS**
0.5 to 2.5 Units

Dance 134 provides the student the opportunity to further explore their knowledge of the choreographic principles through practical participation in the development of a performance piece. Performance skills are developed throughout the rehearsal process. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* DANCE 130 or equivalent. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**135
DANCE PRODUCTION-REPERTOIRE**
2.5 Units

Dance 135 provides the students with the opportunity to perform in a dance production choreographed by faculty and alumni. Emphasis is given to integration of technical skills and advanced performance skills. *Note:* An audition may be required. Laboratory 7.5. *Prerequisite:* One of the following: DANCE 112,113,116,122,123, 134, or equivalent. *Transfer Credit:* CSU, UC, USC (Production Studies Family)

**136
DANCE PRODUCTION-STUDENT
CHOREOGRAPHY**
2.5 Units

Dance 136 provides the student with the opportunity to choreograph and perform in a dance production. Emphasis is given to the integration of technical skills, performance experience, and application of the choreographic principles. *Note:* An audition may be required. No more than 12 units may be earned for Dance 135 and 136. Laboratory 7.5. *Prerequisite:* One of the following: DANCE 112,113,116,122,123, 134, or equivalent. *Transfer Credit:* CSU, UC, USC (Production Studies Family)

**137
JAZZ TECHNIQUE III**
2.0 Units

Dance 137 provides students with practical experience in advanced jazz techniques and styles on an advanced level. Through exercise and discussion the course emphasizes further development of technical skill, performance skills, and audition techniques. *Note:* This course may be taken twice (2 times); a maximum of four (4) units may be earned. Lecture 1hour / Laboratory 3 hours. *Prerequisite:* DANCE 121 or equivalent. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC (Jazz Technique Family)

**138
SURVEY OF LATIN BALLROOM DANCE**
0.5 to 2.5 Units

Dance 138 provides students with practical experience in Latin Ballroom dance. A selection of popular Latin Ballroom dances will be offered such as Cha-Cha, Samba, Rumba, Mambo, Merenque, and Paso Doble. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**140
MOVEMENT FOR THEATER I**
1.0 Unit

Dance 140 provides the student the opportunity to study stage movement, physical characterization and mime as related to theatre. The students will increase their knowledge through practical application of the movement aspects of theatre. Lecture .5 hour/Laboratory 1.5 hours. *Corequisite:* T ART 103. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC (Movement for Theatre Family)

**141
MOVEMENT FOR THEATER II**
1.0 Unit

Dance 141 provides the opportunity for advanced study of stage movement and introduces a comparison of stage, film and video movement techniques. Lecture .5 hour/Laboratory 1.5 hours. *Prerequisite:* DANCE 140 or equivalent. *Corequisite:* T ART 104. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC (Movement for Theatre Family)

**145
MOVEMENT FOR MUSICAL THEATER**
1.5 Units

Dance 145 provides the student with the opportunity to study dance, choreography, and movement as it applies to musical theater. The class culminates in the performance of a Musical. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC (Movement for Theatre Family)

**150
PHYSICAL REINTEGRATION**
1.5 Units

Dance 150 is an experimental movement class for students with learning disabilities and/or minor physical limitations. Areas covered include exploration of body image awareness and integration of sensory modalities with motor processes. Also included is orientation and relaxation with the integration of both into the student's daily life through dance movement. *Note:* Verification of disability must be on file in the Disabled Student Center. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**158
MOVEMENT DEVELOPMENT: BIRTH
THROUGH TWELVE YEARS**
3.0 Units

Dance 158 provides those students who are interested in teaching movement to children the opportunity to acquire knowledge and techniques related to motor development. The course introduces basic principles and theories of motor development in children from birth to age twelve, focusing on designing developmentally-appropriate and creative dance experiences for young children. *Note:* This course will not fulfill physical education activity requirements. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

164

AEROBIC FITNESS

0.5 to 2.5 Units

Dance 164 offers vigorous exercise set to contemporary music. The course is designed for students wishing to develop or maintain aerobic fitness while also learning about the physiology of fitness. Routines of rhythmic exercise are designed to develop or maintain cardio-respiratory endurance and body flexibility. The course is designed for students at all levels of fitness. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

190

BEGINNING YOGA

1.5 Units

Dance 190 introduces the student to the principles and techniques of Yoga. The course emphasizes Yoga positions to facilitate stretching and toning muscles, limbering joints, and aiding spinal alignment. The use of Yoga breathing techniques and meditation exercises to revitalize the body and calm the mind is included. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

194

PILATES

1.5 Units

Dance 194 provides the student with practical experience in the Matwork of the Pilates method of body conditioning. Through demonstration, exercise, and discussion the course emphasizes the development of strength, flexibility, and relaxation techniques. Students will develop a basic understanding of how to influence and control the body-mind interaction in the area of dance, athletics, and general fitness. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

ECONOMICS

101

PRINCIPLES OF MICROECONOMICS

3.0 Units

ECON 101 is an introductory course focusing on choices of individual economic decision-makers. Topics include scarcity, specialization and trade, market equilibrium, elasticity, production and cost theory, market structures, factor markets, and market failure. Lecture 3 hours. *Prerequisite:* ECON 102; and MATH 141, 146, or 246b. *Transfer Credit:* CSU, UC, USC (C-ID ECON 201)

102

PRINCIPLES OF MACROECONOMICS

3.0 Units

ECON 102 is an introductory course focusing on aggregate economic analysis. Topics include: market systems, aggregate measures of economic activity, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, international economics, and economic growth. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 120 or ESL 151; MATH 141, 146, or 246b. *Transfer Credit:* CSU, UC, USC (C-ID ECON 202)

102H

HONORS PRINCIPLES OF MACROECONOMICS

3.0 Units

ECON 102H is a fundamental course in economic analysis. Emphasis is placed on theories of output determination, consumption, investment, inflation, unemployment, and fiscal and monetary policy. Other selected topics may include international balance of payments, growth and development, and urban problems. The honors course will be enhanced in one or more of the following ways: 1. Students will use a macroeconomic computer model to explore macroeconomic policies and be able to explain the theoretical basis of the results achieved in the computer model. 2. Students will write an essay critically assessing macroeconomic policies relative to different political viewpoints. 3. Students will complete writing assignments using critical thinking skills to assess macroeconomic policies. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

105

THE AMERICAN ECONOMY

3.0 Units

ECON 105 provides an introduction to the American economy, a foundation for understanding it and the problems that it faces. The course provides a description of the important institutions of our system and an analytical approach to the understanding of the basic economic problems generally suited for non-business majors. *Note:* No credit will be granted for ECON 105 if ECON 101 and 102 have been taken previously. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

110

ECONOMICS OF THE ENVIRONMENT

3.0 Units

ECON 110 searches for an economic understanding of contemporary environmental problems. Economic theory is used to explain why there is inefficient resource use and pollution. Public policy to correct environmental problems is examined critically, looking at the costs and benefits of such programs as Superfund cleanup, government regulation, and market incentives. The course also studies the effect of environmental problems and policies on wealth distribution, economic growth and international relations. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

111

ECONOMIC HISTORY OF THE U.S.

3.0 Units

ECON 111 is a history of the economic development of the United States from its settlement to the present. Emphasis is placed on the growth and development of economic institutions, slavery, reconstruction, work, the industrial revolution, workers' movement, and U.S. imperialism. This course meets the California State requirement in American History. *Note:* This course may not be taken for credit by students who have completed HIST 116. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

EDUCATIONAL MEDIA TECHNOLOGY

103

MEDIA EQUIPMENT OPERATION AND TECHNIQUES

3.0 Units

Educational Media Technology 103 is an introduction to the operating principles and utilization of media equipment, materials, and facilities. Students gain hands-on experience as technician trainees by participating in laboratory experience in the Media Services Department where they learn to operate and maintain such media equipment as public address systems, record players, tape recorders, projectors, cameras and other instructional materials. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* None.

ELECTRONICS & COMPUTER TECHNOLOGY (ECT)

100 TECHNICAL MATHEMATICS FOR ELECTRONICS

3.0 Units

ECT 100 is designed to offer the student a comprehensive study in the mathematics specifically used in the electronics and computer technology field. Phases covered include application of algebra, DC circuit analysis, AC fundamentals, simultaneous equations, AC circuit analysis, complex numbers, logarithms, and computer number systems. Lecture 3 hours. *Prerequisite:* None.

110 ELECTRICITY AND ELECTRONICS PRINCIPLES

4.0 Units

ECT 110 teaches the principles and applications of electricity and electronics. Topics include basic laboratory equipment, various electronics components, and designing/troubleshooting electronic circuit. This course provides students with the knowledge and skills of electricity and electronics and will enhance their success in both their present career and/or advanced education in this field. Lecture 3 hours/Laboratory 3 hours. *Prerequisite:* None.

113 PRINTED CIRCUIT BOARDS AND SOLDERING TECHNOLOGY

1.0 Unit

ECT 113 is comprehensive course providing functional training in the concepts of high-reliability soldering, solder extraction, and electronics component removal/replacement, including terminal inter-connections using wire-wrap techniques, and encompasses rework, repair, and specialized high-technology industrial equipment. This course also encompasses rework, repair, and modification of electronic printed circuit boards. Additionally, automated industrial wave solder processes are studied. Lecture 1 hour/Laboratory 1 hour. *Recommended preparation:* ENGL 120 or ESL 151.

160 INSPECTION AND CODES FOR ELECTRICIANS

3.0 Units

ECT 160 is a course designed to introduce the student to the National Electrical Code (NEC) using national, state and local codes. Included in the course are duties of the electrical inspector with emphasis on code enforcement, inspection procedures, plan reading, electrical symbols and terminology. Methods of performing electrical inspections and interpreting electrical systems are based on the current electrical codes and standards. Emphasis will be placed on the importance of safety, asbestos abatement awareness, and anchoring and supporting for earthquake mitigation. Quality workmanship, efficient and well-designed electrical systems, and retrofitting will be emphasized. Lecture 3 hours. *Prerequisite:* ECT 110 or equivalent. *Transfer Credit:* CSU

161 RESIDENTIAL ELECTRONICS SYSTEMS INTEGRATOR (RESI) TRAINING

3.0 Units

ECT 161 is an introduction to the Residential Electronics Systems Integrator (RESI). Topics include the design of prewiring for home theater and telecommunications equipment interconnection, network installation, and wiring for cable TV, satellite and antenna outlets, telephone equipment outlets, audio and video entertainment, and computer equipment. Student may become certified by Electronics Technician Association (ETA) International by passing the knowledge examination assessment, RESI BASIC skills and knowledge. Lecture 3 hours. *Recommended preparation:* ECT 110 or equivalent.

162 INTRO TO SOLAR PRINCIPLES

3.0 Units

ECT 162 covers key aspects of solar power. This class covers the basics of solar energy and prepares the student to enter the job market as a solar technician in sales, installation, or repair. Topics also include the concepts behind installing and troubleshooting solar panels. This class helps in preparing students to pass the Photovoltaic Installer examination and becoming certified by Electronics Technician Association (ETA) International. Lecture 3 hours. *Recommended preparation:* ECT 110, Math 146, 141, or 246B.

201 SOLID STATE DEVICES

3.0 Units

ECT 201 encompasses the study of Solid-State semiconductor theory, including diode rectifiers, filtered power supplies, transistor and FET amplifiers, IC oscillators, and thyristor devices. Laboratory experiments consist of constructing solid-state circuits, and performing circuit analysis and diagnostics of electronic parameters using state-of-the-art digital electronic test equipment. Lecture 3 hours. *Prerequisite:* ECT 102 or equivalent. *Corequisite:* ECT 252. *Transfer Credit:* CSU

202 INTEGRATED CIRCUIT ELECTRONICS

3.0 Units

ECT 202 is a comprehensive study and applied analysis of linear integrated circuit (IC) electronics technology. Lab develops skills in constructing, testing, and analyzing operational amplifier, differentiator and integrator, voltage and current regulator, oscillator and function generator, active filter, converter, and phase-lock loop IC circuits, using advanced electronics test equipment. Lecture 3 hours. *Prerequisite:* ECT 201 or equivalent. *Corequisite:* ECT 253. *Transfer Credit:* CSU

EMERGENCY MEDICAL TECHNOLOGY (EMT)

139 INTRODUCTION TO EMERGENCY MEDICAL SERVICES

2.0 Units

EMT 139 introduces foundational concepts related to the emergency medical care of sick and injured persons. This course is designed for students interested in pursuing emergency medical services or other health care occupations as a career. Topics also include the framework of emergency medical services as well as the unique challenges of ethical dilemmas and stress management in the emergency setting. Successful completion of the class includes certification in cardiopulmonary resuscitation (CPR) for healthcare providers from the American heart Association (AHA). Lecture 2 hours. *Recommended preparation:* BIOL 115 and ENGL 120 or ESL 151.

140 EMERGENCY MEDICAL TECHNICIAN-BASIC (EMT-B)

8.0 Units

EMT 140 is designed to prepare students for certification and employment as an Emergency Medical Technician-Basic (EMT-B) in the state of California. Course material proceeds from introductory theory and practice of emergency medical care through increasingly complex concepts and management of immediate life-threatening situations and emergencies. Critical thinking and decision-making skills are stressed throughout the course. Coursework also includes a ride-along component. Upon successful completion of EMT 139 (Introduction to Emergency Medical Services) and EMT 140, a record of completion is issued. Upon successful completion of EMT 139 and 140, verification of successful coursework is issued to the student. This verification is required to apply for certification as an EMT-Basic. Lecture 6 hours/Laboratory 6 hours. **Prerequisite:** (1)EMT 139 and (2)Student must be eighteen years of age prior to the last day of class. **Recommended preparation:** Eligibility for ENGL 101.

141 EMT REFRESHER COURSE

1.5 Units

EMT 141 provides the California Emergency Medical Technician with an update of recent procedural and regulatory changes in EMT practice. New and previously learned competencies related to equipment and techniques employed in emergency care are emphasized. Critical content for emergency response and treatment is reviewed. Lecture 1.5 hours. **Prerequisite:** EMT 140 or equivalent course. **Note:** May be taken 4 times for credit.

ENGINEERING (ENGR)

100 INTRODUCTION TO ENGINEERING

3.0 Units

ENGR 100 introduces students to the profession and disciplines of engineering and the engineering design process. Instruction includes computer skills and communication strategies utilized in engineering. Lecture 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU, UC, USC

101 ENGINEERING DRAFTING AND BASIC DESIGN

3.0 Units

ENGR 101 is an in-depth study course designed to present training in the manipulation of instruments, lettering, orthographic projection, sketching, drawing auxiliary and pictorial views, sectioning and dimensioning. Lecture 2 hours/Laboratory 4 hours. **Recommended preparation:** Eligibility for ENGL 120 or ESL 151. **Transfer Credit:** CSU

102 ENGINEERING PRINT READING FOR INDUSTRY

2.0 Units

ENGR 102 is a study of the fundamentals of orthographic drawing to develop the student's ability to understand and utilize the information presented on a blueprint. Such areas as size dimensional systems, tolerancing, SI metrics, value engineering and related industrial terminology are presented to strengthen the student's ability to interpret an engineering drawing. **Note:** A recommended course for basic drafting review and non-drafting majors. This course may not be taken for credit by students who have completed ENGR 104, 106, or 108. Lecture 2 hours/Laboratory 1 hour. **Recommended preparation:** Eligibility for ENGL 120 or ESL 151. **Transfer Credit:** CSU

103 DESCRIPTIVE GEOMETRY

3.0 Units

ENGR 103 presents a study of a valuable engineering tool which facilitates the solution of engineering problems graphically. A study of lines and planes in space. The representation of surfaces, solids, interferences, and intersections. Excellent training in visualization and interpretation of engineering drawings. **Note:** This course may not be taken for credit by students who have completed ARCH 103. Lecture 2 hours/Laboratory 4 hours. **Prerequisite:** ARCH 101 or ENGR 101 or equivalent. **Recommended preparation:** ENGR 109. **Transfer Credit:** CSU, UC, USC

104 ADVANCED ENGINEERING DRAWING

3.0 Units

ENGR 104 is designed to acquaint the trainee with delineation of simple machine parts including problems in visualization, dimensioning and tolerances, screw threads and fasteners, freehand sketching, pictorial drawing, piping, welding, gears and cams, assembly and working drawings. Special emphasis is laid upon the interpretation and production of drawings which conform to standard practice. Lecture 2 hours/Laboratory 4 hours. **Prerequisite:** ENGR 101 or one year of mechanical drawing in high school. **Transfer Credit:** CSU, UC, USC

105 GEOMETRIC/DIMENSIONAL AND TRUE POSITIONAL TOLERANCING

3.0 Units

ENGR 105 presents current geometric/dimensional and true positional tolerancing (GD&T) trends and industrial usage throughout various engineering disciplines. Both ANSI Y14.5 82M and ASTM Y14.5 96M are presented with an emphasis on the latest issue of the standard. Lecture 3 hours. **Recommended preparation:** ENGR 101 or related industry experience and eligibility for ENGL 120 or ESL 151.

106 ELECTRONIC DRAWING

3.0 Units

ENGR 106 is a course in electromechanical packaging. Specializing in electronic drafting, printed circuit design, basic packaging, cabling and military standards. Emphasis is placed on the actual design and construction of various electronic packages in both individual and group design projects. **Note:** Students must register for the full number of hours for which the course is scheduled. Lecture 2 hours/Laboratory 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU

107 ELECTRICAL/ELECTRONICS DRAWING

2.0 Units

ENGR 107 is primarily intended for the student majoring in Electronics Computer Technology (ECT). It provides an introduction to the fundamentals of drafting and technical drawing with specific applications to ECT standards and devices. Students who satisfactorily complete this course are considered to have acquired the minimum drafting skills necessary for entry-level ECT technicians. **Note:** This course is not intended for engineering or drafting majors. This course may not be taken for credit by students who have completed Drafting 131 or ENGR 101. Lecture 2 hours/Laboratory 1 hour. **Recommended preparation:** ENGR 102 or equivalent. (ENGR 102 may be taken concurrently.)

**108
ELECTRO-MECHANICAL PACKAGING**
3.0 Units

ENGR 108 is a course in tool design and strength of materials and advanced electromechanical packaging. Emphasis is placed on various individual and group design projects, covering piping, fixture design, package design, and mechanical design. Students are responsible for the complete design, drawings and all related paper work for each project. *Note:* Students must register for the full number of hours for which the course is scheduled. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* ENGR 106 or equivalent. *Transfer Credit:* CSU

**109
BASIC AUTOCAD APPLICATIONS**
3.0 Units

ENGR 109 is an introductory course in Computer-Aided Drafting and Design systems. Fundamental operational applications will be presented which will enable the students to expand their knowledge of Computer Graphics into other course structures that will require further knowledge as part of their course of instruction. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ARCH 101 or ENGR 101 or equivalent. *Transfer Credit:* CSU

**110
ADVANCED AUTOCAD APPLICATIONS**
3.0 Units

ENGR 110 is an advanced course in engineering design. Advanced techniques and concepts of computer-aided design will be presented with an emphasis on three dimensional design and modeling for both architectural and engineering applications. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ENGR 109 or equivalent. *Transfer Credit:* CSU, UC, USC

**111
SOLID WORKS APPLICATIONS**
3.0 Units

ENGR 111 is a basic course in mechanical engineering drafting and design utilizing SolidWorks software, with an emphasis on three-dimensional design, modeling, and mechanical engineering design and manufacturing applications. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ENGR 101 or equivalent. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU

**112
ADVANCED SOLIDWORKS
APPLICATIONS**
3.0 Units

ENGR 112 teaches the advanced concepts of the SolidWorks software, its use as a mechanical engineering design and manufacturing tool, and the ability to fabricate, design, and create parts and assemblies. Topics include mechanical design modeling in the 3D environment, complex solid and surface modeling, digital input and output, analysis, and integrating SolidWorks with other Computer Aided Design (CAD) and Computer Aided Manufacturing (CAM) programs for a productive design workflow. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ENGR 111 or equivalent. *Transfer Credit:* CSU

**120
3D PRINTING AND MODELING**
2.0 Units

ENGR 120 provides students with the basic knowledge of 3D printing (i.e., additive manufacturing; rapid prototyping) and modeling, as well as its impact within the engineering and manufacturing community. Students have the opportunity to explore the interaction between computer aided design (CAD), computer aided manufacturing (CAM), and additive manufacturing systems by participating in the design and prototyping of an actual part. Emphasis is placed on Fused Deposition Modeling (FDM) technology using the Stratasys Fortus modeling system and accompanying Insight software platform. Lecture 1 hour / Laboratory 3 hours. *Recommended preparation:* ENGR 109, ENGR 111, CAM 230, ARCH 250, ART 230, or equivalent.

**121
SOLID IMAGING TECHNOLOGY**
3.0 Units

ENGR 121 provides students with comprehensive and working knowledge of solid imaging applications and procedures with relationship to the engineering, manufacturing and design community. Fabrication of three-dimensional models from students' computer aided designs will demonstrate various types of imaging software currently being used. Three-dimensional printing and fused deposition modeling techniques are features. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ENGR 110 or CAM 211, ART 231 or equivalent.

**130
INTRODUCTION TO ROBOTICS**
2.0 Units

ENGR 130 provides an introductory study of the fundamentals of mobile robotics and the associated engineering concepts. It prepares students for more advanced studies in robotics and related technologies. Students gain experience with fundamental concepts in robot design, computer aided design and drafting, sensors and actuators, programming, and electronics. The vast majority of the course experience consists of implementation of and experimentation with these skills through hands-on labs. Lecture 1 hour / Laboratory 3 hours. *Prerequisite:* None.

**131
ELECTRONICS AND ELECTRICAL
CIRCUITS**
3.0 Units

ENGR 131 is intended for students wishing to major in engineering at the university level. It provides an introduction to the basic concepts and theory of electricity and magnetism with an emphasis on passive electrical elements such as resistors, capacitors and inductors (RCL) and their applications in alternating current (AC) or direct current (DC) circuits. Students also learn how to build, test and analyze simple RCL circuits in the laboratory, and use simulation software and test equipment such as power supply, multimeter, signal/function generator, oscilloscope, and spectrum analyzer. Related mathematics and physics concepts are developed alongside these concepts of electrical engineering. Lecture 2 hours/Laboratory 3 hours. Recommended Prep: MATH 102 or 110 *Transfer Credit:* CSU, UC

**132
INTRODUCTION TO DIGITAL
ELECTRONICS**
3.0 Units

ENGR 132 is intended for students planning to major in engineering at the university level. It provides an introduction to the basic concepts and theory of digital electronics. Students also learn how to build, test, and analyze simple digital circuits in the laboratory, and use simulation software and test equipment such as power supply, multimeter, signal/function generator, oscilloscope, and logic analyzer. Related mathematics and physics is contextualized within the development of these electrical engineering concepts. Lecture 2 hours/Laboratory 3 hours. Recommended Prep: MATH 102 or 110 *Transfer Credit:* CSU, UC

140 MATERIALS SCIENCE AND ENGINEERING

3.0 Units

ENGR 140 is a study of the manufacture and properties of materials including ferrous and non-ferrous alloys, ceramic products, wood, cements, plastics, fuels, glass, concrete, and rubber. Their uses, adaptability, and limitations in industry will be studied. Current methods of manufacture and technique will be covered. The course covers the testing of materials by destructive and nondestructive methods and by the testing of their physical properties. Lecture 3 hours. *Prerequisite:* CHEM 101, PHY 101, & MATH 103 *Transfer Credit:* CSU, UC

150 COMPUTER AIDED DRAFTING LAB

2.0 Units

ENGR 150 allows students or industry workers to improve and update their engineering and architecture skills. Techniques are practiced using engineering software. Inspection standards for the purpose of job advancement are presented. Laboratory 6 hours. *Prerequisite:* None.

151 COMPUTER AIDED DRAFTING LABORATORY

2.0 Units

ENGR 151 provides practice drafting and engineering computer equipment. Students work on individual projects. Training received in this course develops an ability to visualize and perform various computer functions necessary in the engineering trade. Laboratory 6 hours. *Prerequisite:* ENGR 109 or equivalent.

152 ENGINEERING MECHANICS - STATICS

3.0 Units

ENGR 152 covers the composition and resolution of co-planar and non-planar force systems, equilibrium of rigid bodies, distributed forces, forces in trusses, frames and cables, shear and bending moments in beams, and moments of inertia of areas and bodies. Lecture 3 hours. *Prerequisite:* PHY 101 and MATH 104. *Transfer Credit:* CSU, UC

156 PROGRAMMING AND PROBLEM- SOLVING IN MATLAB

3.0 Units

ENGR 156 provides an introduction to MATLAB and Simulink programming with applications for science and engineering. It introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Students gain experience working with MATLAB toolboxes and with development and debugging of programs using MATLAB and Simulink. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* CS/IS 135 and MATH 103, or equivalent. *Transfer Credit:* CSU, UC

240 ELECTRICAL ENGINEERING FUNDAMENTALS

4.0 Units

ENGR 240 is an introduction to the theory and analysis of electrical circuits; basic circuit elements including the operational amplifier; circuit theorems; direct current circuits; forced and natural responses of simple circuits; sinusoidal steady state analysis and the use of a standard computer-aided circuit analysis program. Consideration is given to power, energy, impedance, phasors, frequency response and their use in circuit design. Lecture 3 hours/Laboratory 3 hours. *Prerequisite:* PHY 102 and Math 105. Co-Requisite: Math 108 *Transfer Credit:* CSU, UC

298 UNDERGRADUATE RESEARCH IN ENGINEERING I

3.0 Units

ENGR 298 is the first of a two-course series intended to simulate a real-world design experience via an interdisciplinary project in a team-based environment. It introduces the student to the design and prototype development phase of an in-depth engineering design process requiring integration of multiple systems. Students from a variety of disciplines conceive, design and begin to prototype a system involving electrical, information, and mechanical engineering components. Emphasis is placed on written and oral communication skills as students set project goals, manage interfaces between component subsystems, work in design teams, track progress against tasks, write detailed documentation, and deliver design review presentations. Students are expected to apply knowledge from prerequisite and recommended preparation courses in the design and implementation of their project. Lecture 1 hour/Laboratory 6 hours. *Prerequisite:* ENGR 109, ENGR 111, ENGR 131, or equivalent, or consent of instructor. *Recommended preparation:* CS/IS 157 or CAM 230 *Transfer Credit:* CSU, UC

299 UNDERGRADUATE RESEARCH IN ENGINEERING II

3.0 Units

ENGR 299 is the second of a two-course series intended to simulate a real-world design experience via an interdisciplinary project in a team-based environment. It introduces the student to the fabrication and testing phase of an in-depth engineering design process requiring integration of multiple systems. Students from a variety of disciplines carry out the design project initiated in ENGR 298. Emphasis is placed on written and oral communication skills as students implement, test, and analyze the product designed in ENGR 298. Lecture 1 hour/Laboratory 6 hours. *Prerequisite:* ENGR 298 or equivalent, or consent of instructor. *Transfer Credit:* CSU, UC

ENGLISH

**101
FRESHMAN ENGLISH***3.0 Units*

ENGL 101 is a foundation course in critical reading and writing skills required of those students intending to transfer to a university. Through their reading and discussion of selected prose works, students learn to identify problems, examine possible solutions, recognize unstated assumptions and values, appraise evidence, evaluate arguments, draw inferences, and test conclusions. Through their writing, students learn to analyze, synthesize, organize information logically, and propose original ideas. Students also receive instruction in research and MLA documentation and are required to complete a fully documented research paper. Lecture 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ENGL 120 or ESL 151 or equivalent. *Transfer Credit: CSU, UC, USC (C-ID ENGL 100)*

**101H
HONORS FRESHMAN ENGLISH***3.0 Units*

ENGL 101H is a foundation course in critical reading and writing skills required of those students intending to transfer to a university. Through their reading and discussion of selected prose works, students learn to identify problems, examine possible solutions, recognize unstated assumptions and values, appraise evidence, evaluate arguments, draw inferences, and test conclusions. Through their writing, students learn to analyze, synthesize, organize information logically, and propose original ideas. Students also receive instruction in research and MLA documentation and are required to complete a fully documented research paper. The honors course will be enhanced in one or more of the following ways: 1. accelerated standards of reading levels, emphasizing primary sources 2. accelerated standards of critical thinking including critical writing and problem-centered research Lecture 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ENGL 120 or ESL 151 or equivalent. *Transfer Credit: CSU, UC, USC*

**102
CRITICAL THINKING AND LITERARY ANALYSIS***3.0 Units*

ENGL 102 helps students to develop their critical thinking and writing skills beyond the level achieved in ENGL 101. The course emphasizes the application of logical reasoning, analysis, and strategies of argumentation in critical thinking and writing, using literature (both fiction and non-fiction) and literary criticism as subject matter. Students also receive instruction in literary research, complete a fully documented research paper, and are introduced to the process of revision. Furthermore, students develop a deeper understanding of the human condition through the study of literature. Lecture 3 hours. *Prerequisite:* ENGL 101. *Transfer Credit: CSU, UC, USC*

**102H
HONORS CRITICAL THINKING AND LITERARY ANALYSIS***3.0 Units*

ENGL 102H helps students to develop their critical thinking and writing skills beyond the level achieved in ENGL 101. The course emphasizes the application of logical reasoning, analysis, and strategies of argumentation in critical thinking and writing, using literature (both fiction and non-fiction) and literary criticism as subject matter. Students also receive instruction in literary research, complete a fully documented research paper, and are introduced to the process of revision. Furthermore, students develop a deeper understanding of the human condition through the study of literature. The honors course will be enhanced in one or more of the following ways: 1. Accelerated standards of reading levels, emphasizing major writers; 2. Accelerated standards of critical thinking, including critical writing and problem-centered research; 3. Introduction to and emphasis on types or schools of literary criticism, including professional models of such. Lecture 3 hours. *Prerequisite:* ENGL 101. *Transfer Credit: CSU, UC, USC*

**103
CREATIVE WRITING WORKSHOP***3.0 Units*

ENGL 103 consists of an introduction to the theory and practice of creative verbal expression in the major imaginative literary forms: (1) non-fiction and fiction prose, (2) poetry, and (3) drama. Emphasis is placed on step by step instruction in creating the finished piece of writing, with much group discussion of student writing. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit: CSU, UC, USC (C-ID ENGL 200)*

**104
CRITICAL THINKING AND ARGUMENTATION***3.0 Units*

ENGL 104 helps students to develop their critical thinking and writing skills beyond the level achieved in ENGL 101. Students learn to read and think critically and to develop their analytical and argumentative writing skills providing a more advanced understanding of the relationship of language to logic and by further promoting the ability to reason effectively and reach valid conclusions. Writing forms and strategies are taught within the contexts of contemporary ideas and cultural diversity as reflected in selected readings. In addition, the course provides instruction in advanced research techniques and students will be required to complete a fully documented research paper. Furthermore, students develop an appreciation for the role and scope of rhetoric in their daily lives. Lecture 3 hours. *Prerequisite:* ENGL 101. *Transfer Credit: CSU, UC, USC (C-ID ENGL 105)*

**105
SURVEY OF ENGLISH LITERATURE FROM ANGLO-SAXON PERIOD TO 1780***3.0 Units*

ENGL 105 is a survey course covering the development of English Literature from the beginning to 1780 and emphasizing the development of thought in relation to historical and social backgrounds. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit: CSU, UC, USC (C-ID ENGL 160)*

**106
SURVEY OF ENGLISH LITERATURE FROM 1780 TO THE PRESENT TIME***3.0 Units*

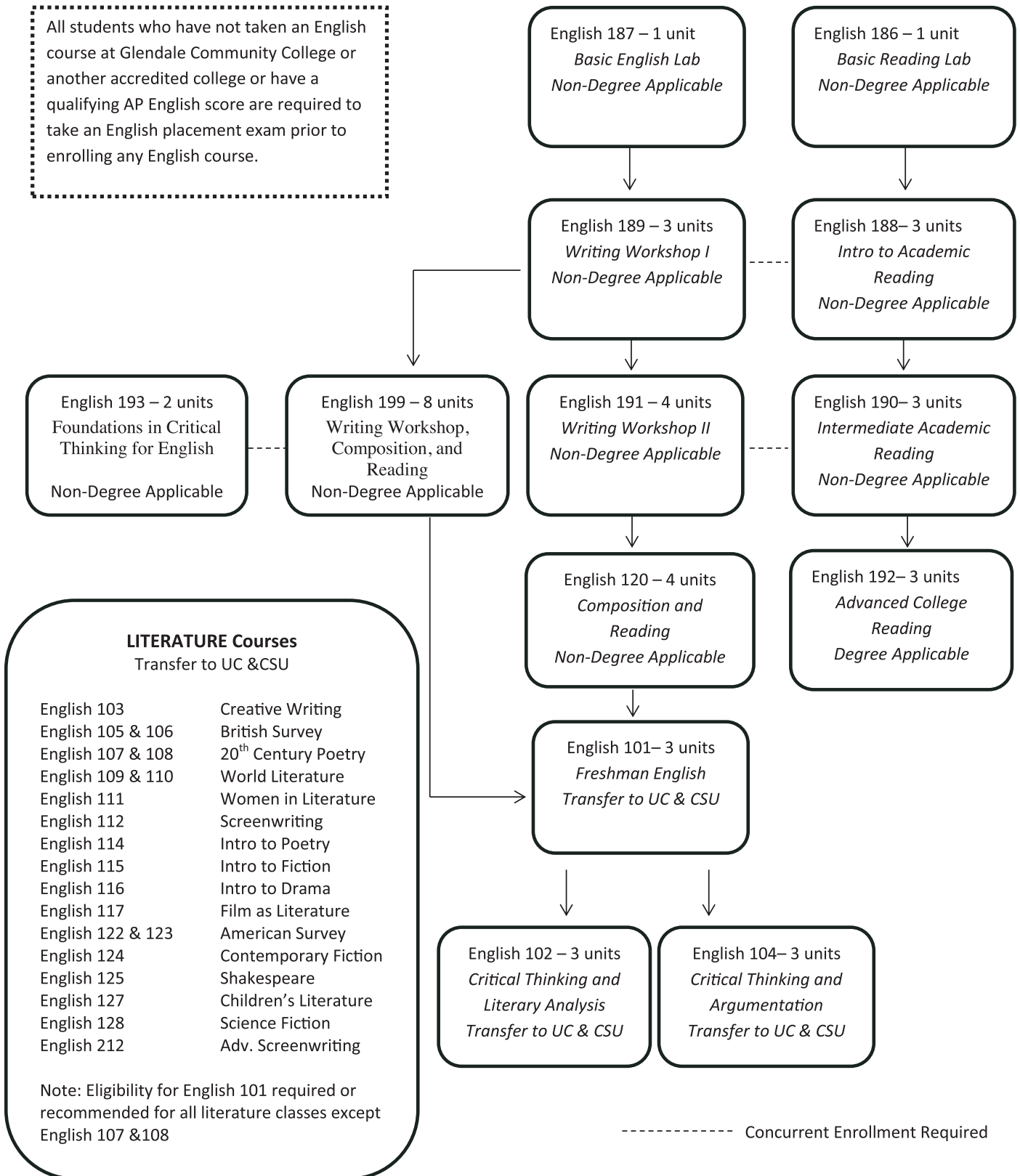
ENGL 106 is a survey course covering the development of English Literature from 1780 to the present time. ENGL 106 continues the study of the development of thought as an expression of our cultural heritage. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit: CSU, UC, USC (C-ID ENGL 165)*

**107
TWENTIETH CENTURY POETRY I***3.0 Units*

ENGL 107 consists of an historical orientation to twentieth century poetry a discussion of the significant poets to approximately mid-century, and an intensive study of the most important modernist and contemporary poets of this period. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit: CSU, UC, USC*

Glendale Community College English Course Sequence

All students who have not taken an English course at Glendale Community College or another accredited college or have a qualifying AP English score are required to take an English placement exam prior to enrolling any English course.



LITERATURE Courses
Transfer to UC & CSU

- | | |
|-------------------|---------------------------------|
| English 103 | Creative Writing |
| English 105 & 106 | British Survey |
| English 107 & 108 | 20 th Century Poetry |
| English 109 & 110 | World Literature |
| English 111 | Women in Literature |
| English 112 | Screenwriting |
| English 114 | Intro to Poetry |
| English 115 | Intro to Fiction |
| English 116 | Intro to Drama |
| English 117 | Film as Literature |
| English 122 & 123 | American Survey |
| English 124 | Contemporary Fiction |
| English 125 | Shakespeare |
| English 127 | Children’s Literature |
| English 128 | Science Fiction |
| English 212 | Adv. Screenwriting |

Note: Eligibility for English 101 required or recommended for all literature classes except English 107 & 108

----- Concurrent Enrollment Required

**108
TWENTIETH CENTURY POETRY II**
3.0 Units

ENGL 108 consists of a historical orientation to twentieth century poetry from about mid-century to the present. The course examines the influences of modernist poets on contemporary English and American poetry, including the innovations of Russian, European, and Latin-American poets. An in-depth study of the major poets of this period emphasizes the development of new trends in response to aesthetic and cultural changes in society. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**109
INTRO TO WORLD LITERATURE
FROM ANCIENT TIMES TO 1700**
3.0 Units

This course is a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from antiquity to the mid or late seventeenth century. The course may include selections from the Old and New Testaments, The Qu'ran, The Epic of Gilgamesh; world mythologies; and representative works from the Middle Ages and the Renaissance. Emphasis is placed upon the classics. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC C-ID ENGL 140)

**110
INTRO TO WORLD LITERATURE
FROM 1700 TO THE PRESENT TIME**
3.0 Units

This course is a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Africa, Asia, and other areas, from the mid or late seventeenth century to the present. Emphasis is placed upon cultural history and the history of important ideas reflected in the literary works as well as the development of literary techniques and style. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC C-ID ENGL 145)

**111
WOMEN IN LITERATURE**
3.0 Units

ENGL 111 is a comparative study of the roles assigned to women in literature by both male and female authors. The course critically examines the literary and cultural stereotypes of women in the short story, novel, poetry, and drama. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

**112
SCREENWRITING**
3.0 Units

ENGL 112 is a basic course in the principles and practice of writing for film and cinema. Emphasis is placed upon the essentials of screenplay structure, format, sequence, characterization, and the dramatic scene. The course will include critical analysis through reading selected screenplays and viewing specific dramatic scenes portrayed on film. Students will learn fundamentals of dramatic screenwriting and be familiarized with the elements and tools of screenwriting. Students must complete a finished short script by the end of the course. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU

**114
INTRODUCTION TO POETRY**
3.0 Units

ENGL 114 consists of an introduction to the basic structural, stylistic, and thematic elements of poetry with emphasis on the major poets and their contribution to the craft. An analysis of poetic techniques allows students to compare and contrast the development of various forms of poetry including traditional and experimental verse. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

**115
INTRODUCTION TO FICTION**
3.0 Units

ENGL 115 introduces students to a variety of structural and stylistic elements, critical concepts, and themes that help them analyze and appreciate works of fiction. Students are encouraged to express their interpretations of readings in classroom discussions, and they learn and practice effective methods of writing about works of fiction. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

**116
INTRODUCTION TO DRAMA**
3.0 Units

ENGL 116 is an historical survey of drama as a genre from the Classical period to the present day. The course will introduce students to the elements of drama, and emphasize class analysis or representative plays from selected periods. Students are encouraged to express their interpretations of plays and write critical papers about dramatic works. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

**117
FILM AS LITERATURE**
3.0 Units

ENGL 117 is the study of film as literature from thematic, cultural, historical, and aesthetic perspectives. Students are encouraged to incorporate analytical perspectives from literary and film criticism into discussion and written work. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

**120
COMPOSITION AND READING**
4.0 Units

NON-DEGREE APPLICABLE

ENGL 120 is designed for students who want to prepare for the writing required in college classes and other settings. The course emphasizes practice in the writing of thesis-based essays and the critical analysis of selected prose works dealing with important contemporary ideas. ENGL 120 provides practice in the mechanics, style, and organization of paragraphs and essays. Lecture 4 hours. *Prerequisite:* Placement based on a composite of test scores and academic background or ENGL 191. *Recommended preparation:* ENGL 192 (ENGL 192 may be taken concurrently.)

**122
AMERICAN LITERATURE TO 1865**
3.0 Units

ENGL 122 introduces students to a large range of works by major American writers, as well as to works by minor American writers representing marginalized voices in the United States, from Colonial times to the Civil War. The course relates these works to the history of ideas developing contemporarily in the United States. Important historical movements are traced so that students may gain increased understanding of America's heritage. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC C-ID ENGL 130)

123

AMERICAN LITERATURE FROM 1865 TO THE PRESENT

3.0 Units

ENGL 123 introduces students to a broad range of American authors and their relationships to major literary and intellectual movements, from the second half of the nineteenth century to the present. This course provides a generous sample of the works of major and minor American writers from the Civil War to the present day. It enriches students' understanding of selected, major American works, traces important literary movements with their sociological implications, and enables students to apply critical judgment to contemporary American writing. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC C-ID ENGL 135)

124

CONTEMPORARY LITERATURE

3.0 Units

ENGL 124 is an introduction to representative literature after World War II, focusing on fiction, drama and poetry. The course explores recent advances in technology, multicultural diversity, and gender equity, plus other artistic, political and cultural developments and how these changes have affected contemporary literature, emphasis is on American authors, including recent immigrants. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

125

SHAKESPEARE

3.0 Units

ENGL 125 is an introduction to the works of Shakespeare. The course is focused on a close study of Shakespeare's major plays. It also provides a background and insights into the Elizabethan world so that the student may more fully understand and appreciate Shakespeare's writings. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

127

CHILDREN'S LITERATURE

3.0 Units

ENGL 127 introduces representative works of children's literature and develops students' close reading and analytical writing skills, while promoting an appreciation for the aesthetic and psychological aspects of literature written for children. It is also designed to develop the ability of students to select and use literature with children, fiction, non-fiction, picture books, and poetry. Students evaluate the appropriateness of a given literary work for an individual child; practice story-telling techniques; and prepare activities to help children appreciate and grow through literature. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU C-ID ENGL 180)

128

THE BIBLE AS LITERATURE

3.0 Units

ENGL 128 is a general introduction to the Bible: its characters, recurrent themes, images and symbols. The course presents information regarding the literary divisions, the language, and text of each book as well as its composition, authorship, date, and contents. Attention is given to literary, historical, geographical, archaeological, and theological matters, including the formation of the canon, modern approaches to biblical study, and principal English versions of the Scriptures. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

182

BASIC COMMUNICATION-VOCABULARY

1.0 Unit

NON-DEGREE APPLICABLE

ENGL 182 is designed to help students develop a wide variety of vocabulary skills. The modular system of this computer-based course allows students to work on one skill at a time. Students work independently and review a topic as many times as necessary to achieve full understanding and mastery of it. Laboratory 3 hours. *Prerequisite:* None.

183

BASIC COMMUNICATION-GRAMMAR

1.0 Unit

NON-DEGREE APPLICABLE

ENGL 183 is designed to provide the student with the basic background and skills necessary for recognizing and remedying frequently made grammatical errors. This course, which is individualized, self-paced, interactive, and audio tutorial, introduces the student to basic English constructions and sentence-level writing problems. Credit is awarded upon completion of all the modules. Laboratory 3 hours. *Prerequisite:* None.

186

BASIC READING LABORATORY

1.0 Unit

NON-DEGREE APPLICABLE

ENGL 186 is an individualized course of study designed to improve a student's English reading skills. The course covers reading techniques, vocabulary development, and comprehension and analysis skills. Laboratory 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background.

187

BASIC ENGLISH LABORATORY

1.0 Unit

NON-DEGREE APPLICABLE

ENGL 187 is an individualized course of study designed to improve a student's English writing skills. The course covers the basics of sentence and paragraph composition, including an introduction to mechanics, grammar, spelling, and paragraph form. Laboratory 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background and completion of ENGL 186.

188

INTRO TO ACADEMIC READING

3.0 Units

NON-DEGREE APPLICABLE

ENGL 188 is a reading course designed for students who need to improve their basic skills. Various word attack skills are covered, including phonics, word analysis through the study of prefixes and word roots, and the use of context clues. Methods to improve comprehension are covered. Students are grouped into ability levels and organized into study sessions. There is extensive use of computer assisted instruction to drill vocabulary and to practice skills covered in class. Lecture 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or ENGL 186 and 187.

189
WRITING WORKSHOP I
 3.0 Units

NON-DEGREE APPLICABLE

ENGL 189 is designed for students who need to practice writing clear sentences and paragraphs in standard English. The course is a writing workshop. It involves the students actively in reading, writing, discussing, and re-writing. Individualized computer lessons provide tutorials and practice in the grammar and mechanics of writing. Computer applications help students plan, write, check, and revise what they have written. The course helps students increase their familiarity with the style, form and structures of written English and improves their ability to compose and edit sentences and paragraphs in English. Lecture 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or ENGL 187. Concurrent enrollment in or satisfactory completion of ENGL 188 is required.

190
INTERMEDIATE ACADEMIC READING
 3.0 Units

NON-DEGREE APPLICABLE

ENGL 190 is a reading course designed for students who wish to improve their college reading skills. Various textbook study methods are covered, as are memory improvement, vocabulary building through the study of prefixes and roots, and the use of context clues. Some basic word attack skills are reviewed, but the emphasis of the course is on strengthening higher level reading comprehension as well as improving critical reading. Methods to improve literal and inferential comprehension are covered. Lecture 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or ENGL188. ENGL 190 must be taken prior to or concurrently with ENGL 191.

191
WRITING WORKSHOP II
 4.0 Units

NON-DEGREE APPLICABLE

ENGL 191 is designed for students who need to practice writing more thoughtful and well-organized short compositions in standard English. Conducted as a writing workshop, the class also involves reading, and discussion of articles, stories and possibly longer works. Individualized computer lessons provide tutorials and practice in the grammar and mechanics of writing. Computer applications help students plan, write, check, and revise what they have written. The course helps students increase their familiarity with the style and organizational format of written English and improves their ability to compose, edit, and revise sentences, paragraphs, and short compositions. *Note:* A maximum of 8 units of credit will be awarded for ENGL 191, 120, and 199. Lecture 4 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or ENGL 189. Concurrent enrollment in or completion of ENGL 190 is required.

192
ADVANCED COLLEGE READING
 3.0 Units

ENGL 192 is a reading course designed for students who are generally good readers, but who wish to improve their reading speed and comprehension. Various speed reading techniques are covered, as well as vocabulary building through the study of prefixes and roots, and the use of context clues. Comprehension skills are reviewed as are the use of analogies and critical reading methods. Written book reviews and summaries are assigned. Lecture 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ENGL 190. Recommended *Corequisite:* Concurrent enrollment in ENGL 120.

193
FOUNDATIONS IN CRITICAL THINKING FOR ENGLISH
 2.0 Units

ENGL 193 is designed to complement ENGL 199 in the development and practice of essential writing and critical thinking skills. Topics include integration of active learning, identification of effective or faulty arguments, creating sound arguments, and the application of knowledge in writing a research paper. Lecture 2 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background, or satisfactory completion of ENGL 189 and concurrent enrollment in ENGL 190 and ENGL 199 is required.

194
COMPOSITION, READING, AND FRESHMAN ENGLISH
 7.0 Units

ENGL 194 is designed for students who want to prepare for the writing required in college classes and other settings and continue through to transfer-level college English (the course combines ENGL 120 (the level below ENGL 101) and Freshman ENGL 101). In addition to offering practice in the mechanics, style, and organization of paragraphs and essays, the course emphasizes practice in the writing of thesis-based essays and the critical analysis of selected prose works dealing with important contemporary ideas. ENGL 194 students read and discuss selected thematically organized prose works, learn to identify problems, examine possible solutions, recognize unstated assumptions and values, appraise evidence, evaluate arguments, draw inferences, and test conclusions. Through their writing, students learn to analyze, synthesize, organize information logically, and propose original ideas. Students also receive instruction in research and Modern Language Association (MLA) documentation and will be required to complete one short and one longer fully documented research paper. *Note:* Students who have successfully completed ENGL 120, ENGL 199, or ENGL 101 are not eligible to receive credit for ENGL 194. Lecture 7 hours. *Prerequisite:* ENGL 191 or placement based on a composite of test scores and academic background. *Corequisite:* ENGL 195. *Recommended preparation:* ENGL 192. ENGL 192 may be taken concurrently. Recommended *Corequisite:* LIB 190. *Transfer Credit:* CSU

195
CRITICAL THINKING SKILLS FOR COLLEGE SUCCESS IN ENGLISH
 3.0 Units

ENGL 195 is designed to complement ENGL 194. The course emphasizes understanding of and practice in recognizing techniques necessary for effective argumentation as well as practice recognizing techniques that lead to faulty argumentation. Topics include identification of facts, opinions, assumptions, and evaluations; recognition of argument fallacies; identification of effective or faulty arguments; understanding of various types of arguments; discrimination between valid and invalid sources; and application of knowledge in their own research papers. Lecture 3 hours. *Corequisite:* ENGL 194 *Transfer Credit:* CSU

197

LITERACY TRAINING METHODS

2.0 Units

ENGL 197 is a course designed to help literacy tutors with no formal training in education promote the development of reading skills in children and adults. General tutoring methods, practice, responsibilities, and ethics are covered, as are specific methods to help build various reading skills. Lecture 2 hours. *Prerequisite:* Eligibility for ENGL 120 or ESL 151. *Note:* May be taken 2 times for credit.

199

**WRITING WORKSHOP,
COMPOSITION, AND READING**

8.0 Units

ENGL 199 is designed for students who need to practice writing thoughtful and well-organized short compositions in standard English and then want to continue their preparation for the writing required in college classes and other settings. The course begins in the writing of short, thesis-based essays based on personal experience and progresses to the writing of longer thesis-based essays and the critical analysis of selected prose works dealing with important contemporary ideas. The course, combining the two pre-ENGL 101 level classes, helps students increase their ability to read and analyze essays critically, increase their familiarity with the style and organizational format of written English, and improves their ability to compose, edit, and revise sentences, paragraphs, and short compositions. *Note:* This course may not be taken for credit by students who have completed ENGL 191 or ENGL 120. A maximum of 8 units will be granted for any combination of ENGL 191, ENGL 120 and ENGL 199. Lecture 8.0 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background, or satisfactory completion of ENGL 189 and concurrent enrollment in ENGL 190 and ENGL 193 is required.

212

ADVANCED SCREENWRITING

3.0 Units

ENGL 212 is a continuation of ENGL 112. Students will learn to think critically and develop their screenwriting skills through reading selected screenplays and viewing dramatic scenes portrayed on film. Students will analyze films to learn the fundamentals of character development, three act structure, and cinematic sequences. Students will develop a variety of feature length scenarios, choosing one to outline as a feature length film. Lecture 3 hours. *Prerequisite:* ENGL 112 or equivalent.

222

MOTION PICTURE FILM ANALYSIS

3.0 Units

ENGL 222 is a course designed to give students a firm understanding of feature film structure. The course also teaches students how to break down and analyze a wide variety of films with an emphasis on American film structure. The class consists of a detailed study of different film genres, selected to present diverse narrative techniques, story patterns, styles, and tones. Students will learn structural elements, mechanics, and terminology, applying that knowledge through analytical writing assignments that break down the essential structural components within feature films. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101 Recommended Prep: ENGL 112 or equivalent *Transfer Credit:* CSU, UC

**ENGLISH AS A SECOND
LANGUAGE (ESL)**

The Credit ESL Program prepares students for academic and work life in the United States. The various writing, reading, and listening and speaking classes in the program prepare students to strengthen their communication skills through reading, writing, listening, speaking and/or conversing and/or debating, and interpersonal interactions. ESL students learn to listen, understand, debate and express themselves clearly and concisely to others, as well as, using information communicated by others.

111

GRAMMAR AND WRITING I

5.0 Units

NON-DEGREE APPLICABLE

ESL 111 focuses on grammar and composition for students at the beginning level of academic English as a second language. This course provides instruction in vocabulary, basic grammar, sentence structure, and writing. Students write academic one to two-paragraph descriptive and narrative compositions of 100-150 words in length. The course stresses the correct use of a variety of grammatical structures and verb tenses within compositions. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background. *Recommended preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course.

115

LISTENING AND SPEAKING I

3.0 Units

NON-DEGREE APPLICABLE

ESL 115 is designed for students who cannot communicate effectively even in the most basic situations on the community college campus. Dialogues are presented, and students participate in role plays of campus-related situations in class and on the campus at large. Clear speaking, listening, and pronouncing are stressed in classroom drills and activities. Laboratory assignments may be made by the instructor based on individual student needs. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background. *Recommended preparation:* Concurrent enrollment in an ESL-grammar and writing course.

116

**READING AND VOCABULARY FOR
ESL I STUDENTS**

3.0 Units

NON-DEGREE APPLICABLE

ESL 116 is designed to help beginning ESL students read simple passages. The course places heavy emphasis on basic vocabulary development and dictionary skills. Students study the relationships between sounds and spelling, and practice using various reading strategies to increase their reading comprehension. Lecture 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background. *Recommended preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course and an ESL grammar and writing course and a reading course.

118

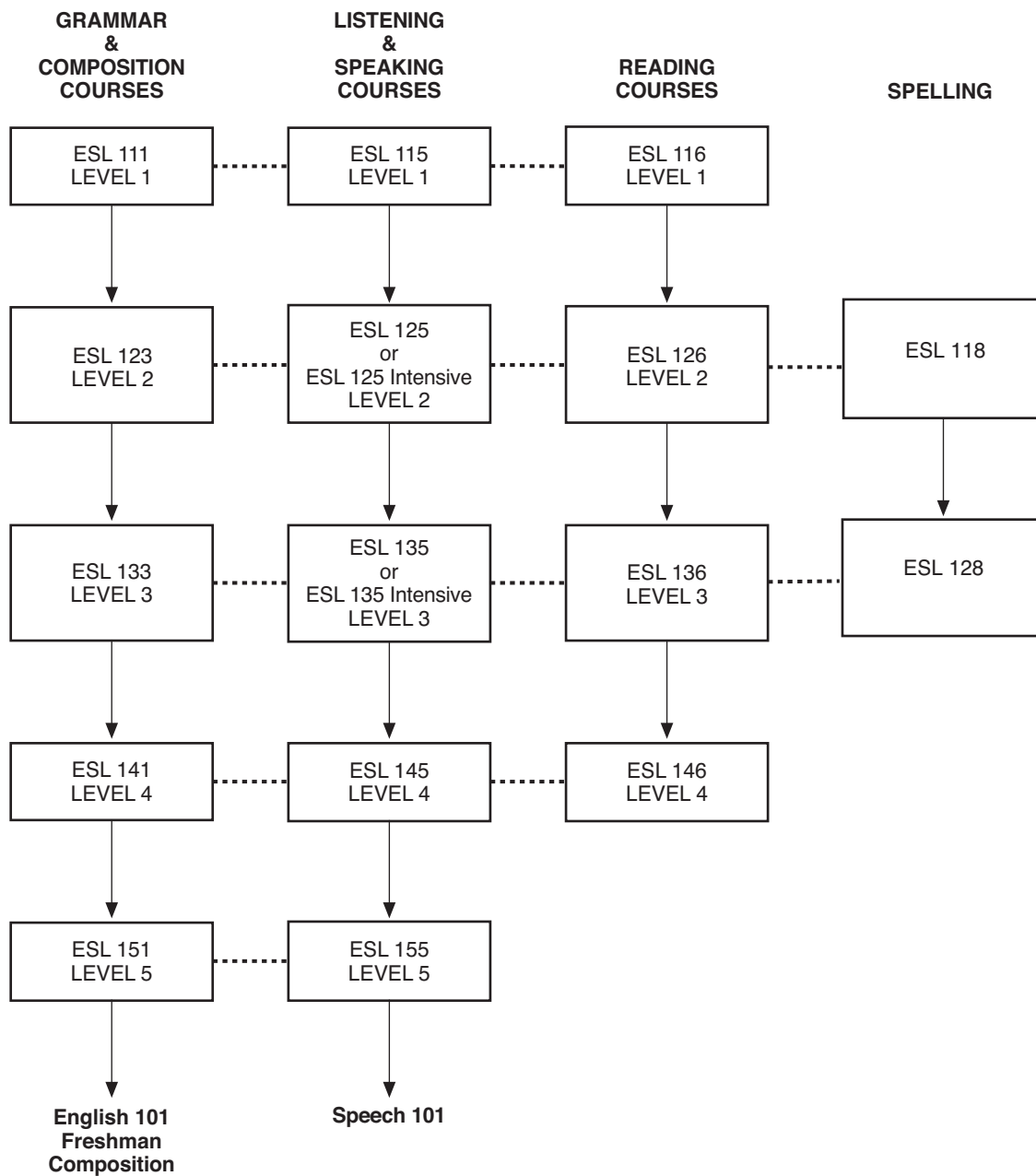
**BASIC SPELLING FOR NON-NATIVE
SPEAKERS**

2.0 Units

NON-DEGREE APPLICABLE

ESL 118 is a course designed to improve the spelling proficiency of those students whose native language is not English. There is a special emphasis on the relationship of pronunciation to spelling. Lecture 2 hours. *Prerequisite:* Eligibility for ESL 123.

CREDIT ESL COURSE SEQUENCE



It is recommended that students enroll in grammar and writing, listening and speaking, and reading classes in the same semester. Placement in the Credit ESL course sequence is based on a composite of test scores and academic background.

123
GRAMMAR AND WRITING II
 5.0 Units

ESL 123 focuses on grammar and composition for students at the low intermediate level of English as a second language. Students write two-to-three paragraph compositions of 200-250 words in length. The course stresses the correct use of a variety of grammatical structures and verb tenses within compositions. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or ESL 111. *Recommended preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course.

125
LISTENING AND SPEAKING II
 2.0 Units

NON-DEGREE APPLICABLE
 ESL 125 presents listening comprehension strategies as well as practice in the pronunciation of individual sounds, word and sentence stress, and intonation patterns. Oral communication skills are strengthened through such activities as dialogues and role playing, as well as pair, group, and class discussion. Both formal and informal vocabulary and idioms are taught and tested. Lecture 4 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 115. *Recommended preparation:* Concurrent enrollment in an appropriate ESL grammar and writing course and a reading course.

126
READING AND VOCABULARY FOR ESL II STUDENTS
 3.0 Units

ESL 126 is designed to help lower-intermediate ESL students read academic materials. The course emphasizes vocabulary development by inferring meaning from context and by understanding affixes. Reading skills are practiced on passages from various fields, and a complete work is read. Lecture 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or ESL 116. 126. *Recommended prep:* Concurrent enrollment in ESL listening/speaking and grammar/writing course.

128
ACADEMIC SPELLING FOR NON-NATIVE SPEAKERS
 2.0 Units

NON-DEGREE APPLICABLE
 ESL 128 is designed to promote the spelling proficiency of ESL students at the intermediate level. There is special emphasis given to the relationship of pronunciation and morphology to spelling. Vocabulary pertaining to study-skills, academic endeavor, and the higher education environment generally is a special feature of the course. Lecture 2 hours. Placement is based on a composite of test scores and academic background or ESL 123 and ESL 126. *Recommended preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course.

133
GRAMMAR AND WRITING III
 5.0 Units

ESL133 focuses on grammar and composition for students at the intermediate level of academic English as a second language. The course covers increasingly complex grammatical structures that students incorporate into compositions of 300-350 words in length. Lecture 5 hours. Placement is based on a composite of test scores and academic background or ESL 123 and ESL 126. *Recommended preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course. *Transfer Credit: CSU, UC, USC*

135
LISTENING AND SPEAKING III
 2.0 Units

ESL 135 stresses listening comprehension as well as oral communication by means of reports, short speeches, and small group and class discussion of high-interest topics. The standard pronunciation of individual sounds, as well as stress and intonation patterns are presented, drilled and tested. The students will study formal and informal idioms and vocabulary to improve their ability to communicate orally. Some work is done to correct the problems of individual students. In addition, laboratory assignments may be made based on individual student needs. Lecture 4 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 125. *Recommended preparation:* Concurrent enrollment in an appropriate ESL grammar and writing course and a reading course. *Transfer Credit: CSU*

136
READING AND VOCABULARY FOR ESL III STUDENTS
 3.0 Units

ESL 136 is designed to encourage intermediate ESL students to read extensively and promote English language proficiency and reading skills. Students read complete works of fiction and non-fiction, determine what questions those works raise, and discuss and write about their understanding of the texts. Lecture 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or ESL 126. *Recommended prep:* Concurrent enrollment in ESL listening/speaking course. *Transfer Credit: CSU*

141
GRAMMAR AND WRITING IV
 5.0 Units

ESL 141 is designed for students at the high intermediate level of academic English as a second language. This course focuses on thesis-based essays, critical analysis of academic reading, and techniques to improve the organization, syntax, and grammar of essays. Increasingly complex grammatical structures are covered, and students incorporate these structures into four-to-five paragraph essays of 400-450 words in length. Essays are written in response to readings and discussions. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or ESL 133 and ESL 136. *Recommended preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course and in an appropriate reading course. *Transfer Credit: CSU, UC, USC*

145
LISTENING AND SPEAKING IV
 2.0 Units

ESL 145 stresses fluency and clarity in delivery of speeches as well as in various communicative activities. These may involve the preparation and presentation of reports, summaries, and persuasive speeches. Students are exhorted to use the vocabulary and grammatical structures appropriate to formal settings. Culturally appropriate subtleties such as body language are reviewed in order to maximize the efficacy of communication. Listening comprehension and lecture/note-taking skills are practiced and evaluated. *Note:* This course is taught at a level of vocabulary equivalent to ESL 141. Lecture 3 hours. Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 135. *Recommended prep:* Strongly recommended that student be concurrently enrolled in an ESL grammar and writing class at the 133 level or higher. *Transfer Credit: CSU*

146 READING AND VOCABULARY FOR ESL IV STUDENTS

3.0 Units

ESL 146 is designed to encourage advanced ESL students to read extensively and to promote English language proficiency and reading skills. Students read complete works on related topics, analyze what questions those works raise, and discuss and write about their understanding of the texts. Students are asked to read texts from content courses or from literature. Lecture 3 hours. Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 136. Recommended prep: Concurrent enrollment in an ESL listening/speaking course. *Transfer Credit: CSU*

151 READING AND COMPOSITION V

4.0 Units

ESL 151 is designed students at the advanced level of academic English as a second language. The course provides extensive practice in thesis-based essays, critical analysis of academic reading, and techniques to improve the organization, syntax, and grammar of the essays. Students write four-to-five paragraph essays of 500+ words in length. Library research techniques are introduced and a research paper is completed. Lecture 4 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or ESL 141. *Recommended preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course. *Transfer Credit: CSU, UC, USC*

155 LISTENING AND SPEAKING V

2.0 Units

ESL 155 concentrates on reducing foreign accents in the speech of otherwise articulate non-native students. Intensive practice in the production of individual sounds, rhythm, stress, intonation, phraseology helps students communicate more effectively and helps prepare them for upper division ESL phonetics courses. Students learn to use formal diction by making oral presentations and participating in class debates. They practice expressive speaking, appropriate facial expressions, and hand and body gestures. Laboratory assignments may be made at the discretion of the instructor. Lecture 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 145. Recommended prep: Student be concurrently enrolled in an ESL grammar and writing class at the 141 level or higher. *Transfer Credit: CSU*

ENTREPRENEURSHIP (ENTRE)

101 CONCEPTS OF ENTREPRENEURSHIP

2.0 Units

ENTRE 101 explains the role of entrepreneurial businesses in the United States and the impact on our national and global economy. The course evaluates the skills and commitment necessary to successfully operate an entrepreneurial venture. Additionally, ENTRE 101 reviews the challenges and rewards of entrepreneurship as a career choice as well as entrance strategies to accomplish such a choice. Lecture 2 hours. *Prerequisite:* None.

102 THE ENTREPRENEURIAL MINDSET

3.0 Units

ENTRE 102 is an introduction to innovation in its true economic and social context by studying the unlimited opportunities that an entrepreneurial mindset can provide. Students study the skills, attitudes, and behaviors that successful entrepreneurs have historically possessed, as well as the issues, circumstances, and obstacles that shaped their time. Additionally, students analyze modern day successful entrepreneurs who faced hardship and adversity by embracing an entrepreneurial mindset. The characteristics of the entrepreneurial mindset will be dissected and applied to the student's own mindset and entrepreneurial potential. Lecture 3 hours. *Prerequisite:* None.

180 OPPORTUNITY ANALYSIS

2.0 Units

ENTRE 180 teaches the student to assess the current economic, social, and political climate for small business development or opportunities. In addition, students learn to explain how demographic, technological, and social changes create opportunities for small business ventures. Lecture 2 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

ENVIRONMENTAL SCIENCE (SEE GEOGRAPHY)

ENVIRONMENTAL TECHNOLOGY (ENV T)

100 MATH FOR WATER AND WASTEWATER OPERATORS

3.0 Units

ENV T 100 provides an introduction to wastewater and water mathematic functions. Topics covered include general math, including significant figures and proper rounding, applicable algebraic and geometry equations, unit analysis, volumes, flows, pressures, conversions, solution strengths, and applicable laboratory and chemistry equations used in water and wastewater treatment operations. Lecture 3 hours. *Prerequisite:* None.

105 SCIENCE FOR WATER AND WASTEWATER OPERATORS

4.0 Units

ENV T 105 will cover three topic areas, Biology, Chemistry, and Physics as they apply to operation, maintenance, and management of water and wastewater facilities. The course is intended to provide the student with a fundamental understanding of the sciences underlying studies of water and wastewater conveyance and treatment. Lecture 3 hours/Laboratory 3 hours. *Prerequisite:* None.

110 WASTE WATER MANAGEMENT: BASIC INSTRUMENTATION AND ELECTRICAL CONTROLS

4.0 Units

ENV T 110 is an introduction to power and control circuits and devices used with water and wastewater distribution and treatment systems. Units of instruction include a study of electron theory, magnetism, induction, alternating current, direct current, resistance and capacitance. Practice using electrical meters and test instruments in laboratory classes along with related safety practices will also be covered. Lecture 3 hours/Laboratory 3 hours. *Prerequisite:* None.

115
**INTRO TO WATER, WASTEWATER,
 & RECYCLED WATER MANAGEMENT**
 3.0 Units

ENV T 115 provides an introduction to water, wastewater, and recycled water management. Topics covered include history of water supply and treatment, wastewater collection and treatment, and recycling water in the world and in the United States; and an overview of the State and federal regulations governing water supply, wastewater treatment and recycled water use, including permitting requirements and operator certification program. This course provides an introduction to managing water and wastewater treatments. Lecture 3 hours. *Prerequisite:* None.

120
**WATER TREATMENT OPERATION
 AND MAINTENANCE I**
 3.0 Units

ENV T 120 provides an entry level understanding of drinking water treatment. Topics covered include history of water treatment, responsibilities of the plant operator, reasons for treating water, source water management, water treatment facilities, treatment process and technologies, disinfection and plant maintenance. This course provides the background into the importance of treating water, its functionality, past and present technology and the future of drinking water. Lecture 3 hours. *Prerequisite:* None.

125
**WATER TREATMENT OPERATION
 AND MAINTENANCE II**
 3.0 Units

ENV T 125 provides an advanced level understanding of drinking water treatment. Topics covered include drinking water regulations, laboratory procedures, iron and manganese control, fluoridation, water treatment plant design, advanced treatment process and technologies such as softening, membrane filtration and demineralization, instrumentation and control, advance plant maintenance and plant administration. This course provides the background into the importance of advanced water treatment, its functionality, past and present technology and the future of drinking water. This course meets the initial education requirements for treatment operator certification exam. Lecture 3 hours. *Prerequisite:* None.

130
**WATER DISTRIBUTION OPERATION
 AND MAINTENANCE**
 3.0 Units

ENV T 130 provides an understanding of drinking water distribution systems operation and maintenance. Topics covered include design criteria, storage, pumping, flow control, construction methods, disinfection, control of water quality in a water distribution system, federal and state drinking water regulations, maintenance and administration of a water distribution system. Field trips and/or a semester project may be required. This course meets the initial educational requirements for a distribution operator certification exam. Lecture 3 hours. *Prerequisite:* None.

150
**INTRODUCTION TO
 ENVIRONMENTAL TECHNOLOGY**
 3.0 Units

ENV T 150 introduces students to a range of fields that encompass the rapidly expanding environmental technology industries. This course will cover basic principles and skill sets applicable to 'green' technology sectors. Students will learn about 'green-collar' employment and career opportunities. Lecture 3 hours. *Prerequisite:* None.

**ETHNIC STUDIES
 (ETH S)**

101
**LATIN AMERICAN CULTURAL
 EXPERIENCE**
 3.0 Units

ETH S 101 surveys the cultural background that has shaped the present Latin American societies. The course analyzes such areas as: society culture, the psychology of the Latin American, city and rural life styles, religion, women, education and the role of the university, the artists and their role in politics, cultural imperialism, music and artistic expression, Latin American cinema, art in revolutionary societies, new song movement. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

102
LATINOS IN THE UNITED STATES
 3.0 Units

ETH S 102 surveys the social, political, economic and cultural development and experience of the various Latin Americans in the United States. The survey includes the following groups: Mexicans, Puerto Ricans, Cubans and other Caribbean's, Central and South Americans. The course also analyzes the contributions made by the Latin Americans to the economic development of the North American society. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

110
CONTEMPORARY ETHNIC WOMEN
 3.0 Units

ETH S 110 surveys the contemporary status of ethnic women in North American society. This course makes relevant cross-cultural comparisons using contemporary issues and their relationship to the ethnic women of today. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

111
**EUROPEAN IMMIGRANTS IN
 AMERICAN, 1776 TO PRESENT**
 3.0 Units

ETH S 111 is a survey course which examines the history and experiences of European immigrants in America from the late eighteenth century to the present. The course examines the immigration process itself, consider specific groups (British, Irish, German, Italian, Polish, Jewish, Greek, etc.) assess the reaction to immigration by white Americans, and evaluate the contribution made by European immigrants to American society. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

120
MEXICAN-AMERICAN STUDIES
 3.0 Units

ETH S 120 is designed to provide the student with an understanding and appreciation of the social, political, economic and cultural experiences of the Mexican people in the United States. The course focuses on the Chicano experience after the signing of the Treaty of Guadalupe Hidalgo in 1848. The course continues to explore and analyze the contemporary problems of the Chicano people throughout the nation. Special attention is given to such topics as: immigration, political and labor participation, education, the family and cultural expression. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

**121
ETHNIC AND RACIAL MINORITIES**
3.0 Units

ETH S 121 surveys the major ethnic and racial minorities in the United States to provide a basis for a better understanding of the socio-economic, cultural and political conditions among the following minorities: Afro-American, Mexican-American, Chinese, Japanese, American Indian, women, and other social minority groups. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

**123
ASIANS IN AMERICA**
3.0 Units

ETH S 123 is a survey course which examines the experience of Asian American groups (Chinese, Japanese, Filipinos, Koreans, and others) from the mid-nineteenth century to the present. The course emphasizes these themes as it considers each immigrant group: stereotypes, push and pull factors in immigration, labor experiences, racism and discrimination in American society as applied to Asian Americans, contributions of Asian Americans to American society, community life before and since World War II, problems of the Asian American community today. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

**124
JAPANESE EXPERIENCE IN AMERICA**
3.0 Units

ETH S 124 is an in-depth survey of the history of Japanese immigrants and their descendants in America from the 19th century to the present. The course is designed to meet the needs of students who wish to more fully understand the experience of the Japanese immigrants and their descendants in America. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

**125
NATIVE AMERICAN STUDIES**
3.0 Units

ETH S 125 examines indigenous American societies, from before European contact through the present. This historical examination compares regional cultural groups, using an interdisciplinary approach to reach an understanding of pre-literate peoples. A primary goal is to develop skills for critical cross-cultural comparisons. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

**132
THE AFRICAN AMERICAN EXPERIENCE IN THE UNITED STATES**
3.0 Units

ETH S 132 surveys the African American experience. It traces the role and contributions of African American people in the development of the United States. The course includes such major topics as the slave trade, the Revolutionary War and Civil War, the development of African American communities and culture as well as contemporary African American issues. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

**164
THE ARMENIAN DIASPORA**
3.0 Units

ETH S 164 examines the development of the Armenian Diaspora from the abandonment of the Armenian Question by the United States and the European Powers in 1923, to the unfolding of current events that are critically affecting the Armenian case today. The course focuses on: the growing Armenian-American community, Armenian emigration from the Middle East and Soviet Armenia, pressures of assimilation in the U.S., activities of community organizations toward preserving Armenian culture, current Armenian affairs and U.S. foreign policy. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

FIRE TECHNOLOGY

Classes in Fire Technology are offered for students interested in preparing for careers in fire prevention and fire fighting. The course also provides in-service and upgrading instruction for fire fighting personnel. A certificate of completion may be earned.

The Verdugo Fire Academy is a State Board of Fire Services and California State Fire Marshal's accredited Regional Fire Academy sponsored by Glendale Community College and the Glendale Fire Department.

Instructors for the program are fire service professionals drawn from many fire departments in Southern California.

The academy requires approximately 780 hours of classroom and drill ground instruction totaling thirty two units (32). The four courses, FIRE 116, 117, 118, and 119 are currently offered in sequential semesters as an extended program solely on weekends.

Students receive a variety of California State Fire Marshal's certificates upon graduation from the academy in addition to their basic academy completion certificate.

**101
PRINCIPLES OF FIRE EMERGENCY SERVICES**
3.0 Units

FIRE 101 provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU

**102
FIRE BEHAVIOR AND COMBUSTION**
3.0 Units

FIRE 102 offers instruction in fire behavior and control, matter and energy, units of measurement, flammable liquids, toxic gases, chemicals, radioactive hazards, and fire fighting techniques. FIRE 102 meets or exceeds the California State Fire Marshal's Office core requirement for Fire 5. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU

**103
FIRE PREVENTION**
3.0 Units

FIRE 103 continues to present organization and function of the fire prevention organizations, inspection, surveying and mapping procedures, recognition of fire hazards, engineering a solution to the hazard, enforcement of the solution, public relations as affected by fire prevention. FIRE 103 meets or exceeds the California State Fire Marshal's Office core requirement for Fire 2. Lecture 3 hours. *Prerequisite:* FIRE 101 or equivalent. *Transfer Credit:* CSU

**104
BUILDING CONSTRUCTION FOR FIRE PROTECTION**
3.0 Units

FIRE 104 investigates the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating during fires. The development and evolution of building and fire codes are studied in relationship to past fires in residential, commercial, and industrial occupancies. FIRE 104 meets or exceeds the California State Fire Marshal's Office core requirement for Fire 4. Lecture 3 hours. *Prerequisite:* FIRE 101 or equivalent. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU

105 FIRE PROTECTION SYSTEMS

3.0 Units

FIRE 105 presents the methods, techniques and practical application of portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, and fire alarm and detection systems. FIRE 105 meets or exceeds the California State Fire Marshal's Office core requirement for Fire 3. Lecture 3 hours. *Prerequisite:* FIRE 101 or equivalent. *Transfer Credit:* CSU

106 PRINCIPLES OF FIRE AND EMERGENCY SERVICES SAFETY AND SURVIVAL

3.0 Units

FIRE 106 introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Course covers risk evaluation and control procedures for emergency and non-emergency situations. The course curriculum will be guided by the National Fire Protection Association 1500 and Fire Department Occupational Health and Safety Programs' standards. Lecture 3 hours. *Prerequisite:* FIRE 101 or equivalent.

107 FIRE HYDRAULICS

3.0 Units

FIRE 107 is designed for review of basic mathematics, hydraulic laws and formulas as applied to the fire service, application of formulas and mental calculation to hydraulic problems, water supply problems, underwriters' requirements for pumps. Lecture 3 hours. *Prerequisite:* FIRE 101 or equivalent. *Transfer Credit:* CSU

108 FIRE APPARATUS AND EQUIPMENT

3.0 Units

FIRE 108 covers the general technical knowledge of driving laws, driving techniques, construction, and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment, and apparatus maintenance. Lecture 3 hours. *Prerequisite:* FIRE 101 or equivalent. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU

109 RESCUE PRACTICES

3.0 Units

FIRE 109 offers instruction in rescue practices, the human body, emergency care of victims, childbirth, artificial respiration, toxic gases, chemicals and diseases, radioactive hazards, rescue problems and techniques. Lecture 3 hours. *Prerequisite:* FIRE 101 or equivalent. *Transfer Credit:* CSU

110 FIRE COMPANY ORGANIZATION AND PROCEDURE

3.0 Units

FIRE 110 consists of the review of fire department organization, fire company organization, the company officer, personnel administration, communications, fire equipment, maintenance, training, fire prevention, fire fighting, company fire fighting capability, records and reports, supervision and leadership techniques. Lecture 3 hours. *Prerequisite:* FIRE 101 and 103 or equivalent. *Transfer Credit:* CSU

111 FIRE INVESTIGATION TECHNOLOGY

3.0 Units

FIRE 111 offers an introduction to arson and incendiary fires. Methods of determining fire cause, recognizing and preserving evidence, interviewing and detaining witnesses. Procedures in handling juveniles, court procedure and giving court testimony. Lecture 3 hours. *Prerequisite:* FIRE 101 or equivalent. *Transfer Credit:* CSU

112 WILDLAND FIRE CONTROL

3.0 Units

FIRE 112 is designed to provide the employed firefighter or fire science major with a fundamental knowledge of the factors affecting wildland fire prevention, fire behavior, and control techniques. Lecture 3 hours. *Prerequisite:* FIRE 101 or equivalent. *Transfer Credit:* CSU

114 HAZARDOUS MATERIALS

3.0 Units

FIRE 114 is an introduction to basic fire chemistry and physics. This course covers problems of flammability as encountered by fire-fighters when dealing with toxic substances, fuels, explosives, oxidizers and radioactive materials. It also covers fire fighting practices pertaining to hazardous materials in storage and transit. Lecture 3 hours. *Prerequisite:* FIRE 101 or equivalent. *Transfer Credit:* CSU

115 FIREFIGHTING STRATEGY & TACTICS (Previously listed as FIRE 104)

3.0 Units

FIRE 115 presents the review of fire chemistry, equipment, personnel, basic fire fighting tactics and strategy, methods of attack, pre-planning fire problems. Related codes and ordinances are also reviewed. Lecture 3 hours. *Prerequisite:* FIRE 101 or equivalent. *Transfer Credit:* CSU

116 FIRE ACADEMY I

4.0 Units

FIRE 116 trains students in the theory and practice of fire fighting technology. Topics include organization of the fire service, fire characteristics and behavior, fire prevention and public education, extinguishing agents, fire protection systems, and fire service communications. This course, together with FIRE 117, Fire Academy II, FIRE 118, Fire Academy III and FIRE 119, Fire Academy IV meets the State Board of Fire Services training requirements for Fire-fighter I certification. Experience requirements will need to be met prior to application for Firefighter I certification. Lecture 3 hours/Laboratory 3.67 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

117 FIRE ACADEMY II

12.0 Units

FIRE 117 is designed to train students in the theory and practice of fire fighting technology. Topics include use and application of self-contained breathing apparatus, salvage and overhaul operations, fire control techniques, fire hoe, nozzles, streams and water supply, fire service ground ladders, and portable fire extinguishers. This course together with FIRE 116, FIRE 118, and FIRE 119 meets the State Board of Fire Services training requirements for Firefighter I certification. Experience requirements will need to be met prior to application for Firefighter I certification. Lecture 9 hours/Laboratory 11 hours. *Prerequisite:* FIRE 116.

118 FIRE ACADEMY III

4.0 Units

FIRE 118 is designed to train students in the theory and practice of fire fighting technology. Topics include techniques of firefighting tool and equipment, ventilation techniques, rapid intervention team operations, rescue, vehicle extrication, forcible entry, and wild land firefighting operations. This course together with FIRE 116, FIRE 117, and FIRE 119, meets the State Board of Fire Services training requirements for Firefighter I certification. Experience requirements will still need to be met prior to application for Firefighter I certification. Lecture 5.4 hours/Laboratory 6.11 hours. *Prerequisite:* FIRE 117.

119
FIRE ACADEMY IV
12.0 Units

FIRE 119 is designed to train students in the theory and practice of fire fighting technology. Topics include urban search and rescue operation, rescue systems, trench rescue operations, the incident command system, and hazardous materials including weapons of mass destruction. The course also provides students with live fire exercises in flammable liquids, compressed gases, aircraft and survival, and advanced structural firefighting techniques. Multi-company fire ground operations, including truck and engine company operations are included. This course together with FIRE 116, FIRE 117, and FIRE 118, meets the State Board of Fire Services training requirements for Firefighter I certification. Experience requirements will still need to be met prior to application for Firefighter I certification. Lecture 9 hours/Laboratory 11 hours. *Prerequisite:* FIRE 118.

120
VERDUGO FIRE RECRUIT ACADEMY
16.0 Units

FIRE 120 trains students in the theory and practice of fire fighting technology. Topics include organization of the fire service, fire characteristics and behavior, fire prevention and public education, extinguishing agents, fire protection systems, fire service communications, use and application of self-contained breathing apparatus, salvage and overhaul operations, fire control techniques, fire hose, nozzles, streams and water supply, fire service ground ladders, and portable fire extinguishers. This course also involves arduous physical training and strict paramilitary conduct expectations. *Note:* This course is intended for persons employed in the fire service. This course is very fast paced and arduous. The conduct expectations of this course are similar to that of a typical fire department structured as a para-military organization. No credit if taken after FIRE 116, 117, 118, or 119. Lecture 11.5 hours/Laboratory 27 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. Completion of FIRE 101, 102, 103, 105, and 115. CPAT certification (Candidate Physical Ability Test).

130
FIRE ACADEMY SKILL MAINTENANCE
2.0 Units

FIRE 130 is a refresher for Firefighter I participants. Equipment, drills, and practice are provided for Firefighter I skills maintenance. Topics include a review of fire fighting manipulative skills, building construction and assemblies, basic firefighting tactics, rescue, and fire prevention and physical fitness. *Note:* A maximum of two (2) units may be earned. Participants are required to have appropriate personal protective equipment (PPE) to include: helmet, eye protection, safety boots, firefighter structural gloves and an approved uniform. Laboratory 6 hours. *Prerequisite:* FIRE 117 or equivalent.

131
FIREFIGHTER SKILLS ENHANCEMENT
2.0 Units

FIRE 131 presents advanced skill enhancement for students who have recently completed a fire academy and are currently employed in fire service. Topics include advanced fire fighting skills, advanced equipment utilization, firefighting tactics and strategies, and advanced rescue techniques and physical fitness. *Note:* A maximum of two (2) units may be earned. Participants are required to have appropriate personal protective equipment (PPE) to include: helmet, eye protection, safety boots, firefighter structural gloves and an approved uniform. This course is offered Pass/No Pass only. Lecture 2 hours. *Prerequisite:* FIRE 117 or employment in a related field.

144
**PHYSICAL STANDARDS FOR THE
FIREFIGHTER**
1.5 Units

FIRE 144 is designed to give in-service firefighters and other interested students physical conditioning and manipulative drills in order to prepare the student for the California Candidate Physical Ability Test (CPAT). This course will provide information on the CPAT and the Biddle Associate Validated Test. Students will learn about firefighter wellness programs and current National Fire Protection Association (NFPA) standards. *Note:* Students taking this course will be required to engage in strenuous physical activity and will train in a paramilitary environment. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* None.

150
TRAINING INSTRUCTOR 1A
2.0 Units

FIRE 150 offers students the basic methods and techniques employed by fire service personnel to select, develop and organize material for in-service training programs, evaluation, and application of principles of skills development through practice teaching demonstrations. This is the initial offering of a two-course series. This course applies to California Fire Service Training and Education System. Lecture 2.5 hours. *Prerequisite:* FIRE 101 or employment in a fire related occupation.

151
TRAINING INSTRUCTOR 1B
2.0 Units

FIRE 151 is the second of a two-course series providing fire service personnel with a variety of methods and techniques for selection, development, application and analysis of evaluative measures applicable to fire service instruction. Student teaching demonstrations are required of each participant. Lecture 2.5 hours. *Prerequisite:* FIRE 150 or equivalent.

152
FIRE MANAGEMENT I
2.0 Units

FIRE 152 offers instruction to develop supervisory management skills. The course introduces key management concepts and practices utilized and include decision-making, time management, and leadership styles, personnel evaluations and counseling guidelines. This course applies to California Fire Service Training and Education System certifications. Lecture 2.5 hours. *Prerequisite:* FIRE 110 or employment in a fire related occupation. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

153
FIRE INVESTIGATION 1A
2.0 Units

FIRE 153 is a course presenting methods of investigation of the cause and origin of structure, vehicle, wildland, and other types of fires, including relevant laws and case histories. This course applies to the California Fire Service Training and Education System Certifications. Lecture 2.5 hours. *Prerequisite:* FIRE 116, 117, 118 and 119 or equivalent. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

154
FIRE COMMAND 1A
2.0 Units

FIRE 154 provides instruction pertaining to the initial assessment and action processes at a working fire. The course includes discussion concerning the roles and responsibilities of the fire officer, fire behavior, available fire ground resources, operations and management. This course applies to the California fire Service Training and Education System certifications. Lecture 2.5 hours. *Prerequisite:* FIRE 110, or Incident Command System (ICS) 200, or employment in a fire related occupation. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

155
FIRE COMMAND 1B
2.0 Units

FIRE 155 contains instruction in tactics, strategies, and scene management principles for hazardous materials incidents, emergency medical services (EMS) multi-casualty incidents, and wildland fire fighting incidents. This course also includes simulation time pertaining to the initial decision processes at a working incident. The course includes areas of discussion on the fire officer, components of triage, fire behavior, fire ground resources, operations, and management. This course applies to California Fire Service Training and Education System certifications. Lecture 2.5 hours. *Prerequisite:* FIRE 154, or Incident Command Systems (ICS) 200, or employment in a fire related occupation. *Recommended preparation:* Eligibility for ENGL 101 or ESL 151.

156
FIRE PREVENTION 1A
2.0 Units

FIRE 156 is the first in a three-course series and provides fundamental instruction regarding the history and philosophy of fire prevention, organization, and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention to fire safety education and detection and suppression systems. This course applies to the California fire Service Training and Education System certifications. Lecture 2.5 hours. *Prerequisite:* FIRE 110 or employment in a fire related occupation. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

157
FIRE PREVENTION 1B
2.0 Units

FIRE 157 is the second in a three-course series presenting the methods and techniques for fire prevention, use of codes, identification and correction of fire hazards in buildings and facilities containing hazardous materials. This course applies to the California fire Service Training and Education System certifications. Lecture 2.5 hours. *Prerequisite:* FIRE156 or employment in a fire related occupation. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

FRENCH

101
BEGINNING FRENCH I
5.0 Units

FREN 101 presents the fundamentals of French grammar. The students are guided to pronounce correctly, to acquire a small working vocabulary which they use in conversation and writing and to learn to read simple French. *Note:* This class is not intended for students with oral proficiency or who have attended schools where French was the language of instruction. Lecture 5 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

102
BEGINNING FRENCH II
5.0 Units

FREN 102 is a continuation of the study of French grammar fundamentals. Students continue developing correct pronunciation and analyze more difficult elementary texts. The emphasis is on oral expression as students learn correct use of verbs and idioms and incorporate efficient methods of vocabulary building. There is also more in-depth study of French culture. Lecture 5 hours. *Prerequisite:* FREN 101 or equivalent. *Transfer Credit:* CSU, UC, USC

103
INTERMEDIATE FRENCH I
5.0 Units

FREN 103 focuses on the continued development of the language skills of listening, speaking, reading, and writing through the study of the French and Francophone cultures. Students are introduced to simple poems, literary texts, cinema, and music. Knowledge is gained about French and Francophone contemporary society and culture. An intermediate level of fluency in the language is expected. This course is taught in French. *Note:* This course is offered during the Fall semester only. Lecture 5 hours. *Prerequisite:* FREN 102 or equivalent. *Transfer Credit:* CSU, UC, USC

104
INTERMEDIATE FRENCH II
5.0 Units

FREN 104 reviews the fundamentals of French grammar. It continues to stress correct diction and efficient methods of vocabulary building. Students read intermediate French prose of increasing difficulty and engage in conversation and composition, with an emphasis on critical thinking. Students discover aspects of French culture and compare them to their own cultures using the French language. This course is taught in French. *Note:* This course is offered during the Spring semester only. Lecture 5 hours. *Prerequisite:* FREN 103 or equivalent. *Transfer Credit:* CSU, UC, USC

GEOGRAPHY

101
PHYSICAL GEOGRAPHY
3.0 Units

GEOG 101 is a spatial study of the Earth's dynamic physical systems and processes. Topics include Earth-sun geometry, weather, climate, water, landforms, soil, and the biosphere. Emphasis is on the interrelationships among environmental and human systems and processes and their resulting patterns and distributions. Tools of geographic inquiry are also briefly covered; they may include: maps, remote sensing, Geographic Information Systems (GIS) and Global Positioning Systems (GPS). Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC (C-ID GEOG 110)

102
CULTURAL GEOGRAPHY
3.0 Units

GEOG 102 is a systematic study of the cultural variables of humankind: population, religion, language, economic activities, settlements. Emphasis upon selected cultural problems of humankind's occupation. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC (C-ID GEOG 120)

103
WORLD REGIONAL GEOGRAPHY
3.0 Units

GEOG 103 is a survey of the world's major cultural and physical regions with emphasis on those elements that are important to an understanding of contemporary global issues and concerns. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC (C-ID GEOG 125)

**105
GLOBALIZATION: REGIONAL
DEVELOPMENT & WORLD ECONOMY**
3.0 Units

GEOG 105 explores the spatial distribution of human productive activity from local to global scale. The course combines elements of the physical environment (climate, natural resources) with those of the human environment (history, culture, economics, politics) to better understand the evolution, current state, regional disparities, and contemporary issues and concerns of the world economy. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

**106
HUMAN IMPACT ON ENVIRONMENT**
3.0 Units

GEOG 106 is a description and analysis of humanity's impact on the natural environment over time. Natural earth systems and natural climatic change are studied in the context of geologic time, followed by systematic analyses of human impact on the atmosphere, hydrosphere, lithosphere, and biosphere. Emphasis is placed on the human activities that cause environmental change, as well as potential solutions and pathways to sustainability. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

**107
WEATHER, CLIMATE & CLIMATE CHANGE**
3.0 Units

GEOG 107 is an introduction to the atmosphere with an emphasis on its properties and physical processes. The course focuses on the atmosphere's composition and structure, incoming solar radiation and energy balance, temperature, seasonal changes, atmospheric moisture, clouds and fog, precipitation, air pressure, winds, air masses and fronts, tornadoes, hurricanes, weather forecasting, El Niño, climate and climate change. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC (C-ID GEOG 130)

**110
GEOGRAPHY OF CALIFORNIA**
3.0 Units

GEOG 110 takes a thematic approach to explore California's issues, processes and topics relevant to geography including climate, landforms, natural vegetation, water resources, cultural landscape, ethnic diversity, urban and agricultural regions, and the economy. This course explores the physical and human landscapes that have evolved as a result of the human-environment interface. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC (C-ID GEOG 140)

**111
PHYSICAL GEOGRAPHY LAB**
1.0 Unit

GEOG 111 is the laboratory course for Physical Geography. Laboratory exercises include the observation and interpretation of weather data, statistical analysis of climate data, development of cartographic techniques, map interpretation, aerial photography interpretation, and landform description and analysis. Local field trips are required. Laboratory 3 hours. *Prerequisite:* GEOG 101 (GEOG 101 may be taken concurrently). Recommended Prep: MATH 141, MATH 146, or two units of MATH 246. *Transfer Credit:* CSU, UC, USC (C-ID GEOG 111)

**114
GEOGRAPHY OF BAJA CALIFORNIA**
2.0 Units

GEOG 114 is a field study of Mexico's Baja California peninsula using the geographic methodology. Emphasis is placed on the physical and cultural landscape, students are exposed to basic geographic data collection techniques and concepts, allowing for students to observe and document elements of Baja California's climate, hydrology, wildlife, geomorphology, agriculture, economy, religion, and history, and how these elements interact to create Baja's unique landscape and culture. *Note:* This class is taught in conjunction with a field trip to Baja California. Lecture 2 hours. *Prerequisite:* GEOG 101 or 102 or 105 or 110 or equivalent. *Transfer Credit:* CSU, UC, USC

GEOLOGY

**101
PHYSICAL GEOLOGY**
3.0 Units

GEOL 101 is an introduction to the principles of geology with emphasis on Earth processes. This course focuses on the internal structure and origin of the Earth and the processes that change and shape its surface. *Note:* This course may not be taken for credit by students who have completed GEOL 110. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC (C-ID GEOG 100)

**101H
HONORS PHYSICAL GEOLOGY**
3.0 Units

GEOL 101H is a study of the physical materials and processes of the earth. The honors course will be enhanced in one or more of the following ways: 1. Students will do weekly quantitative problem sets in the geosciences using skills expected of students who are eligible to take Math 110. 2. Students will prepare a research project and present it in class. Relevant topics include: global geochemical cycles, planetary geology from remotely sensed data, problems in plate tectonic, climate change history, history of life, local geological history, and interactions of man with earth *Note:* This course may not be taken for credit by students who have completed GEOL 110. Second semester standing or a good high school record is recommended. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**102
ENVIRONMENTAL GEOLOGY**
3.0 Units

GEOL 102 is a study of the earth or natural hazards like earthquakes, volcanism, climate change, pollution and human interactions with the earth environment. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC (C-ID GEOG 130)

**103
GEOLOGY OF CALIFORNIA**
3.0 Units

GEOL 103 is a study of the characteristics and historical development of the geologic provinces of California. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

104
FIELD GEOLOGY
2.0 to 6.0 Units

GEOL 104 is a field study of geologic features within several geologic provinces. Emphasis is placed on the recognition, interpretation, recording, and reporting of geologic information observed in the field. Petrologic, paleontologic, structural, and stratigraphic information is compiled and integrated into an interpretation of the geologic history of the area investigated. An extended period in the field may be substituted for a number of shorter field trips. Field trips will normally be taken on weekends and/or during vacation periods. The itinerary, schedule, and field area will be determined at the first class meeting (see current class schedule). The student is responsible for the cost of food and transportation, the approximate cost is \$35 for each two units of work, this figure may vary considerably depending on the location of the study area. Travel is usually by chartered bus. Field Geology requires a great deal of rigorous activity and living conditions in the field are often primitive. Lecture and field study will be the semester equivalent of one hour of lecture and three hours of laboratory per week for each two units of credit, a typical semester of work would include 16 hours of lecture and six days in the field. *Note:* Two units of non-overlapping field study will often be offered for the fall and spring semesters, extended periods of study may be available during summer session. Weather conditions may require rescheduling of some trips. Lecture 1 hour/Laboratory 5 hours. *Prerequisite:* GEOL 101, 102, 103, 105; OCEAN 115; PALEO 101; or equivalent. *Note:* May be taken 3 times for credit. *Transfer Credit:* CSU, UC, USC

105
HISTORICAL EARTH SCIENCE
3.0 Units

This course is an introduction to Earth's history and the life it supports. Subjects include geologic dating, plate tectonics, stratigraphy, fossils, biological evolution, the planet's origin and the processes that have influenced paleogeography during the past 4.6 billion years. Lecture 3 hours. *Recommended preparation:* GEOL101 or equivalent, eligibility for ENGL 120 or ESL 151 or equivalent *Transfer Credit:* CSU, UC, USC

111
PHYSICAL GEOLOGY LAB
1.0 Unit

GEOL 111 is an introduction to common laboratory practices and exercises in physical geology, such as identifying common minerals and rocks and understanding simple topographic and geological sections and maps. *Note:* This course may not be taken for credit by students who have completed GEOL 110. Laboratory 3 hours. *Prerequisite:* GEOL 101. (GEOL 101 may be taken concurrently). *Transfer Credit:* CSU, UC, USC

111H
HONORS PHYSICAL GEOLOGY LAB
1.0 Unit

GEOL 111H is an introduction to common laboratory practices and exercises in physical geology, such as identifying common minerals and rocks and understanding simple topographic and geological sections and maps. The honors course will be enhanced in one or more of the following ways: 1. Lab exercises will regularly involve exercises utilizing skills expected of students who are eligible for Math 110. 2. Students will perform lab exercises in which they will: a.) Learn how to read a geological map at an advanced level b.) Manipulate geophysical and/or geochemical datasets using a computer. c.) Identify a larger number of rocks and minerals than non-honors students *Note:* This course may not be taken for credit by students who have completed GEOL 110. Laboratory 3 hours. *Prerequisite:* GEOL 101. (GEOL 101 may be taken concurrently). *Transfer Credit:* CSU, UC, USC

112
ENVIRONMENTAL GEOLOGY LAB
1.0 Unit

GEOL 112 is an introduction to the common laboratory practices and exercises in environmental geology. Laboratory exercises include analyzing topographic and geological maps and aerial and satellite imagery. Also included are identifying common mineral and rock samples, water and soil analysis and integrating data from the World Wide Web in problem solving exercises. Laboratory 3 hours. *Prerequisite:* GEOL 102. (GEOL 102 may be taken concurrently.) *Transfer Credit:* CSU, UC, USC

115
EARTH & LIFE THROUGH TIME LAB
1.0 Unit

This is the laboratory component of GEOL 105, Earth and Life through Time lecture. Activities in this laboratory course cover geologic dating, plate tectonics, stratigraphy, fossils, biological evolution, the planet's origin and the processes that have influenced paleogeography during the past 4.6 billion years. *Note:* Students who completed GEOL 105 prior to Spring 2016 will not receive credit for completion of GEOL 115. Laboratory 3 hours. *Prerequisites:* GEOL 105 (GEOL 105 may be taken concurrently.)

120
EARTHQUAKES
3.0 Units

GEOL 120 introduces the student to the current knowledge of earthquakes, with special reference to California, emphasizing their occurrence, causes and properties and the way the dangers from earthquakes can be reduced. The material presented is appropriate for students seeking to fulfill general science requirements as well as for those wishing to acquire a specialized knowledge of the subject. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

HEALTH

101
FIRST AID
1.0 Unit

HLTH 101 covers prevention and cause of accidents or sudden illness. It meets the requirements of the American Red Cross for certification in Community First Aid and CPR. *Note:* Recommended for physical education majors. Lecture 1 hour. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

102
STANDARD FIRST AID AND CPR
3.0 Units

HLTH 102 covers the prevention and care of accidents or student illnesses. It meets the requirements of the American Red Cross for certification in Community First Aid and CPR. *Note:* HLTH 102 allows only 1 unit of credit for students who have completed HLTH 101 or HLTH 107 and no credit for those who have completed both HLTH 101 and HLTH 107. Lecture/Demonstration 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC (C-ID KIN 101)

**104
HEALTH EDUCATION**
3.0 Units

HLTH 104 covers current issues in health and their effect upon the quality of human life. The course emphasizes the holistic approach to health and wellness and explores the latest concepts in nutrition, disease prevention, mental health and stress management, sexual relationships and lifestyles, drug use and abuse, and consumer and environmental health issues. Instruction focuses on individual responsibility for wellness, cultural diversity, and effective interpersonal communication. *Note:* No credit allowed for students who have completed HLTH 106 or PSY 111. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**106
WOMEN'S HEALTH EDUCATION**
3.0 Units

HLTH 106 explores the various dimensions of health as they relate to women. Topics explored include disease development, fitness and nutrition, substance abuse, reproductive health, and age-associated changes. A preventive care approach is taken for promotion of lifetime wellness and enhanced quality of life. *Note:* No credit allowed for students who have completed HLTH 104 or PSY 111. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**107
CARDIO-PULMONARY RESUSCITATION**
1.0 Unit

HLTH 107 is a course covering the lifesaving techniques of cardio-pulmonary resuscitation and stresses mouth-to-mouth resuscitation, manual cardiac compression, first aid for obstructed airway, one and two-person CPR, and infant/child CPR. Lecture 1 hour. *Prerequisite:* None. *Transfer Credit:* CSU

**109
DECISIONS IN CHILD HEALTH & CRISIS**
3.0 Units

HLTH 109 is a course which includes the fundamentals of basic anatomy and physiology of children, common childhood acute illness and injury, the emergency medical system, principles of emergency care of children, and safety and preventive techniques. The course enables the student to be aware of the day-to-day health care problems of children and the overwhelming complexity of today's emergency medical services system. Those who are in contact with children on a regular basis learn to cope with day-to-day and emergency situations and are able to respond in the most appropriate manner upon completion of this course. *Note:* This course satisfies the First Aid requirement for graduation. Lecture 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU

**110
PREVENTION AND CARE OF
ATHLETIC INJURIES**
2.0 Units

HLTH 110 is a course of in-depth examination of selected topics in sports medicine. The course provides a thorough knowledge of the prevention and care of injuries commonly occurring during physical activity. Lecture 2 hours/Laboratory 1 hour. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**111
EXERCISE PSYCHOLOGY**
2.0 Units

HLTH 111 explores cognitive behavior modification techniques that may be used to promote the adoption of and adherence to a regular exercise routine. Theoretical methods are studied and applied to practical exercise programming situations. Factors directly affecting the decision to perform exercise, including external barriers and reinforcements and behavioral tendencies, are investigated. Lecture 2 hours. *Prerequisite:* None.

**116
CAREERS FOR FITNESS LEADERS**
1.0 Unit

HLTH 116 explores the employment and career opportunities available in the health/fitness industry. It teaches students tactics by which to promote themselves as fitness leaders in various sectors of the industry. Lecture 1 hour. *Prerequisite:* None.

**117
APPLIED EXERCISE PHYSIOLOGY**
4.0 Units

HLTH 117 examines how physiological functions of the human body change during exercise. Topics of discussion include cardio respiratory changes, training effect of the musculoskeletal system, energy production, fitness assessment, and the effect of ergogenic aids on exercise performance. All topics are discussed as they relate to practical exercise training. Hands-on laboratory exercises and assessments demonstrate how aspects of exercise physiology should be integrated into practical trainer/client work. Lecture 3 hours/Laboratory 3 hours. *Recommended preparation:* BIOL 115 or equivalent.

**118
TECHNIQUES FOR TEACHING
GROUP AND PERSONAL FITNESS**
4.0 Units

HLTH 118 provides students with an opportunity to learn to teach group fitness classes applying safe and effective instructional techniques and principles. Techniques include sequencing of exercise, proper execution of exercise, error correction, and clear communication in the classroom setting. Students are also given the opportunity to apply these techniques to personalized training situations. Lecture 3 hours/Laboratory 3 hours. *Recommended preparation:* HLTH 117.

**128
NUTRITION FOR PHYSICAL FITNESS
AND DISEASE PREVENTION**
3.0 Units

HLTH 128 examines the relationship between nutrition, physical fitness and disease risk in various populations. The impact of food choices on body physiology is explored as it pertains to disease risk and exercise performance. The process of metabolism as a means toward energy production for physical activity and weight management is discussed. Other topics covered include specifics of nutrition labeling, eating disorders, body composition, fitness guidelines, and ergogenic aids. Lecture 3 hours. *Recommended preparation:* BIOL 115 or equivalent. *Transfer Credit:* CSU, UC, USC

**HEALTH INFORMATION
TECHNOLOGY (HIT)**

**182
LEGAL ASPECTS OF HEALTH CARE
AND ETHICS**
3.0 Units

HIT 182 provides the student with an introduction to legal issues pertaining to healthcare, health information, and the patient's health record as a legal document. The course includes instruction on patient privacy and confidentiality, patient rights, release of information, informed consents, advance directives, compliance, criminal activities including fraud and abuse, the Health Insurance Portability and Accountability Act (HIPAA), and Electronic-Health. This course is aligned with accreditation standards for the Commission on Accreditation for Health Informatics and Information Management (CAHIIM), an independent accrediting organization whose mission is to serve the public interest by establishing and enforcing quality standards for Health Informatics and Health Information Management (HIM) educational programs. Lecture 3 hours. *Prerequisite:* MOA 180. *Recommended Prep:* MOA 185 and eligibility for ENGL 120, ESL 151, BUSAD 106 or equivalent. *Transfer Credit:* CSU

184

HEALTH CARE DELIVERY SYSTEMS

2.0 Units

HIT 184 provides students with an introduction to healthcare delivery systems, including ambulatory, long-term and managed care, mental health, rehabilitation medicine, hospice and home health. This course also focuses on regulatory and accreditation requirements, funding and reimbursement, licensing and government regulations within the health care delivery system. This course is aligned with standards for the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). Lecture 2 hours. *Prerequisite:* MOA 180. Recommended Prep: MOA 185 and eligibility for ENGL 120, ESL 151, BUSAD 106 or equivalent.

186

HEALTH CARE QUALITY MANAGEMENT

3.0 Units

HIT 186 provides the student with an understanding of healthcare quality management and performance improvement principles within a hospital setting, focusing on historical, theoretical, and practical applications and methodologies. Instruction includes data collection and analysis; regulatory, accreditation, and patient safety compliance; credentialing and utilization; and case and risk management. This course is aligned with accreditation standards for the Commission on Accreditation for Health Informatics and Information Management (CAHIIM), an independent accrediting organization whose mission is to serve the public interest by establishing and enforcing quality standards for Health Informatics and Health Information Management (HIM) educational programs. Lecture 3 hours. *Prerequisite:* MOA 180. Recommended Prep: MOA 185 and eligibility for ENGL 120, ESL 151, BUSAD 106 or equivalent. *Transfer Credit:* CSU

193

CURRENT PROCEDURAL TERMINOLOGY (CPT) CODING

3.0 Units

HIT 193 provides the student with an introduction to Healthcare Common Procedure Coding Systems (HCPCS) and Current Procedural Terminology (CPT) coding for ambulatory services related to facility and professional services, with an overview of coding conventions, principles, regulatory guidance, and coding software. This course is aligned with accreditation standards for the Commission on Accreditation for Health Informatics and Information Management (CAHIIM), an independent accrediting organization whose mission is to serve the public interest by establishing and enforcing quality standards for Health Informatics and Health Information Management (HIM) educational programs. Lecture 3 hours. *Prerequisite:* MOA 180. Recommended Prep: MOA 185 and eligibility for ENGL 120, ESL 151, BUSAD 106 or equivalent. *Transfer Credit:* CSU

194

INTERNATIONAL CLASSIFICATION OF DISEASES (ICD) CLINICAL MODIFICATIONS (CM) VERSION 10

3.0 Units

HIT 194 provides the student with an overview of nomenclature and classification systems, with a focus on coding inpatient clinical information from medical records. Instruction includes coding diagnoses, utilizing the International Classification of Diseases (ICD), clinical Modifications (CM) Version 10 sequencing, and coding conventions. This course is aligned with accreditation standards for the Commission on Accreditation for Health Informatics and Information Management (CAHIIM), an independent accrediting organization whose mission is to serve the public interest by establishing and enforcing quality standards for Health Informatics and Health Information Management (HIM) educational programs. Lecture 3 hours. *Prerequisite:* MOA 180. Recommended Prep: MOA 185 and eligibility for ENGL 120, ESL 151, BUSAD 106 or equivalent. *Transfer Credit:* CSU

195

INTERNATIONAL CLASSIFICATION OF DISEASES: PROCEDURE CLASSIFICATION SYSTEM

3.0 Units

HIT 195 provides the student with an introduction to the overview, structure, and organization of the International Classification of Diseases, Procedure Classification System (ICD-10-PCS). Instruction in coding procedures adheres to national coding guidelines, uses information from cases and health records, and applies coding software (Encoder). This course is aligned with accreditation standards for the Commission on Accreditation for Health Informatics and Information Management (CAHIIM), an independent accrediting organization whose mission is to serve the public interest by establishing and enforcing quality standards for Health Informatics and Health Information Management (HIM) educational programs. Lecture 3 hours. *Prerequisite:* MOA 180. *Recommended preparation:* MOA 181 or 182, MOA 185, HIT 196 (currently MOA 183). *Transfer Credit:* CSU

196

MEDICAL INSURANCE AND REIMBURSEMENT

4.0 Units

HIT 196 provides the student with an introduction to the basics of medical insurance billing and current payment methodologies in the inpatient, hospital outpatient, and physician's office settings. The focus is on compliance with regulatory requirements and common billing practices. This course is aligned with accreditation standards for the Commission on Accreditation for Health Informatics and Information Management (CAHIIM), an independent accrediting organization whose mission is to serve the public interest by establishing and enforcing quality standards for Health Informatics and Health Information Management (HIM) educational programs. Lecture 4 hours. *Prerequisite:* MOA 180. *Recommended preparation:* MOA 185 and eligibility for ENGL 120, ESL 151, BUSAD 106, or equivalent. *Transfer Credit:* CSU

HISTORY**101
HISTORY OF WESTERN EUROPE***3.0 Units*

HIST 101 studies the growth of Western European civilization from the decline of the Roman Empire to the Reformation. It is an introduction to the study of history, giving a general perspective of the development of those political, economic, and social institutions that explain our present-day civilization. An attempt is made to orient the student's thinking to present world problems. *Note:* Students who have taken HIST 108 will receive only 1 unit credit for HIST 101. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC (C-ID HIST 170)

**102
HISTORY OF WESTERN EUROPE***3.0 Units*

HIST 102 studies the growth of Western European civilization from absolutism to the present. It is an introduction to the study of history, giving a general perspective of the development of those political, economic, and social institutions that explain our present-day civilization. An attempt is made to orient the student's thinking to present world problems. *Note:* Students who have taken HIST 109 will receive only 1 unit for HIST 102. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC (C-ID HIST 180)

**103
HISTORY OF EARLY LATIN AMERICA***3.0 Units*

HIST 103 is a general survey course of Latin America from its colonization to its independence. The course introduces the following topics: the imposition of European civilization in Latin America, the development of the different colonies, colonial institutions, European empires' attempt to monopolize Latin American territories and the wars of independence. Special attention is given to the short and long-term effects of colonization. The course ends with an introduction to Decolonial Theory. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

**104
HISTORY OF CONTEMPORARY
LATIN AMERICA***3.0 Units*

HIST 104 is a general survey of 19th and 20th Century Latin American history. The course focuses on the political, economic, and social development of Latin America. In addition, the course offers an historical review of U.S. ñ Latin America relations. The course is designed to acquaint the student with the area's basic history so as to better appreciate and understand contemporary social and political change in Latin American societies. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

**105
TWENTIETH CENTURY CENTRAL
AMERICA AND THE CARIBBEAN***3.0 Units*

HIST 105 is an introductory course focusing on the contemporary political, economic, and social history in Central America and the Caribbean. The course focuses on the 20th Century, with special attention given to the role and impact of United States policy in the region. This class discusses race, gender, ethnicity and social class in Central America and the Caribbean. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

**106
HISTORY AND POLITICS OF THE
RUSSIAN PEOPLE***3.0 Units*

HIST 106 is a survey of major political, social, ideological, and economic developments in Russia from the 10th century to the present. Emphasis is on the Romanov Empire, political movements and reforms in the 19th century, revolutions in the early 20th century, the USSR and its collapse, the Russian Federated Republic and its policies toward the former Soviet republics and other regional and international issues. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

**107
HISTORY OF CIVILIZATION
(PRE-HISTORY TO 800)***3.0 Units*

HIST 107 is a general political survey of the world from earliest times to the Carolingian Empire, c.800, with emphasis on the development of human ideas, arts, and institutions. Emphasis is placed upon the contributions to civilization made in ancient times in Egypt, Greece, Rome, India, China, and other powers. An attempt is made to give the student a perspective on the past. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

**108
HISTORY OF CIVILIZATION
(CAROLINGIAN EMPIRE TO THE
FRENCH REVOLUTION)***3.0 Units*

HIST 108 is a general political survey of the world from the Carolingian Empire, c. 800, to the French Revolution, c. 1789, with emphasis on the development of human ideas, arts, and institutions. The characteristics of the medieval and modern worlds are examined. The cultural, social, economic, and political principles which brought the modern world into being are analyzed. *Note:* Students who have taken HIST 101 will receive only one unit of credit for HIST 108. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

**109
HISTORY OF CIVILIZATION (FRENCH
REVOLUTION TO THE PRESENT)***3.0 Units*

HIST 109 is a general political survey of the world from the French Revolution, c. 1789, to the present with emphasis on the development of human ideas, arts, and institutions. An attempt is made to give the student a perspective and a basis for interpreting current world events. *Note:* Students who have taken HIST 102 will receive only 1 unit of credit for HIST 109. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

**110
UNITED STATES HISTORY***3.0 Units*

HIST 110 is an interpretation of the more meaningful and significant issues, events, and ideas which have played a major role in shaping present day America. Main attention is focused upon political and economic aspects with some treatment of social and cultural developments. This course meets the California State requirement in American History. *Note:* This course allows only 1 unit of credit for students who have completed HIST 117, 118, or SOC S 131. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

111
THE WOMAN IN AMERICAN HISTORY
 3.0 Units

HIST 111 is a survey of the history of women in America from the colonial period to the present with emphasis on relevant political, economic, and social factors. Traditional roles of women in society are analyzed in terms of literary images, popular culture, and stereotypes. Attitudes and prejudices held by both sexes toward each other, reform movements, religious crusades, women's rights, and emancipation movements are examined in the context of American History. *Note:* This course allows only 1 unit of credit for students who have completed HIST 117, or SOC S 131 and no credit for those who have completed HIST 118. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

113
HISTORY OF MEXICO
 3.0 Units

HIST 113 is an in-depth study of the emergence of the Mexican institutions and traditions from Pre-Colombian societies to the present. The course is designed to meet the needs of the college student who wishes to understand the development of the modern Mexican nation. Modern Mexico and its development is the primary concern of this course. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

114
HISTORY OF BAJA CALIFORNIA
 3.0 Units

HIST 114 is a survey of the prehistory, discovery, exploration, settlement, and modern development of the Baja California states of Mexico. Emphasis is placed on the development of their political, economic and cultural institutions. Their relationship with the United States, and California in particular, is analyzed in terms of their historical and present day experience. *Note:* Optional field trips to places of historical interest in the states of Baja California may be offered. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

115
REBELLIOUS WOMEN IN MODERN AMERICA
 3.0 Units

HIST 115 investigates the legal, economic, political and social issues surrounding the dramatic transformation of gender relations in contemporary society. Topics included are women's private lives, public, and political roles, and the public policy that has affected women's lives. The course focuses on leaders of the Women's Movement in the United States who worked to change laws, open doors to new occupations, and create and influence new institutions, as well as old ones. Using biography, primary sources documents, and socio-historical studies, the course focuses on women in the 1940s, then moves forward into the Women's Movement of the 1950s, 1960s, 1970s, and the conservative reactions to the movement in the 1980s and 1990s. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

116
ECONOMIC HISTORY OF THE U.S.
 3.0 Units

HIST 116 is a history of the economic development of the United States from its settlement to the present. Emphasis is placed on the growth and development of economic institutions slavery, reconstruction, work, the industrial revolution, workers' movements, and U.S. imperialism. *Note:* This course may not be taken for credit by students who have completed ECON 111. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

117
HISTORY OF THE UNITED STATES
 3.0 Units

HIST 117 is a survey course that looks in depth at United States history from the colonial period to Reconstruction. The English colonies, the Revolutionary War, the Constitution, the New Nation, Jeffersonian and Jacksonian democracy, slavery, Civil War, and Reconstruction will all be examined. *Note:* HIST 117 allows only 1 unit of credit for students who have completed HIST 110. HIST 117-118 allows only 3 units of credit for students who have completed HIST 110. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC (HIST 130)

118
HISTORY OF THE UNITED STATES
 3.0 Units

HIST 118 is a survey course that looks in depth at United States History from the Post-Reconstruction period to the present. The Gilded Age, Populism and Progressivism, Imperialism, the Great Depression and New Deal, World War II, the Cold War, Vietnam, Watergate, and the Reagan years will all be examined. *Note:* HIST 118 allows only 1 unit of credit for students who have completed HIST 151 and 1 unit of credit for students who have completed HIST 110. HIST 117-118 allows only 3 units of credit for students who have completed HIST 110. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

119
HISTORY OF THE FAR EAST
 3.0 Units

HIST 119 is a general survey of East Asian civilization from antiquity though the Nineteenth Century. Primary emphasis is placed upon the political, religious, social and economic development of China and Japan with some attention on Korea and Southeast Asia. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

120
HISTORY OF THE FAR EAST
 3.0 Units

HIST 120 is a general survey of China, Japan, Korea, and Southeast Asia in the international community from the nineteenth century to the present. Primary emphasis is centered upon the impact of Western culture and the major political and social movements of the Twentieth Century, Nationalism, and Communism. Lecture 3 hours. *Recommended preparation:* HIST 119 and eligibility for ENGL 101 *Transfer Credit:* CSU, UC, USC

**121
ARMENIAN HISTORY**
3.0 Units

HIST 121 is a survey of the history of the Armenian people from ethnogenesis to the present. Topics include: The Artashesian, Arshaguni, Bagratid, and Cilician kingdoms; Armenia under the domination of Persian, Roman, Byzantine, Arab, Mongol, Turkish, and Russian empires; the religious and cultural heritage of the Armenian people; the emergence of the Armenian Question in the 19th Century; World War I and the Armenian Genocide; the first Republic of Armenia and international treaties up to 1923; Soviet Armenia; the Nagorno-Karabakh conflict; re-establishment of an independent Armenian Republic in 1991 and its relations with the Armenian Diaspora, Russia, the Middle East, Europe, and the United States in the 21st century. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

**122
CALIFORNIA HISTORY**
3.0 Units

HIST 122 is a survey of the discovery, exploration, and settlement of California. Emphasis is placed development of particular political, economic, and social institutions, along with California's relationships with the United States and the rest of the world. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

**131
A HISTORY OF AFRICA SINCE 1800**
3.0 Units

HIST 131 surveys the development of Africa from 1800 to the present. Themes covered include: colonization and underdevelopment, neo-colonialism, nationalism, and African independence movements. Case studies of individual African countries are used to analyze the various themes. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

**132
HISTORY OF THE PHILIPPINES**
3.0 Units

HIST 132 examines the geographical, cultural, and historical realities of the Philippines from the Spanish colonial period until the present. Particular emphasis is given to past and present U.S.-Philippine relations and the contemporary social, economic, and political situation in the Philippines. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

**133
A HISTORY OF SCIENCE**
3.0 Units

HIST 133 is a history of the notable scientific ideas and discoveries in Western civilization. It is a seminar, colloquial style discussion that examines the forces in history that led to the development of the major scientific revolutions and thinkers that have shaped modern industrialized humanity and culture. Some of the thinkers and scientists studied include the philosophy of science, the scientific method, science and pseudoscience, how science interacts with other cultural elements, ancient science, magic and renaissance science, the Copernican Revolution, the Newtonian Revolution, the Darwinian Revolution, Pasteur and the medical revolution, and the Einstein Revolution. The course enhances the students' understanding of the present by a better understanding of the past. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

**136
WAR: HISTORY, CAUSES, SOLUTIONS**
3.0 Units

HIST 136 explores the history, causes, and potential solutions to the problems of war. The history of individual wars is examined with a broader picture of war in general, including ancient warfare, the Middle Passage, the rise of modern war, and the development of total war. An interdisciplinary approach is taken in exploring the immediate causes of war, including historical, economic, political, anthropological, sociological, and psychological causes. The course probes moral and philosophical aspect for the ultimate causes of war. Finally, solutions are considered, including diplomacy, treaties, the United Nations, a one-world government, and the dismantling of nation-states. *Note:* This course cannot be taken for credit for students who have completed SOC S 136. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

**140
WORLD HISTORY TO 1500**
3.0 Units

HIST 140 is a general survey of the world from earliest times up to 1500 with emphasis on the development of human ideas, arts, and institutions. Emphasis is placed upon the development of major civilizations, migration and settlement patterns, religion, philosophy, and technology. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC

**141
WORLD HISTORY FROM 1500 TO PRESENT**
3.0 Units

HIST 141 is a general political survey of the world from the 1500s to the present, with emphasis on the development of human ideas, arts, and institutions. The characteristics of the medieval and modern worlds are examined. The principles of cultural, social, economic, and political which brought the modern world into being are analyzed. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC

**151
THE U.S. IN THE TWENTIETH CENTURY**
3.0 Units

HIST 151 analyzes the political, economic, and social history of the United States since 1900. Special emphasis is placed on the post-World War II period. Current issues are stressed with their historical background. *Note:* This course allows only 1 unit of credit for students who have completed HIST 118. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

**152
RADICALS AND REBELS: SOCIAL PROTEST IN THE 1960'S**
3.0 Units

HIST 152 introduces students to the history of protest movements in the 1960s, focusing on the period 1954-1974. Students learn about the social conditions that gave rise to protest movements, the goals, internal dynamics, leadership, strategy and tactics used by these movements and the impact the various protest movements had on the society within which they existed. Particular emphasis is placed on an examination of the civil rights movements, the student movement, the anti-Vietnam movement, the minority empowerment movements, the women's movement and counter-culture. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

HOSPITALITY AND TOURISM MANAGEMENT (HTM)

**115
INTRODUCTION TO HOSPITALITY**
3.0 Units

HTM 115 promotes the opportunity to evaluate occupational needs in the hospitality industry through study and field experience. Local, private, as well as national food service, lodging, and transportation businesses are explored. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

**117
FOOD, BEVERAGE, AND LABOR
COST CONTROL**

3.0 Units

HTM 117 is an analysis of menu planning procedures: Inventories, costs, profit and loss sheets, menu work sheets, and weight and measures in quality recipes. Students learn to prepare weekly, monthly, and annual reports and determine food cost per meal, labor cost per meal, operational and total cost per meal. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

**120
INTRODUCTION TO TRAVEL/TOURISM**

3.0 Units

HTM 120 examines tourism as a developing industry. Topics include travel modes, organizations, laws, and socio-economic impact. Also included is a comprehensive study of travel management, principles, practices, philosophies, and systems. Lecture 3 hours. *Prerequisite:* None.

**201
RESTAURANT MANAGEMENT**

3.0 Units

HTM 201 covers the principles of operating a food service which are common to all types of commercial and industrial food service. The course covers such areas as sales promotion, advertising, personnel, legal aspects, insurance, labor management relations. Lecture 3 hours. *Prerequisite:* None.

**202
QUICK SERVICE RESTAURANT
OPERATIONS**

3.0 Units

HTM 202 is designed to explore the various career opportunities in the Quick Service Food Operations. Emphasis will be placed on low- to mid-range foodservice, cafeteria, retail take-out units, and franchised operations. Performance issues will also be examined in the areas of consistency, quality, service, recruitment, and pricing. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

**203
CATERING AND BANQUET OPERATIONS**

3.0 Units

HTM 203 introduces the hospitality student to the hands-on mechanics of catering and banquet services in the hospitality industry and provides a checklist of details, tips, and ideas on properly managing a banquet event. Additional emphasis is placed on the management of on-premise and off-premise catering events. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* None.

**205
EVENT PLANNING & MEETING
MANAGEMENT**

3.0 Units

HTM 205 presents sound principles and practices in the growing field of event planning and meeting management. Students will learn how to plan and organize events, meetings, conferences, and conventions. This course prepares students for employment opportunities with trade and professional associations, consulting firms, non-profit organizations, and corporations. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

**207
DINING ROOM SERVICES**

3.0 Units

HTM 207 is an introduction and application of the principles of preparing food sales and presenting service at special events and functions within the scope of the hospitality industry such as teas, receptions, weddings and banquets. The course covers the management of a dining room including good housekeeping techniques, fine food, and efficient service. Types of dining service included are: waited table service (French, Russian, American, English), limited service, counter, tray service, catering, and vending. . Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* None.

**214
BEVERAGE AND BAR OPERATIONS**

3.0 Units

HTM 214 is an overview of the beverage industry with emphasis on the identification, use, and service of alcoholic beverages. There is an in-depth analysis of the various elements of beverage operations including purchasing, cost control, marketing, and management as well as an understanding of the history of each type of white and brown alcoholic spirits. There is an additional emphasis on researching the current trends in the beverage industry, e.g.: smoothie concepts, juice bars, coffee and tea bars, etc.. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* None.

**216
WINE SELECTION & PRESENTATION**

3.0 Units

HTM 216 covers all aspects of wine production including, but not limited to, the production of wine, wine cellar organization, characteristics of the most popular wine varieties, matching wine with food, wines from numerous countries, and wine tasting techniques. This course includes wine tasting and a field trip to a winery. Lecture 3 hours. *Prerequisite:* Students must be at least 21 years of age and possess a valid form of picture identification to verify age.

**220
FRONT OFFICE OPERATIONS**

3.0 Units

HTM 220 provides instruction and procedures in the front-office operation of a hospitality lodging enterprise. Emphasis is placed on the following aspects: public and employee relations, guest accommodations/reservations, forecasting, office routines and reports, machine operation, room rates, and the application of computer programs. Lecture 3 hours. *Prerequisite:* None.

**221
HOUSEKEEPING MANAGEMENT
OPERATIONS**

3.0 Units

HTM 221 acquaints the student with housekeeping duties as they pertain to rooms and accommodations in a hotel or motel. The course focuses on the comfort of guests as a priority concern. Emphasis is placed on effective communication between housekeeping, front office and engineering/maintenance. Students receive instruction in report writing. Lecture 3 hours. *Prerequisite:* None.

**222
INTRODUCTION TO HOTEL AND
RESORT OPERATIONS**

3.0 Units

HTM 222 is an introduction to the operating systems and components of a hotel-resort facility, which includes front office, housekeeping, food and beverage, sales and marketing, accounting, property maintenance, human resources management and information systems. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

**230
HOSPITALITY LAW**

3.0 Units

HTM 230 covers business related torts, real and personal property, and contracts, with an emphasis on hotels, restaurants, resorts and associated businesses. The duties of innkeepers, food and beverage liability, truth in advertising, and management responsibility to employees are also studied. Lecture 3 hours. *Prerequisite:* HTM 115 or equivalent. *Transfer Credit:* CSU

**256
MANAGEMENT OF HOSPITALITY
PERSONNEL OPERATIONS***3.0 Units*

HTM 256 covers management skills for students pursuing a career in supervision within the restaurant/hospitality industry. It includes the application of basic management concepts and techniques necessary in achieving objectives in the management of human resources. Using case studies, students analyze the hospitality workplace, management responsibilities in coaching, training, and providing employee feedback. Decision making and leadership development is also discussed. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

HUMANITIES

**105
THE HUMAN STRUGGLE***3.0 Units*

HUMAN 105 is an interdisciplinary, intercultural course designed to challenge students to further develop critical reading, writing, and thinking abilities through comparative study of materials from literature and various disciplines. Students evaluate some of the most relevant issues faced by people of the United States and other cultures throughout history, with emphasis on values and ethics. The course examines the creative impulses and destructive forces that have influenced the human struggle for order, acceptance, knowledge, understanding, self expression, power, freedom, individuality and survival. Students improve their abilities to analyze, synthesize, develop original ideas, distinguish fact from opinion or belief, and use logic and reason in language and thought to determine whether the solutions of the past are compatible with the problems of today and tomorrow. Writing instruction focuses on improving advanced composition skills. The course may be team-taught. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

**105H
HONORS THE HUMAN STRUGGLE***3.0 Units*

HUMAN 105H is an interdisciplinary, intercultural course designed to challenge students to further develop critical reading, writing, and thinking abilities through comparative study of materials from literature and various disciplines. Students evaluate some of the most relevant issues faced by people of the United States and other cultures throughout history, with emphasis on values and ethics. The course examines the creative impulses and destructive forces that have influenced the human struggle for order, acceptance, knowledge, understanding, self expression, power, freedom, individuality and survival. Students improve their abilities to analyze, synthesize, develop original ideas, distinguish fact from opinion or belief, and use logic and reason in language and thought to determine whether the solutions of the past are compatible with the problems of today and tomorrow. Writing instruction focuses on improving advanced composition skills. The course may be team-taught. The honors course will be enhanced in one or more of the following ways: 1. Accelerated standards of reading levels, emphasizing primary sources. 2. Accelerated standards of critical thinking, including critical writing and thesis-based essay exams. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

**106
MODERN SOCIETY IN ITS MILIEUX***3.0 Units*

HUMAN 106 is an interdisciplinary, team-taught, cross-cultural course emphasizing foreign literatures in translation. Students are encouraged to read, think, discuss and write critically in dealing with some important concerns of modern times as interpreted by different societies. Students do comparative analyses of literature from various countries in their historical, political, and social contexts. The linguistic style of each foreign language is stressed. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

**110
SCIENCE, LITERATURE, AND
HUMAN INSIGHT***3.0 Units*

HUMAN 110 is an interdisciplinary, intercultural, team-taught course in which students further apply the principles of critical thinking and comparative critical analysis in order to better understand the relationships among literature, science, and technology. Through directed reading, class discussion, and writing, students develop logical thought processes enabling them to reason, inductively and deductively, to distinguish fact from judgment, to examine evidence and credibility of sources, to propose new ideas, and to reach logical conclusions. Through their study of literature, students learn about human values, behavior and motivations; through their study of scientific and technological achievements, they learn about the methods and limitations of science. Major historical and contemporary themes linking science and literature are presented for evaluation. Writing instruction focuses on improving advanced composition skills. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

**111
IRISH HISTORY, LITERATURE, AND
CULTURE FROM THE BEGINNING
TO THE PRESENT***3.0 Units*

HUMAN 111 is a broad-based, interdisciplinary team-taught course that covers the entire history of Ireland: its mythology, folklore, art, music, literature, and major political events. The course also focuses on the impact of Irish culture on England, Europe, Spain, Canada, and the United States through the centuries. Through assigned readings, discussions, and writing, the students gain critical insights into the causes and consequences of Ireland's turbulent history and struggle for independence as well as its literary and socio-political contributions to world culture and civilization. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

115
WORLD MYTHOLOGY
 3.0 Units

HUMAN 115 is an interdisciplinary course in which students analyze ancient myths in the context of the cultures from which they arose. It provides a basis for increased understanding of art forms from all over the world, including literature, painting, sculpture, and architecture. Students explore the role myths play in answering the ultimate questions of human life and in expressing the values of the societies which developed and/or perpetuated the stories. Students see the impact of psychology, oral transmission, and environment (social, geo-political, and economic) on belief systems. Most importantly, students relate myths to questions and issues of the present day, relevant to their own lives and the lives of those with whom they share the country and the planet. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

117
CREATIVITY, CULTURE, AND SOCIETY: KALEIDOSCOPE
 3.0 Units

HUMAN 117 is an interdisciplinary, team-taught course focusing on literature, drama, dance, and film and examining their relationships with other areas of college study. The course recognizes that, like the pieces in a kaleidoscope, individual art works and art forms are only components of larger patterns. As students compare and contrast works from various cultures and times, they are encouraged to read, think, discuss, and write critically about the interaction among artist, society, and work of art. Students explore the creative process and ask what has let to, as well as what results from, works of art. Students learn to analyze, synthesize, draw inferences, propose new ideas, support theses, reach logical conclusions, and become active participants in the artistic process. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

120
LITERATURE & THE CULTURAL ARTS
 3.0 Units

HUMAN 120 is an interdisciplinary course that focuses on the interrelationships of literature and the cultural arts (architecture, music, painting, and sculpture), with emphasis on the literature, to show not only their independence but also their synthesis. Through critical reading, discussion, and writing, students analyze the influences of each genre upon the creative impulses of the others. HUMAN 120 examines literary and cultural achievements, developments, and values in the major periods of western history that served as a foundation for modern thought and letters. The course may be team taught. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

125
CROSSCURRENTS: AMERICAN SOCIAL VALUES
 3.0 Units

HUMAN 125 is an interdisciplinary course designed to enrich students' knowledge and understanding of the cultural influences of ethnic, racial and gender diversity in the shaping of American society—past and present—and to enable them to speculate critically on American society in the future. Students analyze materials from literature, history, and other disciplines. The course explores the development and current reality of commonly held American ideals, attitudes and institutions and their role in the unique balance between freedom and responsibility. Students are encouraged to develop their critical thinking skills through reading, writing, and discussion. This course may be interactively team-taught. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

130
THE INDIVIDUAL, THE GROUP, AND THE ORGANIZATION
 3.0 Units

HUMAN 130 is an interdisciplinary, team taught, intercultural course that emphasizes personal and global issues, problems, and patterns of communication in the work environment as they apply to individual workers, groups and organizations. Students develop critical reading, writing, and thinking skills by analyzing and discussing an international array of essays, works of fiction, plays, poems, songs, and films concerning work, and by engaging in individual and collaborative activities designed to pose ethical and decision-making problems. Writing instruction focuses on improving composition skills. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU

135
HUMANITIES & THE WORLD OF WORK
 3.0 Units

HUMAN 135 is an interdisciplinary course that combines instruction in fiction and nonfiction, film, ethics, problem solving, and decision making to help students examine today's multicultural society and workplace and develop values that may influence their personal and professional growth throughout their lives. Students analyze and discuss contemporary issues, problems and trends, and become familiar with the history of discrimination on the basis of color, ethnicity, gender, and sexual orientation and the impact of this discrimination on educational opportunities, career choice, and employability. Students participate in group and individual activities designed to develop and reinforce analytical skills. They also keep journals in which they react to assignments and class presentations. Critical analysis of course materials helps students learn to deal with a variety of situation and tasks they may encounter in their career fields. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

INDEPENDENT STUDIES**049****INDEPENDENT STUDIES***1.0 to 3.0 Units*

GCC may make available in the curriculum of each division, lower division units of study, known as Independent Study. The purpose of the Independent Study course is to provide gifted students with an opportunity to explore a subject in greater depth than usual, to familiarize students with some basic research techniques, to interest students in possible career areas, and to take advantage of special academic interests. Emphasis shall be on individual research projects, library research and preparation of research papers. There is no prescribed course outline. Students develop a research project, have it approved by the sponsoring instructor and appropriate division chairperson, then submit the finished project, which may be library research, or perhaps a supervised experimental program related to a specific course of instruction. This course may be offered in all disciplines. Registration is open to any student at GCC who is currently registered for 6 or more units and who is admitted to Independent Study by the instructor. A student is limited to one Independent Study per semester and no more than 12 units credit toward the AA Degree or Certificate, and no more than 6 units per division. The units received may be acceptable for college transfer subject to the approval of the individual college. The instructor shall make arrangements for students' Independent Study registration with the Curriculum Management Office. Attendance accounting procedures shall be cleared with the Admissions and Records Office by the instructor. Laboratory 3-9 hours. *Prerequisite:* Concurrent registration in 6 or more units. *Transfer Credit:* CSU

101**VOLUNTEER SERVICE***1.0 to 3.0 Units*

Independent Study 101 is an independent study course based on a cooperative effort between the student, a volunteering faculty member, and a community-based organization to provide real-world experience in a field of interest while at the same time filling a need in the community. Laboratory 3-9 hours. *Prerequisite:* Concurrent registration in 6 or more units. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151 or BUSAD 106. This course is designed for students who have previously completed a course with a service-learning component.

INDUSTRIAL TECHNOLOGY (ITECH)**155****VERDUGO POWER ACADEMY***17.5 Units*

The Verdugo Power Academy produces candidates for an Electrical Line Mechanic (ELM) training program. Development of basic skills needed to be successful trainees will be emphasized. These skills include: overall safety considerations, power pole climbing skills, knowledge of the basic tools and materials involved with the electrical theory that is specific to this trade. A 175 hour power pole-climbing certificate of completion is granted to students who successfully complete this course. *Note:* Students during the course of instruction will be required to lift up to 60 lbs with repetition and will be required to climb and perform installation and maintenance operations at the top of 30 foot power poles. Physical or psychological limitations should be taken into account when enrolling in the class. Lecture 8.0 hours/ Laboratory 9.5 hours. *Prerequisite:* None.

156**ADVANCED METERING TECHNOLOGY***4.0 Units*

ITECH 156 is an introduction to Automated Meter Infrastructure (AMI)/Smart Grid technology. This includes increased use of information controls, optimization of grid operations and resources, and use of distributed resources and renewable energy. Additionally included is the development and integration of demand response, energy efficient resources, smart metering, transfer of information to consumers and standards for the communication and interoperability of appliances and equipment connected to the electric grid. Lecture 3 hours/ Laboratory 3 hours. *Prerequisite:* None.

157**VERDUGO POWER ACADEMY I***7.5 Units*

The Verdugo Power Academy I is the first course in a two course sequence that prepares candidates for an Electrical Line Mechanic (ELM) position. Development of basic skills needed to be successful candidates is emphasized. These skills include: overall safety considerations and knowledge of the basic tools and materials involved with the electrical theory that is specific to this trade. *Note:* A maximum of 17.5 units will be granted for any combination of ITECH 155, ITECH 157 and ITECH 158. Lecture 4 Hours / Laboratory 10.5 Hours. *Prerequisite:* None.

158**VERDUGO POWER ACADEMY II***10.0 Units*

The Verdugo Power Academy II is the second course in a two course series that prepares candidates for an Electrical Line Mechanic (ELM) position. Development of basic skills needed to be successful candidates will be emphasized. These skills include: overall safety considerations, power pole climbing skills, knowledge of the basic tools and materials involved with the electrical theory that is specific to this trade. A 175 hour power pole-climbing certificate of completion is granted to students who successfully complete this course. Lecture 4 hours/Laboratory 18 hours. *Prerequisite:* ITECH 157.

160**WIND TURBINE FUNDAMENTALS***3.0 Units*

ITECH160 introduces the industrial technology student to wind turbine mechanical related systems and their foundation; PLC (Programmable Logic Controllers) and control algorithms; turbine maintenance procedures; rotor construction, installation and airfoils; and SCADA (Supervisory Control and Data Acquisition) systems. Lecture 3 hours/Laboratory 1 hour. *Prerequisite:* None.

200**NATE CERTIFICATION CORE TRAINING***2.0 Units*

ITECH 200 examines the core technical knowledge required to become a North American Technician Excellence (NATE) certified technician. The course emphasizes the basic physics and electrical theory required to be a qualified technician. The course covers heating, ventilation, air conditioning and refrigeration specific knowledge in the areas of safety, tools, heat transfer/comfort and electrical systems. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. Lecture 2 hours. *Prerequisite:* None.

201**CAQI/QM/QS ELECTRICAL MODULE***1.0 Unit*

ITECH 201 examines electrical theory, schematic diagrams, and electrical components common to air conditioning and heating systems. The knowledge gained will be used to effectively understand and troubleshoot systems and components. Lecture 1 hour. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

202

CAQI/QM/QS SYSTEM DIAGNOSTICS MODULE

1.0 Unit

ITECH 202 examines the knowledge required to establish a system diagnostic process. This includes the use of data and tools to maintain system performance in a dynamic environment. Lecture 1 hour. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

203

CAQI/QM/QS REFRIGERATION MODULE

1.0 Unit

ITECH 203 examines the practical fundamentals and theory behind basic air conditioning and heat pump systems. Topics include the physical properties of air conditioning and refrigerants, basic system components and accessories, basic zone systems, air filtration, humidification and ventilation. The use of field instruments for measuring refrigerant pressures and temperatures, velocity and volume, and system airflow adjustments is covered. Lecture 1 hour. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

204

CAQI/QM/QS SYSTEMS PERFORMANCE MODULE

1.0 Unit

ITECH 204 examines the knowledge required to establish heating/ventilating air conditioning (HVAC) system performance. The process starts with the fundamentals and theory behind residential and light commercial HVAC performance. This course will also introduce the concept and ramifications of the HVAC being a subsystem in the building envelope and addresses the direct and indirect problems that will affect system performance. Lecture 1 hour. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

205

CAQI/QM/QS AIR DISTRIBUTION MODULE

1.0 Unit

ITECH 205 examines the practical fundamentals and theory behind basic air distribution systems. The course reviews the basic physical properties of air, common definitions used in the trade, psychrometrics, the comfort index and indoor air quality. The course also reviews the skill sets required to properly design, install, commission, maintain, service and diagnose air distribution systems. Lecture 1 hour. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

207

CAQI/QM/QS SYSTEM ECONOMIZER MODULE

1.0 Unit

ITECH 207 examines the knowledge required to establish an economizer system's diagnostic process. This includes the operating aspects ultimately applied to that process which conclude with the system working safely, reliably, and operating at the highest capacity and energy efficiency possible. Lecture 1 hour. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

INTERDISCIPLINARY STUDIES

110

RESPONSES TO POVERTY

3.0 Units

Interdisciplinary Studies 110 is an introduction to the causes and immediate effects of poverty as it exists today. This course examines poverty within the context of cultural, economical, political, psychological and social forces. Consequences of poverty in other countries are also considered. Theories and practical means to address poverty will be considered and analyzed. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU

INTERNATIONAL FIELD STUDIES

048

INTERNATIONAL FIELD STUDIES

1.0 to 3.0 Units

International Field Studies provides college credit for travel and study in foreign countries at the student's own expense in programs provided by agencies approved in advance by the College and under the direction of a Glendale Community College instructor. This course may be offered in all disciplines. *Note:* Each repetition must be in a different country and/or area of the world. Lecture 1-3 hours/Laboratory-Studio 2-9 hours. *Prerequisite:* None. *Transfer Credit:* CSU

INTERNSHIP

050

INTERNSHIP

1.0 to 3.0 Units

Internship is a self-motivated course which allows students to earn from 1-3 units for structured supervised work off campus under supervision of a faculty advisor. It is designed to provide students with appropriate preparation, a hands-on discipline-linked work experience that will extend their knowledge and understanding of career demands in a field. This course may be offered in all disciplines. *Note:* Students must arrange an approved internship prior to enrolling in this class. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU

ITALIAN

101

BEGINNING ITALIAN I

5.0 Units

ITAL 101 teaches the fundamentals of Italian grammar. Students are trained to pronounce Italian correctly, to acquire a small working vocabulary, which they use in conversation and writing, and to read simple Italian. *Note:* This course is not intended for students with oral proficiency or who have attended schools where Italian was the language of instruction. Lecture 5 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

102

BEGINNING ITALIAN II

5.0 Units

ITAL 102 is a continuation of ITAL 101 and completes the elementary grammar. It includes the reading of simplified texts with emphasis on oral expressions, and further study of Italian history and culture. Lecture 5 hours. *Prerequisite:* ITAL 101 or equivalent. *Transfer Credit:* CSU, UC, USC

103

INTERMEDIATE ITALIAN I

5.0 Units

ITAL 103 includes further study of Italian grammar. The purpose of the course is to train students in reading comprehension of intermediate prose with stress on documentary aspects of Italian life, character analysis, and the study of ideas. Oral and written discussions are stressed. Lecture 5 hours. *Prerequisite:* ITAL 102 or equivalent. *Transfer Credit:* CSU, UC, USC

104
INTERMEDIATE ITALIAN II
5.0 Units

ITAL 104 completes the review of the fundamentals of grammar. The purpose of the course is to train students in reading intermediate prose of increasing difficulty with stress on the study of ideas. The training also includes oral discussion and written exposition. Lecture 5 hours. *Prerequisite:* ITAL103 or equivalent. *Transfer Credit:* CSU, UC, USC

JAPANESE

101
BEGINNING JAPANESE I
5.0 Units

JAPAN 101 presents the fundamentals of Japanese grammar. The students are trained to pronounce correctly, to acquire a small working vocabulary for conversation and writing, and to read and write both hiragana and katakana (native Japanese alphabets.) *Note:* This course is not intended for students with oral proficiency or who have attended schools where Japanese was the language of instruction. Lecture 5 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

102
BEGINNING JAPANESE II
5.0 Units

JAPAN 102 continues to present the fundamentals of Japanese grammar. It trains further in correct pronunciation, and presents kanji (Chinese characters). Discussions in Japanese will stress verb forms and vocabulary building. Lecture 5 hours. *Prerequisite:* JAPAN 101 or equivalent. *Transfer Credit:* CSU, UC, USC

103
INTERMEDIATE JAPANESE I
5.0 Units

JAPAN 103 continues the study of Japanese grammar and vocabulary and begins the study of short narrative writings. Conversational fluency, composition writing and familiarity with Japanese culture are the focus of this class. Emphasis will be placed on the customs, culture and institutions of the Japanese people. *Note:* This course is offered during the Fall semester only. Lecture 5 hours. *Prerequisite:* JAPAN 102 or equivalent. *Transfer Credit:* CSU, UC, USC

104
INTERMEDIATE JAPANESE II
5.0 Units

JAPAN 104 completes the study of Japanese grammar and vocabulary and continues the study of short narrative writings. Conversational fluency, composition writing and increased familiarity with Japanese culture are the focus of this class. Emphasis will be placed on the customs, culture, and institutions of the Japanese people. *Note:* This course is offered during the Spring semester only. Lecture 5 hours. *Prerequisite:* JAPAN 103 or equivalent. *Transfer Credit:* CSU, UC, USC

JOURNALISM

101
INTRODUCTION TO MASS COMMUNICATIONS
3.0 Units

JOURN 101 is an introductory course exploring the history, institutions, and social impact of mass communication media, including print, photography, recordings, film, television, computers, and the role of advertising and public relations. The course is taught from a perspective of theories of persuasion, the symbolic power of images, and the relationship between information and knowledge. Special attention is given to the impact of these media on how we live and believe as individuals and as a society. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

102
REPORTING THE NEWS
3.0 Units

JOURN 102 is an introductory course in the gathering and writing of news, features, and editorials. Students learn to write clearly and concisely via laboratory drills in English fundamentals. Topics of study include: news sources, acceptable forms for stories, style and method of various media, elementary editing, and law and ethics of communication. Newspapers and other media at the local community level as well as the national metropolitan levels are utilized. Lecture 3 hours/Laboratory 1 hour. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU (C-ID JOUR 110)

103
STUDENT PUBLICATIONS STAFF
3.0 Units

JOURN 103 is a course in writing news, feature, and editorial copy, copy reading and editing, headline writing, newspaper layout and make-up, and the mechanics of newspaper production. Students study laws and ethics of the press and there is an overall emphasis on the function and responsibility of the newspaper. Multiple formats are considered, including online and broadcast journalism. This course produces the campus newspaper, El Vaquero. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* JOURN 102 or equivalent. *Transfer Credit:* CSU (C-ID JOUR 130)

104
STUDENT PUBLICATIONS EDITOR
3.0 Units

JOURN 104 is an intermediate course in writing news, feature, and opinion articles; copy reading and editing; headline writing; newspaper layout and make-up; and the mechanics of newspaper production. There is an increased emphasis on in-depth reporting for print as well as online and broadcast media. There is further study of law and ethics of the press with an overall emphasis on the function and responsibility of the newspaper, internet and social media. There is also a greater emphasis on interpretative reporting. This course produces the campus newspaper, El Vaquero as well as the website for the paper, which includes a broadcast component. Social Media Platforms such as Twitter and Facebook are also implemented. Students in this class assume responsibility for editing and managing El Vaquero, the print and online editions. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* JOURN 103 or equivalent. *Transfer Credit:* CSU (C-ID JOUR 131)

106
INTRODUCTION TO BROADCAST JOURNALISM I
3.0 Units

JOURN 106 covers the process of gathering, writing, editing, and presenting the news on radio and television. Particular emphasis is placed on writing for broadcast, news judgment, visual considerations versus sound, interviewing techniques, ethics, scripting, and news organizations infrastructure. *Note:* This course is offered during the fall semester only. Lecture 3 hours/Laboratory 1 hour. *Prerequisite:* None. *Transfer Credit:* CSU

107
MAGAZINE WRITING
3.0 Units

JOURN 107 focuses on feature writing for magazines and newspapers. Students learn how to find feature ideas and develop them into articles for student or professional publications. The creative story-telling side of journalism is stressed. The free-lance market for feature writers is discussed. *Note:* This course is offered during the spring semester only. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU

110
PHOTOJOURNALISM
3.0 Units

JOURN 110 provides instruction in techniques for producing photos for news and feature articles. Students learn effective ways to take photos to accompany articles, as well as to use photos to tell a story of their own. Both conventional and digital photography are used. Lecture 2 hours/Laboratory 3 hours. *Recommended preparation:* Eligibility for ENGL 101 and PHOTO 101. *Transfer Credit:* CSU (C-ID JOUR 160)

116
INTRODUCTION TO BROADCAST JOURNALISM II
3.0 Units

JOURN 116 continues to develop the process of gathering, writing, editing, and presenting the news on radio and television. This course involves practical application of the skills. Students produce, report, and anchor a news segment for cable broadcast. In addition, they will produce and host a half-hour magazine format show for cable broadcast. Emphasis is placed on writing for broadcast, new judgment, visual versus sound considerations, interviewing techniques, ethics, scripting, and new organizations' infrastructure. Students will also be introduced to various radio formats and perform on the campus radio station. Lecture 3 hours/Laboratory 1 hour. *Prerequisite:* JOURN 106 or equivalent.

210
ADVANCED NEWS WRITING
3.0 Units

JOURN 210 emphasizes public affairs reporting. Students will cover public meetings both on and off campus, including trials, school board meetings, and city council meetings. They will also contribute to the college newspaper, El Vaquero. The emphasis is on print journalism, but students will also be exposed to broadcasting, the Internet, and podcasting. Emphasis will be given to journalistic law and ethics. Lecture 3 hours/Laboratory 1 hour. *Prerequisite:* JOURN 102 or equivalent. (C-ID JOUR 210)

250
VISUAL COMMUNICATION
3.0 Units

JOURN 250 surveys the most significant techniques and examples of visual communication employed in the mass media, including newspapers, magazines, television, the Internet, and advertising. The course is designed to lead students to an understanding of the possibilities of visual communication in the mass media. The course exposes students to both practitioners and scholars in the field to demonstrate how the media use images and how the students might incorporate visual images into their own work. Students develop their critical thinking skills by learning the language and theory of visual media. Lecture 3 hours/Laboratory 1 hour. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU (C-ID JOUR 170)

KINESIOLOGY (KIN)

100
INTRO TO PHYSICAL EDUCATION
(Previously listed as P.E. 120)
3.0 Units

KIN 100 is designed for those students who are interested in pursuing a career in the field of physical education. The philosophy, history, future and scientific foundations of physical education, exercise science, health/wellness, fitness and sport will be covered. Students will have the opportunity to explore professional career opportunities in teaching, coaching, athletic training, sport management, fitness leadership and health/wellness. *Note:* Recommended for physical education majors. This course will not fulfill physical education activity requirements. Lecture 3 hours. *Recommended preparation:* ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

144
BASEBALL THEORY
(Previously listed as P.E. 144)
2.0 Units

KIN 144 covers the basic theoretical foundations of the sport of baseball. *Note:* KIN 144 is recommended for kinesiology majors. Lecture 2 hours. Recommended Prep: Knowledge of Baseball fundamentals. *Transfer Credit:* CSU, UC, USC

146
ADVANCED BASEBALL THEORY
(Previously listed as P.E. 146)
2.0 Units

KIN 146 covers advanced theory and strategies used in the sport of baseball. *Note:* KIN 146 is recommended for Kinesiology majors and students planning to participate in varsity baseball for a second year. Lecture 2 hours. *Prerequisite:* KIN 144. *Transfer Credit:* CSU, UC, USC

166
BODY MECHANICS FOR WOMEN
1.5 Units

KIN 166 is primarily designed to introduce the female student to theories of proper body alignment and movement during activities of daily life, work, and light physical activity. Retention and correction of problems associated with posture are emphasized and conditioning movements are presented to increase balance, coordination, and overall fitness for female students. Lecture/Demonstration 1.5 hours. *Corequisite:* PE 103 or Equivalent Recommended Prep: ENGL 120 or ESL 151 *Transfer Credit:* CSU

167
WEIGHT TRAINING AND CONDITIONING
1.5 Units

KIN 167 is an introduction to basic weight training which introduces theories of proper body alignment and basic movement during activities of daily life, work, and light physical activity. Prevention and correction of problems associated with posture are emphasized and conditioning movements are presented to increase balance, coordination and overall fitness. Lecture/Demonstration 1.5 hours. *Corequisite:* PE 103 or Equivalent Recommended Prep: ENGL 120 or ESL 151 *Transfer Credit:* CSU

168
INTERMEDIATE WEIGHT TRAINING AND CONDITIONING
1.5 Units

KIN 168 provides all students an opportunity to learn the intermediate principles of exercise prescription and implement them through the development of a structured contemporary fitness program that targets interval, circuit, and endurance training. Students integrate personal health and fitness data with current exercise guidelines provided by major health organizations in order to create a safe, effective exercise program. *Note:* PE 168 and PE 169 can only be taken once. Lecture/Demonstration 1.5 hours. *Prerequisite:* KIN 166 or 167 *Co-Requisite:* PE 104 or equivalent Recommended Prep: ENGL 120 or ESL 151 *Transfer Credit:* CSU

**169
WEIGHT TRAINING FOR WOMEN**
1.5 Units

KIN 169 is primarily designed to introduce female students to basic principles of exercise prescription and implement them through the development of a structured fitness program focused on weight training designed especially for women. Female students integrate personal health and fitness data for women with current exercise guidelines provided by major health organizations in order to understand the theories associated with the creation of a safe, effective weight training exercise program. *Note:* PE 169 and PE 168 can only be taken once. Lecture/Demonstration 1.5 hours. *Prerequisite:* KIN 166 or 167 Co-Requisite: PE 104 or equivalent Recommended Prep: ENGL 120 or ESL 151 *Transfer Credit:* CSU

**195
FOOTBALL THEORY**
(Previously listed as P.E. 195)
2.0 Units

KIN 195 is theory and development of offensive and defensive formations and strategies in football. *Note:* KIN 195 is recommended for kinesiology majors. Lecture 2 hours. Recommended Prep: Knowledge of Football fundamentals. *Transfer Credit:* CSU, UC, USC

**196
ADVANCED FOOTBALL THEORY**
(Previously listed as P.E. 196)
2.0 Units

KIN 196 covers advanced theoretical foundations and strategies of football. *Note:* KIN 196 is recommended for kinesiology majors and students who are participating in varsity football for a second year. Lecture 2 hours. *Prerequisite:* KIN 195 or equivalent *Transfer Credit:* CSU, UC, USC

**228
SOCCER THEORY**
(Previously listed as P.E. 228)
2.0 Units

KIN 228 is designed for men and women. It covers the theoretical foundations of the sport of soccer, with emphasis on strategy, game tactics, philosophy, and Federal International Football Association laws of the game. *Note:* KIN 228 is recommended for kinesiology majors. Lecture 2 hours. Recommended Prep: Knowledge of Soccer fundamentals. *Transfer Credit:* CSU, UC, USC

**236
SOFTBALL THEORY**
(Previously listed as P.E. 236)
2.0 Units

KIN 236 covers the theoretical foundations of the sport of softball. *Note:* KIN 236 is recommended for kinesiology majors. Lecture 2 hours. Recommended Prep: Knowledge of Softball fundamentals. *Transfer Credit:* CSU, UC, USC

KOREAN

**101
BEGINNING KOREAN I**
5.0 Units

Korean 101 teaches the fundamentals of Korean grammar. Students are trained to pronounce Korean correctly, to acquire a small working vocabulary which they use in conversation and writing, and to read and write in the native Korean alphabet. *Note:* This course is not intended for students with oral proficiency or who have attended schools where Korean was the language of instruction. *Note:* This course is offered during the Fall semester only. Lecture 5 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

**102
BEGINNING KOREAN II**
5.0 Units

Korean 102 continues to present the fundamentals of Korean grammar. Students are trained to pronounce Korean correctly, to acquire a small working vocabulary which they use in conversation and writing, and to read and write in the native Korean alphabet. *Note:* This course is offered during the Spring semester only. Lecture 5 hours. *Prerequisite:* KOREA 101 or equivalent. *Transfer Credit:* CSU, UC, USC

LIBRARY

**101
INTRODUCTION TO INFORMATION
RESOURCES & RESEARCH
METHODS**
2.0 Units

Library 101 introduces methods of contemporary research through the use of online databases and the Internet, as well as traditional print materials. Collaborative efforts lead to well-researched and accurately documented term paper presentations. *Note:* No credit will be given to students who have completed Library 191 prior to Library 101. Students completing both Library 101 and Library 191 will receive a maximum of two units for both classes. Lecture 1.5 hours/Laboratory 1.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC

**190
INTRO TO BASIC RESEARCH SKILLS**
1.0 Unit

Library 190 introduces students to the skills of basic researching, including the effective use of library resources and services. Students learn fundamental techniques for locating, evaluating, and organizing information to be used in research papers, as well as how to correctly format source citations. Topics covered include: information cycle and timeline; comparing, contrasting, and selecting library and open web resources; types and characteristics of information sources; effective information research planning; search techniques, evaluation criteria, citation formatting, and plagiarism. *Note:* Students completing Library 191, Library 190, and/or Library 101 will receive a maximum of two units of credit. Lecture 1 hour. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU

**191
INTRO TO INFORMATION COMPETENCY**
2.0 Units

Library 191 is designed to teach and strengthen lifelong research and information competency skills by introducing students to the nature of research and the role of the library in the research process. Students learn the core concepts of information retrieval and essential techniques for finding, evaluating, analyzing, organizing, and presenting information. The topics covered include: using online catalogs to locate books and other library resources; developing research strategies; exercising critical thinking to evaluate information; applying critical and search techniques to electronic databases; understanding citation formats and using the internet as a research tool. Lecture/Demonstration 2 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC

LINGUISTICS

**101
INTRO TO LANGUAGE & LINGUISTICS**
3.0 Units

LING 101 provides an introduction to the scientific study of language. The course provides examples from different languages and linguistic communities in order to determine the basic nature of human languages and the extent to which languages may differ. Linguistic concepts are introduced and discussed to encourage critical thinking as a way to understand language as a biological and social phenomenon. Areas of study include but are not limited to: phonetics, phonology, morphology, syntax, semantics, pragmatics, language acquisition, neurolinguistics, and sociolinguistics. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

MACHINE TECHNOLOGY (MACH)

101 MACHINE TECHNOLOGY I 3.0 Units

MACH 101 covers the fundamentals of the machinist trade. Instructions on the proper care and use of precision equipment are also included. Basic training utilizing lathes, milling machines, drill presses and grinders is emphasized. Lecture 1 hour/Laboratory 6 hours. *Prerequisite:* None. *Transfer Credit:* CSU

102 MACHINE TECHNOLOGY II 5.0 Units

MACH 102 is a continuation of the fundamentals of the machinist trade. Advanced training in set-up work, tool grinding, and machine operations is presented. Related lectures cover types of threads and threading, calculating and cutting of tapers, gears and gear trains. Basic design and capacity of machine tools are investigated. Lecture 3 hours/Laboratory 6 hours. *Prerequisite:* MACH 101 or equivalent. *Transfer Credit:* CSU

103 MACHINE TECHNOLOGY III 5.0 Units

MACH 103 covers more advanced and complicated operations of machine tools and equipment. Precision inspection, production and assembly are studied. Lectures and demonstrations on specialized machine tools and equipment give the student a better understanding of their use and capacities. Lecture 3 hours/Laboratory 6 hours. *Prerequisite:* MACH 102 or equivalent. *Transfer Credit:* CSU

104 MACHINE TECHNOLOGY IV 5.0 Units

MACH 104 is a continuation of advanced and complicated operations of machine tools and equipment. Lectures and demonstrations include a thorough investigation of heat-treatment of metals, special metals and their uses, abrasives, grinding wheels, and efficient use of surface, cylindrical, and tool cutter grinders. Basic tool and die work in which the student designs and builds jigs and fixtures is offered to students showing advanced abilities. Lecture 3 hours/Laboratory 6 hours. *Prerequisite:* MACH 103 or equivalent. *Transfer Credit:* CSU

107 MACHINE PRACTICE I 2.0 Units

NON-DEGREE APPLICABLE

MACH 107 provides practice on machine shop equipment. Students work on individual projects which they retain for their use. Training received in this course develops an ability to visualize and perform various functions necessary in the machine trade. Lecture 1hour /Laboratory 3 hours. *Prerequisite:* None.

108 MACHINE PRACTICE II 2.0 Units

NON-DEGREE APPLICABLE

MACH 108 provides practice on machine shop equipment. Students work on individual projects which they retain for their use. Training received in this course develops an ability to visualize and perform various functions necessary in the machine trade. Lecture 1hour /Laboratory 3 hours. *Prerequisite:* MACH 107 or equivalent.

109 PRINCIPLES OF TOOL ENGINEERING 5.0 Units

MACH 109 is an advanced course in machine shop training presenting systems of production. Interchangeability, and dimensioning as they pertain to tool design and construction of drill jigs, milling, grinding, and lathe fixtures, locating and clamping of parts, tooling for horizontal turret lathes, and tool room inspection and gauging are examined. Training required for engineers and designers noting duties and positions in manufacturing organizations are investigated. Lecture 3 hours/Laboratory 6 hours. *Prerequisite:* MACH 104 or equivalent.

110 PRINCIPLES OF NUMERICAL CONTROL 5.0 Units

MACH 110 is an advanced course in machine technology presenting principles of numerical control, preparation of machining programs and development of control tapes. Design and construction of tools and fixtures, selection and modification of tooling are studied. Lecture 3 hours/Laboratory 6 hours. *Prerequisite:* MACH 102 or equivalent. *Transfer Credit:* CSU

111 PRINCIPLES OF NUMERICAL CONTROL 3.0 Units

MACH 111 presents principles of numerical control, preparation of machining programs and development of control tapes. It is designed for the advanced machine technology student who wishes to explore the field of numerically controlled machining. *Note:* This course may not be taken for credit by students who have completed MACH 110. Lecture 3 hours. *Prerequisite:* MACH 101 or equivalent (MACH 101 may be taken concurrently.)

112 MACHINE PRACTICE III 1.0 Unit

MACH 112 is designed to allow students or industrial workers to improve and update their machining skills. Techniques practiced are uses of lathe, mill, drill, grinder. Inspection strategies for the purpose of job advancement are presented. Laboratory 3 hours. *Prerequisite:* MACH 107 or equivalent.

113 INTERMEDIATE ENGINE LATHE PROCESS 2.0 Units

NON-DEGREE APPLICABLE

MACH 113 is a course that provides specialized training on the engine lathe processes. Building on the basic processes, this class will develop skills working on tapering, threading, grooving, contouring both inside and out. The use of the 3 and 4 jaw chucks, faceplate, rubber chuck and collets is studied. Lecture 1hour /Laboratory 3 hours. *Prerequisite:* None.

114 INTERMEDIATE VERTICAL MILL PROCESSES 2.0 Units

NON-DEGREE APPLICABLE

MACH 114 is a course that provides specialized training on the vertical mill. Building on the basic processes, this class develops skills working on vises, fixturing, angular milling, end mills, shell mills, fly cutting, radius cutting, and undercutting. . Lecture 1hour /Laboratory 3 hours. *Prerequisite:* None.

MASS COMMUNICATIONS (MCOMM)

101 INTRO TO MASS COMMUNICATIONS 3.0 Units

MCOMM 101 is a survey course that examines mass communication and its interrelationships with society in the digital age. This introductory course explores the history, institutions, and social impact of mass communication media, including the Internet and social media, print, photography, recordings, film, television, computers, and the role of advertising and public relations. The course includes discussion of theories and effects, economics, technology, law and ethics, global media, media literacy, and social issues, including gender and cultural diversity. Special attention is given to the impact of mass media on how we live and believe as individuals and as a society. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

120 INTRO TO PUBLIC RELATIONS 3.0 Units

MCOMM 120 is a practical guide to effective public relations, its history and its relationship with the media. The course is designed for persons who wish to make public relations a career, untrained persons who are currently or plan to be involved in publicity activities, and for journalism majors or minors who wish to enhance their studies. *Note:* This course is offered during the Spring semester only. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

MATERIALS & PROCESSES

146 MATERIALS AND PROCESSES 3.0 Units

Materials and Processes 146 is a study of the manufacture and properties of ferrous and non-ferrous alloys, ceramic products, wood, cements, plastics, fuels, glass, concrete, rubber, etc. Their uses, adaptability, and limitations in industry are studied. Current methods of manufacture and technique are covered. The course covers testing of materials by the destructive and nondestructive methods and the physical properties of materials. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

MATHEMATICS

All students who have not taken a Mathematics course at Glendale College are required to take a mathematics placement examination before enrolling in any mathematics course except MATH 190. Contact your counselor for additional information.

100 COLLEGE ALGEBRA 3.0 Units

MATH 100 is college (transfer) level course in algebra. Topics include functions and their inverses, transformations of functions, first and second degree equations and inequalities, logarithmic and exponential equations, graphs of linear and quadratic functions, conic sections, polynomial functions, exponential functions, logarithmic functions, real world Science, Technology, Engineering, and Mathematics (STEM) applications, remainder and factor theorems, properties and applications of complex numbers, systems of equations, matrix solutions, partial fractions, sequences and series, and mathematical induction. MATH 100 and 102 together are equivalent to MATH 110 (Pre-Calculus). *Note:* A maximum of 6 units may be earned from any combination of MATH 100, 102, and 110. Lecture 4 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or MATH 101 or 120, or 2 units of MATH 220. *Transfer Credit:* CSU, UC, USC

101 INTERMEDIATE ALGEBRA 5.0 Units

MATH 101 is an accelerated course of Intermediate Algebra. Topics include fundamental laws, curve plotting, linear equations, fractional exponents, quadratic equations and inequalities, arithmetic and geometric sequences and series, the binomial theorem, radical and rational expressions and equations, conic sections, factoring, functions and inverse functions, algebra of functions, graphs of functions, systems of linear and nonlinear equations and inequalities, Cramer's Rule, and exponential and logarithmic functions. This course is the equivalent of Algebra II as traditionally taught in one year of secondary school. *Note:* Students with two unsuccessful attempts in MATH 101 with a grade of W, D, F, or NP who wish to complete Intermediate Algebra will be required to take the MATH 119/219 and 120/220 sequence. This course may not be taken for credit by students who have completed MATH 120 or 220. A maximum of 5 units will be granted for MATH 101, 119, 120, 219 and 220. A maximum of 7 units will be granted for MATH 101 and 131. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or MATH 141 or 146 or 246B or 2 units of MATH 246.

102 TRIGONOMETRY 3.0 Units

MATH 102 is a course in plane trigonometry with a review of geometry. The course emphasizes the analytic aspects of the subject. Topics include properties of geometric figures, trigonometric functions of any angle, trigonometric identities, half-angles, trigonometric equations, applications of trigonometric functions, functions, complex numbers, and polar and parametric equations. *Note:* A maximum of 6 units may be earned from any combination of Math 100, Math 102, and Math 110. Lecture 4 hours. *Prerequisite:* MATH 100. *Transfer Credit:* CSU

103 CALCULUS & ANALYTIC GEOMETRY 5.0 Units

MATH 103 is the first of a sequence of three courses combining the subject matter of analytic geometry and calculus. Functions and their graphs are studied with special attention to differentiation, limits, rules and integration using various techniques. Applications of both differentiation and integration are covered. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or MATH 110 or MATH 100 & 102. *Transfer Credit:* CSU, UC, USC (C-ID MATH 211)

103H HONORS CALCULUS & ANALYTIC GEOMETRY 5.0 Units

MATH 103 is the first of a sequence of three courses combining the subject matter of analytic geometry and calculus. Functions and their graphs are studied with special attention to differentiation, limits, rules and integration using various techniques. Applications of both differentiation and integration are covered. The honors section of this course features more theory and proof, and one or more projects related to the topics of the course Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or MATH 110 or MATH 100 & 102. *Transfer Credit:* CSU, UC, USC

**104
CALCULUS & ANALYTIC GEOMETRY**
5.0 Units

MATH 104 is a study of the calculus of inverse functions, transcendental functions, techniques of integration, indeterminate forms, applications of integration, differential equations, parametric equations, polar coordinates, conic sections, and infinite sequences and series. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of MATH 103. *Transfer Credit:* CSU, UC, USC

**104H
HONORS CALCULUS & ANALYTIC GEOMETRY**
5.0 Units

MATH 104 is a study of the calculus of inverse functions, transcendental functions, techniques of integration, indeterminate forms, applications of integration, differential equations, parametric equations, polar coordinates, conic sections, and infinite sequences and series. The honors section of this course features more theory and proof, and one or more projects related to the topics of the course. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of MATH 103. *Transfer Credit:* CSU, UC, USC

**105
CALCULUS & ANALYTIC GEOMETRY**
4.0 Units

MATH 105 is a course in vector calculus. Topics covered include vector functions, vector differentiation, parametric equations, vectors in two, three, and higher dimensional space, multiple integration, and an introduction to vector analysis including divergence, curl, and Stokes' Theorem. Lecture 5 hours. *Prerequisite:* MATH 104 with a grade of "C" or better. *Transfer Credit:* CSU, UC, USC

**105H
HONORS CALCULUS & ANALYTIC GEOMETRY**
4.0 Units

MATH 105 is a course in vector calculus. Topics covered include vector functions, vector differentiation, parametric equations, vectors in two, three, and higher dimensional space, multiple integration, and an introduction to vector analysis including divergence, curl, and Stokes' Theorem. The honors section of this course features more theory and proof, and one or more projects related to the topics of the course. Lecture 5 hours. *Prerequisite:* MATH 104 with a grade of "C" or better. *Transfer Credit:* CSU, UC, USC

**107
LINEAR ALGEBRA**
4.0 Units

MATH 107 covers the topics of vector spaces, linear transformations and matrices, matrix algebra, determinants, eigenvalues and eigenvectors, and solutions of systems of equations. Solution techniques include row operations, Gaussian elimination and matrix algebra. Specific topics in vector spaces and matrix theory include inner products, norms, orthogonality, eigenvalues, eigenspaces, linear transformations and applications. Lecture 5 hours. *Prerequisite:* MATH 104 with a grade of iCî or better. *Recommended preparation:* MATH 105. *Transfer Credit:* CSU, UC, USC

**107H
HONORS LINEAR ALGEBRA**
4.0 Units

MATH 107 covers the topics of vector spaces, linear transformations and matrices, matrix algebra, determinants, eigenvalues and eigenvectors, and solutions of systems of equations. Solution techniques include row operations, Gaussian elimination and matrix algebra. Specific topics in vector spaces and matrix theory include inner products, norms, orthogonality, eigenvalues, eigenspaces, linear transformations and applications. The honors section of this course features more theory and proof, and one or more projects related to the topics of this course. Lecture 5 hours. *Prerequisite:* MATH 104 with a grade of "C" or better. *Recommended preparation:* MATH 105. *Transfer Credit:* CSU, UC, USC

**108
ORDINARY DIFFERENTIAL EQUATIONS**
4.0 Units

MATH 108 covers the solution of ordinary differential equations using various techniques including variation of parameters, the Laplace transform, power series, and numerical methods. Systems of linear differential equations and an introduction to nonhomogeneous linear systems are also covered. Applications are drawn from the physical sciences. Lecture 5 hours. *Prerequisite:* MATH 104 with a grade of "C" or better. *Recommended preparation:* MATH 105. *Transfer Credit:* CSU, UC, USC (C-ID MATH 240)

**108H
HONORS ORDINARY DIFFERENTIAL EQUATIONS**
4.0 Units

MATH 108H covers the solution of ordinary differential equations using various techniques including variation of parameters, the Laplace transform, power series, and numerical methods. Systems of linear differential equations and an introduction to nonhomogeneous linear systems are also covered. Applications are drawn from the physical sciences. The honors section of this course features more theory and proof, and one or more projects related to the topics of this course. Lecture 5 hours. *Prerequisite:* MATH 104 with a grade of "C" or better. *Recommended preparation:* MATH 105. *Transfer Credit:* CSU, UC, USC

**110
PRECALCULUS**
5.0 Units

MATH 110 is designed to prepare students for calculus. Topics include algebraic, exponential, logarithmic and trigonometric functions and their graphs, inverses, zeroes and applications. Inequalities, identities, conic sections, polar equations, parametric equations, systems of equations and mathematical induction will also be covered. *Note:* Students with two unsuccessful attempts in MATH 110 (with a grade of W, D, F, or NP) who plan to complete Precalculus will be required to take the MATH 100 and 102 sequence. A maximum of 6 units may be earned from any combination of MATH 100, 102 and 110. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background. *Transfer Credit:* CSU, UC, USC

**112
CALCULUS FOR BUSINESS**
5.0 Units

MATH 112 is a one semester course in calculus for business, management, and social science majors. Topics in this course include: techniques of differentiating; maximum-minimum problem; curve sketching; derivatives and applications of exponential and logarithmic functions; techniques of integration; simple differential equations; the calculus of functions of several variables, including Lagrange multipliers and multiple integration. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or MATH 101 or 120 or 2 units of MATH 220. *Recommended preparation:* Math 100. *Transfer Credit:* CSU, UC, USC

119
INTERMEDIATE ALGEBRA I
 3.0 Units

MATH 119 is the first course of a two-semester sequence of Intermediate Algebra. Topics include: fundamental laws, curve plotting, linear equations, fractional exponents, radical and rational expressions and equations, factoring, functions, Cramer's rule, algebra of functions, graphs of functions, systems of linear equations and inequalities. This course is equivalent to the first part of Math 101. **Note:** This course may not be taken for credit by students who have completed MATH 101 131, or 219. A maximum of 3 units will be granted for MATH 119 and 219. A maximum of 5 units will be granted for MATH 119 and 131. Lecture 5 hours. **Prerequisite:** Placement is based on a composite of test scores and academic background or MATH 141 or 146 or 246B or 2 units of MATH 246.

120
INTERMEDIATE ALGEBRA II
 2.0 Units

MATH 120 is the second course of a two-semester sequence of Intermediate Algebra. Topics include: quadratic equations and inequalities, arithmetic and geometric sequences and series, the binomial theorem, conic sections, inverse functions, graphs of functions, systems of nonlinear equations and inequalities, and exponential and logarithmic functions. This course is equivalent to the second part of Math 101. **Note:** This course may not be taken for credit by students who have completed MATH 101 or 220. A maximum of 5 units will be granted for MATH 101, 119, 120, 219 and 220. A maximum of 7 units will be granted for MATH 120 and 131. Lecture 4 hours. **Prerequisite:** MATH 119 or 3 units of MATH 219.

131
INTERMEDIATE ALGEBRA FOR STATISTICS
 5.0 Units

MATH 131 is a one-semester course leading to transfer-level Statistics (MATH 136), Finite Mathematics (MATH 133), Liberal Arts Mathematics (MATH 135), and Math for Elementary Teachers I (MATH 138). Topics include curve plotting, linear equations and inequalities, radicals, functions and inverse functions, systems of linear equations, exponential and logarithmic functions, descriptive statistics, graphical and numerical statistics for quantitative and categorical data, modeling bivariate data with linear functions, introductory set theory, and introductory probability. This course is designed for non-STEM students who are not majoring in science, technology, engineering, mathematics, or business. **Note:** A maximum of 5 units will be granted for MATH 131 and 119 or 219, OR a maximum of 7 units will be granted for MATH 131 and 101, 120 or 220. No more than 7 units total will be granted. Lecture 5 hours. **Prerequisite:** Placement is based on a composite of test scores and academic background or MATH 141, 146 or 2 units of MATH 246.

133
FINITE MATHEMATICS
(Previously listed as MATH 111)
 3.0 Units

MATH 133 is a one-semester course in mathematics for business, management, and social science majors. Topics in this course include systems of equations, matrices, probability with an introduction to statistics, Markov chains, and game theory. Lecture 3 hours. **Prerequisite:** Placement is based on a composite of test scores and academic background or MATH 101, 120, 131, or 2 units of MATH 220. **Transfer Credit:** CSU, UC, USC

135
LIBERAL ARTS MATHEMATICS
 3.0 Units

MATH 135 is a one-semester course designed for liberal arts majors. Topics in this course include probability, statistical inference, voting systems and how to measure power, game theory, and apportionment. Lecture 3 hours. **Prerequisite:** Placement is based on a composite of test scores and academic background or MATH 101, 120, 131, or 2 units of MATH 220. **Transfer Credit:** CSU, UC

136
STATISTICS
 4.0 Units

MATH 136 is a one-semester course designed for students whose major requires a course in statistics. Topics in this course include: the nature of statistical methods, types of data, introductory probability, sampling theory, experimental design, confidence intervals, hypothesis testing, regression analysis, and decision making. Emphasis will be placed on the application of statistical concepts to real world data, development of statistical reasoning, and the interpretation of results. Lecture 4 hours. **Prerequisite:** Placement is based on a composite of test scores and academic background or MATH 101, 120, 131, 220B or 2 units of MATH 220. **Transfer Credit:** CSU, UC, USC

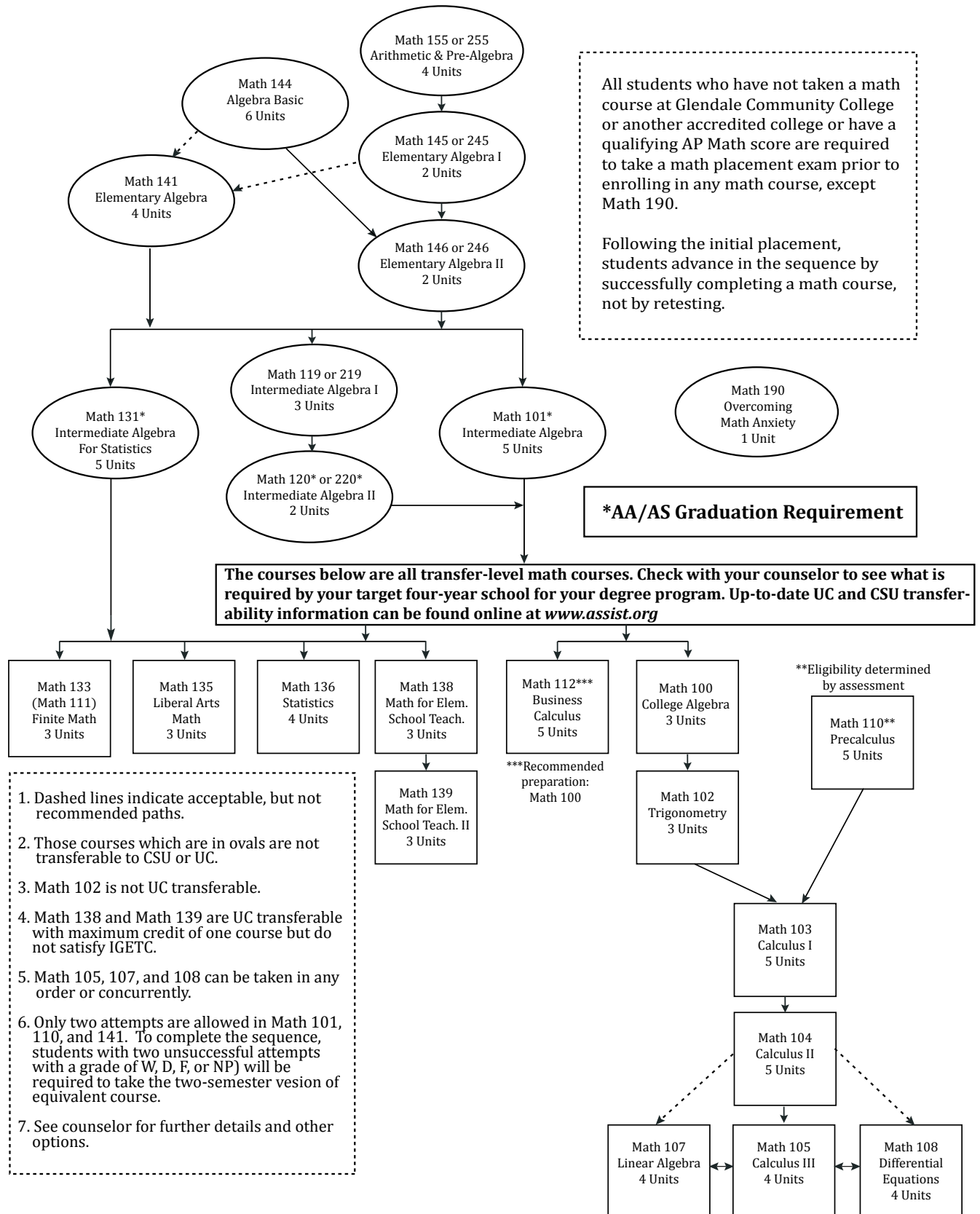
138
MATHEMATICS FOR ELEMENTARY TEACHERS I
 3.0 Units

MATH 138 is designed for prospective elementary school teachers. Topics in this course include: problem-solving techniques, set operations, functions, number theory, ratio, proportion, and percent. Lecture 3 hours. **Prerequisite:** Placement is based on a composite of test scores and academic background or MATH 101, 120, 131, or 2 units of MATH 220. **Transfer Credit:** CSU, UC

139
MATHEMATICS FOR ELEMENTARY TEACHERS II
 3.0 Units

MATH 139 is a continuation of MATH 138. It is a second-semester course designed for prospective elementary teachers. Topics include: statistics, probability, and geometry. Geometry topics include: geometric shapes, measurement, triangle congruence and similarity, coordinate plane, and transformations. Lecture 3 hours. **Prerequisite:** MATH 138. **Transfer Credit:** CSU, UC

GLENDALE COMMUNITY COLLEGE MATH SEQUENCE CHART



**141
ELEMENTARY ALGEBRA**
4.0 Units**NON-DEGREE APPLICABLE**

MATH 141 is an accelerated course in the fundamental operations of algebra. The course focuses on solutions of linear and quadratic equations, algebraic operations, factoring, rational expressions, exponents and radicals, systems of linear equations and graphing linear and quadratic equations. This course is the equivalent of the traditional first year of algebra in secondary school and is designed for students to review their algebra. *Note:* Students with two unsuccessful attempts in MATH 141 with a grade of W, D, F, or NP who plan to complete Elementary Algebra will be required to take the MATH 145/245 and 146/246 sequence. This course may not be taken for credit by students who have completed MATH 146 or 246. A maximum of 4 units will be granted for MATH 141, 145, 146, 245, and 246. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or MATH 145 or 2 units of MATH 245.

**144
ALGEBRA BASICS**
6.0 Units

MATH 144 is a basic skills course designed to prepare students for their first course in algebra. It includes the fundamental processes of arithmetic, pre-algebra, and fundamental operations of algebra normally included in the first semester of a year course taught in secondary school. It is designed to develop skill in computation using whole numbers, signed numbers, fractions, decimals, percents, and properties of the decimal number system. Rules of exponents, first-degree equations, fundamental facts about geometry, solutions to linear equations, algebraic manipulations, exponents, polynomials, graphing linear equations, and solving linear systems are also included. This course is designed for students who have studied algebra for less than one year or have not studied algebra recently. *Note:* This course may not be taken for credit by students who have completed MATH 141, 145, or 245. A maximum of 6 units will be granted for Math 144 and any of the following courses: Math 155, 255, or 245. Lecture 8.0 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background.

**145
ELEMENTARY ALGEBRA I**
2.0 Units**NON-DEGREE APPLICABLE**

MATH 145 is designed to cover the fundamental operations of algebra normally included in the first semester of a year course taught in secondary school, and includes signed numbers, solutions to linear equations, algebraic manipulations, exponents, polynomials, graphing linear equations, and solving linear systems. This course is designed for students who have studied algebra for less than one year or have not studied algebra recently. *Note:* This course may not be taken for credit by students who have completed MATH 141 or 245. A maximum of 2 units of credit will be granted for MATH 145 and 245. Lecture 4 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or MATH 155 or 255D or 4 units of MATH 255.

**146
ELEMENTARY ALGEBRA II**
2.0 Units**NON-DEGREE APPLICABLE**

MATH 146 is a continuation of MATH 145 and completes the topics traditionally covered in the first year of algebra in secondary school. This course covers the fundamental operations of algebra including factoring, rational expressions, roots and radicals, and quadratic equations. *Note:* This course may not be taken for credit by students who have completed MATH 141 or 246. A maximum of 4 units of credit will be granted for MATH 141, 145, 146, 245, and 246. Lecture 4 hours. *Prerequisite:* MATH 145 or 245B or 2 units of Math 245.

**155
ARITHMETIC AND PREALGEBRA**
4.0 Units**NON-DEGREE APPLICABLE**

MATH 155 is a basic skills course designed to prepare students for their first course in algebra. It includes the fundamental processes of arithmetic and prealgebra. It is designed to develop skill in computation using whole numbers, fractions, decimals, percents, and properties of the decimal number system with an emphasis on the arithmetic of signed numbers. Rules of exponents, first-degree equations, fundamental facts about geometry with regard to area and perimeter are also included. Study and test-taking techniques related to mathematics are also covered. *Note:* This course may not be taken for credit by students who have completed MATH 255. A maximum of 4 units of credit will be granted for MATH 155 and 255. This course is Pass/No Pass only. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background.

**190
OVERCOMING MATH ANXIETY**
1.0 Unit**NON-DEGREE APPLICABLE**

MATH 190 is designed to provide students of varying mathematical backgrounds with the knowledge, skills and attitudes to be successful in their mathematics related goals. Topics include myths, stereotypes, improving attitudes, learning styles, proper placement in classes, problem-solving skills, study skills, note-taking skills, test-taking strategies and stress reduction techniques all specifically tailored for Mathematics. Mathematical recreations, tricks and history may be incorporated into the course. *Note:* There is no Mathematics prerequisite for this course. Lecture 1 hour. *Prerequisite:* None.

**219A
INTERMEDIATE ALGEBRA I**
1.0 Unit

MATH 219A is the first part of a self-paced multimedia course. Math 219ABC collectively is equivalent to the first course of a two-semester sequence of Intermediate Algebra. Topics include fundamental laws, curve plotting, linear equations, fractional exponents, radical and rational expressions and equations, factoring, functions, Cramer's rule, algebra of functions, graphs of functions, systems of linear equations and inequalities. Math 219ABC collectively is equivalent to Math 119. *Note:* This course may not be taken for credit by students who have completed MATH 101, 119 or 131. A maximum of 3 units of credit will be granted for MATH 119 and 219. A maximum of 5 units of credit will be granted for MATH 219 and 131. Laboratory 6 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or MATH 141 or 146 or 246B or 2 units of MATH 246.

**219B
INTERMEDIATE ALGEBRA I**
1.0 Unit

MATH 219B is the second part of a self-paced multimedia course. Math 219ABC collectively is equivalent to the first course of a two-semester sequence of Intermediate Algebra. Topics include fundamental laws, curve plotting, linear equations, fractional exponents, radical and rational expressions and equations, factoring, functions, Cramer's rule, algebra of functions, graphs of functions, systems of linear equations and inequalities. Math 219ABC collectively is equivalent to Math 119. *Note:* This course may not be taken for credit by students who have completed MATH 101 or 119. A maximum of 3 units of credit will be granted for MATH 119 and 219. A maximum of 5 units of credit will be granted for MATH 219 and 131. Laboratory 6 hours. *Prerequisite:* MATH 219A or 1 unit of MATH 219.

219C INTERMEDIATE ALGEBRA I

1.0 Unit

MATH 219C is the third part of a self-paced multimedia course. Math 219ABC collectively is equivalent to the first course of a two-semester sequence of Intermediate Algebra. Topics include fundamental laws, curve plotting, linear equations, fractional exponents, radical and rational expressions and equations, factoring, functions, Cramer's rule, algebra of functions, graphs of functions, systems of linear equations and inequalities. Math 219ABC collectively is equivalent to Math 119. **Note:** This course may not be taken for credit by students who have completed MATH 101 or 119. A maximum of 3 units of credit will be granted for MATH 119 and 219. A maximum of 5 units of credit will be granted for MATH 219 and 131. Laboratory 6 hours. **Prerequisite:** MATH 219B or 2 units of MATH 219.

220A INTERMEDIATE ALGEBRA II

1.0 Unit

MATH 220A is the first part of a self-paced multimedia course. Math 220AB collectively is equivalent to the second course of a two-semester sequence of Intermediate Algebra. Topics include quadratic equations and inequalities, arithmetic and geometric sequences and series, the binomial theorem, conic sections, inverse functions, graphs of functions, systems of nonlinear equations and inequalities, and exponential and logarithmic functions. Math 220AB collectively is equivalent to Math 120. **Note:** This course may not be taken for credit by students who have completed MATH 101 or 120. A maximum of 5 units of credit will be granted for MATH 101, 119, 120, 219, and 220. A maximum of 7 units of credit will be granted for MATH 220 and 131. Laboratory 6 hours. **Prerequisite:** MATH 119 or 219C or 3 units of MATH 219.

220B INTERMEDIATE ALGEBRA II

1.0 Unit

MATH 220B is the second part of a self-paced multimedia course. Math 220AB collectively is equivalent to the second course of a two-semester sequence of Intermediate Algebra. Topics include quadratic equations and inequalities, arithmetic and geometric sequences and series, the binomial theorem, conic sections, inverse functions, graphs of functions, systems of nonlinear equations and inequalities, and exponential and logarithmic functions. Math 220AB collectively is equivalent to Math 120. **Note:** This course may not be taken for credit by students who have completed MATH 101 or 120. A maximum of 5 units of credit will be granted for MATH 101, 119, 120, 219, and 220. A maximum of 7 units of credit will be granted for MATH 220 and 131. Laboratory 6 hours. **Prerequisite:** MATH 220A or 1 unit of Math 220.

245A ELEMENTARY ALGEBRA I

1.0 Unit

NON-DEGREE APPLICABLE

MATH 245A is the first part of a self-paced multimedia course. Math 245AB collectively is equivalent to the first course of a two-semester sequence of Elementary Algebra. Topics include signed numbers, solutions to linear equations, algebraic manipulations, exponents, polynomials, graphing linear equations, and solving linear systems. Math 245AB collectively is equivalent to Math 145. **Note:** This course may not be taken for credit by students who have completed MATH 141 or 145. A maximum of 2 units of credit will be granted for MATH 145 and 245. Laboratory 6 hours. **Prerequisite:** Placement is based on a composite of test scores and academic background or MATH 155 or 255D or 4 units of MATH 255.

245B ELEMENTARY ALGEBRA I

1.0 Unit

NON-DEGREE APPLICABLE

MATH 245B is the second part of a self-paced multimedia course. Math 245AB collectively is equivalent to the first course of a two-semester sequence of Elementary Algebra. Topics include signed numbers, solutions to linear equations, algebraic manipulations, exponents, polynomials, graphing linear equations, and solving linear systems. Math 245AB collectively is equivalent to Math 145. **Note:** This course may not be taken for credit by students who have completed MATH 141 or 145. A maximum of 2 units of credit will be granted for MATH 145 and 245. Laboratory 6 hours. **Prerequisite:** MATH 245A or 1 unit of MATH 245.

246A ELEMENTARY ALGEBRA II

1.0 Unit

NON-DEGREE APPLICABLE

MATH 246A is the first part of a self-paced multimedia course. Math 246AB collectively is equivalent to the second course of a two-semester sequence of Elementary Algebra. Topics include the fundamental operations of algebra including factoring, rational expressions, roots and radicals, and quadratic equations. Math 246AB collectively is equivalent to Math 146. **Note:** This course may not be taken for credit by students who have completed MATH 141 or 146. A maximum of 4 units of credit will be granted for MATH 141, 145, 146, 245, and 246. Laboratory 6 hours. **Prerequisite:** MATH 145 or 245B or 2 units of MATH 245.

246B ELEMENTARY ALGEBRA II

1.0 Unit

NON-DEGREE APPLICABLE

MATH 246B is the second part of a self-paced multimedia course. Math 246AB collectively is equivalent to the second course of a two-semester sequence of Elementary Algebra. Topics include the fundamental operations of algebra including factoring, rational expressions, roots and radicals, and quadratic equations. Math 246AB collectively is equivalent to Math 146. **Note:** This course may not be taken for credit by students who have completed MATH 141 or 146. A maximum of 4 units of credit will be granted for MATH 141, 145, 146, 245, and 246. Laboratory 6 hours. **Prerequisite:** MATH 246A or 1 unit of MATH 246.

255A
ARITHMETIC AND PREALGEBRA
*1.0 Unit***NON-DEGREE APPLICABLE**

MATH 255A is the first part of a self-paced multimedia basic skills course. Math 255ABCD collectively is designed to prepare students for their first course in algebra. It includes the fundamental processes of arithmetic and prealgebra. It is designed to develop skill in computation using whole numbers, fractions, decimals, percents, and properties of the decimal number system with an emphasis on the arithmetic of signed numbers. Rules of exponents, first degree equations, fundamental facts about geometry with regard to area and perimeter are also included. Study and test-taking techniques related to mathematics are also covered. Math 255ABCD collectively is equivalent to Math 155. *Note:* This course may not be taken for credit by students who have completed MATH 155. A maximum of 4 units of credit will be granted for MATH 155 and 255. This course is Pass/No Pass only. Laboratory 6 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background.

255B
ARITHMETIC AND PREALGEBRA
*1.0 Unit***NON-DEGREE APPLICABLE**

MATH 255B is the second part of a self-paced multimedia basic skills course. Math 255ABCD collectively is designed to prepare students for their first course in algebra. It includes the fundamental processes of arithmetic and prealgebra. It is designed to develop skill in computation using whole numbers, fractions, decimals, percents, and properties of the decimal number system with an emphasis on the arithmetic of signed numbers. Rules of exponents, first degree equations, and fundamental facts about geometry with regard to area and perimeter are also included. Study and test-taking techniques related to mathematics are also covered. Math 255ABCD collectively is equivalent to Math 155. *Note:* This course may not be taken for credit by students who have completed MATH 155. A maximum of 4 units of credit will be granted for MATH 155 and 255. This course is Pass/No Pass only. Laboratory 6 hours. *Prerequisite:* MATH 255A or 1 unit of MATH 255.

255C
ARITHMETIC AND PREALGEBRA
*1.0 Unit***NON-DEGREE APPLICABLE**

MATH 255C is the third part of a self-paced multimedia basic skills course. Math 255ABCD collectively is designed to prepare students for their first course in algebra. It includes the fundamental processes of arithmetic and prealgebra. It is designed to develop skill in computation using whole numbers, fractions, decimals, percents, and properties of the decimal number system with an emphasis on the arithmetic of signed numbers. Rules of exponents, first degree equations, fundamental facts about geometry with regard to area and perimeter are also included. Study and test-taking techniques related to mathematics are also covered. Math 255ABCD collectively is equivalent to Math 155. *Note:* This course may not be taken for credit by students who have completed MATH 155. A maximum of 4 units of credit will be granted for MATH 155 and 255. This course is Pass/No Pass only. Laboratory 6 hours. *Prerequisite:* MATH 255B or 2 units of MATH 255.

255D
ARITHMETIC AND PREALGEBRA
*1.0 Unit***NON-DEGREE APPLICABLE**

MATH 255D is the fourth part of a self-paced multimedia basic skills course. Math 255ABCD collectively is designed to prepare students for their first course in algebra. It includes the fundamental processes of arithmetic and prealgebra. It is designed to develop skill in computation using whole numbers, fractions, decimals, percents, and properties of the decimal number system with an emphasis on the arithmetic of signed numbers. Rules of exponents, first degree equations, fundamental facts about geometry with regard to area and perimeter are also included. Study and test-taking techniques related to mathematics are also covered. Math 255ABCD collectively is equivalent to Math 155. *Note:* This course may not be taken for credit by students who have completed MATH 155. A maximum of 4 units of credit will be granted for MATH 155 and 255. This course is Pass/No Pass only. Laboratory 6 hours. *Prerequisite:* MATH 255C or 3 units of MATH 255.

301
SKILLS FOR COLLEGE SUCCESS IN INTERMEDIATE ALGEBRA
*2.0 Units***NON-DEGREE APPLICABLE**

MATH 301 is designed to complement MATH 101 in the development and practice of essential study techniques and course material for success in intermediate algebra. Topics include integration of web-based supplemental instruction, life management skills, strategies for successful classroom experience, and critical thinking/problem solving strategies. *Note:* This course is Pass/No Pass only. Lecture 3 hours. *Corequisite:* MATH 141.

341
SKILLS FOR COLLEGE SUCCESS IN ELEMENTARY ALGEBRA
*2.0 Units***NON-DEGREE APPLICABLE**

MATH 341 is designed to complement MATH 141 in the development and practice of essential study techniques and course material for success in elementary algebra. Topics include integration of web-based supplemental instruction, life management skills, strategies for successful classroom experience, and critical thinking/problem solving strategies. *Note:* This course is Pass/No Pass only. Lecture 3 hours. *Corequisite:* MATH 141.

MEDIA ARTS

101
INTRODUCTION TO TV STUDIO PRODUCTION
3.0 Units

MEDIA 101 provides students with a basic overview of the aesthetics and techniques required in the production of studio based multiple camera video programs. The topics include studio and control room operations, directing, crew responsibilities, operation of video and audio equipment, lighting, video graphics and sound mixing. Projects consist of hands-on experiences in several live video studio production situations performed in the Glendale College Television Studio (GCTV Studio.) Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* None. *Transfer Credit:* CSU

103 INTRODUCTION TO MOTION PICTURE PRODUCTION

3.0 Units

MEDIA 103 provides students with a basic overview of the aesthetics and techniques required in single-camera motion picture production. Topics include basic cinematography, camera familiarization and operation, lenses, camera angles, camera blocking and movement, coverage, continuity, digital recording formats, filters, location production, lighting and simple editing. Projects consist of hands-on experiences with digital cinema cameras and editing workstations. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* None. *Transfer Credit:* CSU

104 VIDEO PRODUCTION PRACTICUM

3.0 Units

MEDIA 104 is designed to provide a realistic working experience in video production. Emphasis is placed on the actual production of television programs for the campus and community. Students gain experience through direct use of the production capabilities of the GCTV (Glendale College Television) Studio and involvement in developing programming operations for the educational cable channel. Students may also create independent video productions in order to build a portfolio of video production work. Studio 6 hours. Studio 6 hours. *Prerequisite:* MEDIA 112 or equivalent. *Note:* May be taken 3 times for credit. *Transfer Credit:* CSU

105 MOBILE MEDIA STREAMING AND PRODUCTION (Previously listed as MEDIA 205)

3.0 Units

MEDIA 105 provides students with a basic overview of the aesthetics and techniques required in the production of video and audio program material intended for distribution over the internet, tablets, cellular phones and other mobile media and data devices. Topics include webcasting, podcasting, production formats, internet and wireless distribution channels, aesthetic limitations, developing industry practices and professional opportunities. Projects consist of hands-on experiences in the creation of video and audio content specifically designed for these emerging media formats. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* None.

107 INTRO TO AUDIO PRODUCTION

3.0 Units

MEDIA 107 teaches students the basic principles, aesthetics, and techniques required in the production of audio programs and soundtracks for video programs. Specific topics include digital recording and editing, selection and use of microphones, sound studio operation, multi-tracking, equalization, compression, mixing, editing, and synchronization with video. Industry standard software such as Pro Tools will be utilized. Hands-on practice with professional equipment is emphasized. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* None. *Transfer Credit:* CSU

110 AESTHETICS OF CINEMA

3.0 Units

MEDIA 110 is the study of the aesthetics and creation of cinematic art. Emphasis is placed on aesthetic concepts as well as the techniques and practices employed to achieve the aesthetic goals of the filmmaker. Specific topics include narrative, visual design, cinematography, editing, sound design, genre, and authorship. The course surveys a wide variety of films, filmmakers, and film movements to explore the diverse possibilities presented by the cinematic art form. Lectures, discussions and readings are supplemented by the screening of representative films. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU

111 INTERACTIVE MULTIMEDIA I

3.0 Units

MEDIA 111 introduces students to the aesthetics and techniques employed in the creation of interactive multimedia programs. Topics presented in the course include: project planning, interactive design principles, digital video and audio, computer animation, graphics, and cross-platform distribution. Students create projects using industry standard software such as Macro-media Director. *Note:* This course may not be taken for credit by students who have completed Computer Science/Information Systems 111. Lecture 2 hours/Laboratory 4 hours. *Recommended preparation:* CABOT 206 or equivalent. *Transfer Credit:* CSU

112 MOTION PICTURE EDITING

3.0 Units

MEDIA 112 is an intermediate-level media production class. Emphasis is on editing techniques and aesthetics for motion picture productions using professional applications. Topics include system set-up, footage importing, append and insert editing, dialog and multi-clip editing, media management, pace, continuity, format workflow, effects, titling and compression. Students output their projects to professional-level deliverable digital video files. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* MEDIA 103 or equivalent. *Transfer Credit:* CSU

117 MUSIC VIDEO PRODUCTION

3.0 Units

MEDIA 117 provides students with the advanced aesthetics and techniques required in the production of a music video. Students will gain experience in camera operation, sound recording, and video editing as they relate to the production of music videos. Students will write a simple script and storyboard, and organize and plan the production of a music video project, including scheduling and budgeting. Students will direct, supervise, and critique performers and crew in music video productions. Lecture 2 hours/Laboratory 4 hours. MEDIA 101 or equivalent. *Recommended preparation:* MEDIA 103 or 112; and eligibility for ENGL 120 or ESL 151.

202 DVD AUTHORING & PRODUCTION

3.0 Units

MEDIA 202 is an advanced video production course which trains students in the aesthetics and techniques employed in the creation of video DVD's. Topics include media asset collection and management, MPEG-2 encoding, still and motion menu creation, interactive design, special DVD features, building and formatting the finished DVD. Students will gain proficiency with industry standard software applications. *Note:* This course features Apple's DVD Studio Pro and Compressor software. Lecture 2 hours/Laboratory 4 hours. *Recommended preparation:* MEDIA 101 or MEDIA 103 or equivalent; and CABOT 206 or equivalent.

**207
RADIO WEBCASTING**
3.0 Units

MEDIA 207 is designed to provide a realistic working experience in internet radio production. The emphasis is on actual production of audio programs for the campus and community. Students gain experience with announcing, playlist creation, show scheduling, program automation, and other capabilities of the Media Arts Audio Studio. Students create and perform their own radio shows, streaming to the public through Glendale Community College's web radio station KGCC. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* MEDIA 107 or equivalent. *Note:* May be taken 4 times for credit.

**213
CINEMATOGRAPHY**
3.0 Units

MEDIA 213 is an intermediate-level exploration of the art and technique of cinematography. Expanding from basic concepts and practices, this course emphasizes the techniques and aesthetics employed by professional cinematographers. Specific topics include cinematic composition, lighting for cinema, digital single lens reflex (DSLR) camera and digital cinema camera operation, on-set practices and digital cinema workflow. Lectures, discussions and readings are supplemented by the screening of representative films. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* MEDIA 103 or equivalent.

**218
INTERACTIVE MULTIMEDIA II**
3.0 Units

MEDIA 218 provides students with advanced training and experience in the creation of interactive multimedia programs. Industry standard software, such as Macromedia Director, is used with primary emphasis placed on the authoring process. Topics covered in the course include: Lingo scripting, interface design, navigation principles, cross-platform development, integration of audio, video, animated, and virtual reality (VR) elements, and distribution for CHLDV-ROM, DVD, and the Internet. Students create their own multimedia CHLDV-ROM as a final project. *Note:* This course may not be taken for credit by students who have completed Art 218 or CS/IS 218. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* MEDIA 111 or CS/IS 111. *Recommended preparation:* ART 146, 220, and MEDIA 101.

**MEDICAL OFFICE
ADMINISTRATION
(MOA)****180
ELECTRONIC HEALTH/MEDICAL
RECORDS**
3.0 Units

MOA 180 provides students with an introduction to the fundamental theories and practices of Health Information Management. The course includes an overview of health services organization and delivery; health data and record structure; health content and standards; and healthcare information technology functions and responsibilities. The course also includes information systems, technologies and requirements and health information privacy, and security. This course is aligned with the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). Lecture 2 hours/Laboratory 3 hours. *Recommended preparation:* MOA 185 & Eligibility for ENGL 120, ESL 151, BUSAD 106, or equivalent.

**181
MEDICAL OFFICE TERMINOLOGY**
3.0 Units

MOA 181 is designed for the student interested in an office position in the health sciences as a health technician, medical receptionist, medical biller/coder, or medical secretary. A comprehensive overview of each body system's common medical terms is emphasized. In addition, anatomy, physiology, and disease processes for each are discussed. *Note:* This course may not be taken for credit by students who have completed MOA 182 Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

**182
MEDICAL TERMINOLOGY**
5.0 Units

MOA 182 is designed to familiarize students interested in the medical field with origin, correct spelling, pronunciation, meaning and current usage of common medical terms and their application to clinical records and reports. Emphasis is placed on the roots, prefixes, suffixes, and word combinations. Lecture 5 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

**183
MEDICAL BILLING AND CODING**
4.0 Units

MOA183 is designed to familiarize students with the tools necessary to complete billing and coding procedures in a medical setting. Students will learn to use the Current Procedural Terminology (CPT-4) and International Classification of Diseases (ICHDV-9) reference books and will be given hands-on experience with a popular medical billing software program. Lecture/Demonstration 4 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151; MOA 182 and CABOT 200 or equivalent.

**185
MEDICAL FRONT OFFICE PROCEDURES**
3.0 Units

MOA185 is an introduction to the medical office that concentrates on the Medical Assistant's role in the maintenance of a professional and efficient medical office, including career guidelines and professional qualifications; public relations; courteous and effective handling of patients, doctors, and coworkers; preparation and care of medical records; correspondence; financial records; insurance; and general management of a medical facility. Training is applicable in offices of physicians, medical hospitals and clinics, dental and medical/legal agencies and government sponsored medical facilities. Lecture/Demonstration 3 hours. *Recommended preparation:* MOA 182 and CABOT 205 or equivalent.

**187
DENTAL FRONT OFFICE/DENTAL
BILLING & CODING**
4.0 Units

MOA 187 offers an introduction to the dental office with emphasis on maintaining a dental office, including career guidelines and professional qualifications, compliance with legal and ethical issues, public relations, courteous and effective handling of patients, dentists, and co-works, preparation and care of dental records, correspondence, financial records, insurance, and general management of a dental facility. The course is designed to familiarize students with the tools necessary to complete billing and coding procedures in a dental setting. Students will learn to use the Current Dental Terminology Reference Book CHLDVT reference books approved by the American Dental Association (ADA) and will be given hands-on experience with ADA Dental Claim Forms. Lecture/Demonstration 4/Laboratory 1 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151, and CABOT 200 or equivalent.

METALLURGY

150 PRINCIPLES OF METALLURGY AND HEAT TREATING

3.0 Units

Metallurgy 150 is the study of principles governing the selection, use, and treatment of metals and alloys in manufacturing and related technologies. **Note:** This course may not be taken for credit by students who have completed Metals 150. Lecture 3 hours. **Prerequisite:** None.

METALS

150 PRINCIPLES OF METALLURGY AND HEAT TREATING

3.0 Units

Metals 150 is the study of principles governing the selection, use, and treatment of metals and alloys in manufacturing and related technologies. **Note:** This course may not be taken for credit by students who have completed Metallurgy 150. Lecture 3 hours. **Prerequisite:** None.

MUSIC

There are four families within Music (See page 88 for more information on course families):

Piano (Music 160-163). In the Piano Family, students advance their skills in playing the piano, including reading music, interpretation, and development of technique, style, tone, color, dynamics, and phrasing;

Classical Guitar (Music 150, 156, 157, 158). The Classical Guitar Family teaches students to advance from learning music reading and guitar notation to learning about chord structure as applied to the fingerboard in classical guitar pieces;

Contemporary Guitar (Music 153-155). The Contemporary Guitar Family allows the student to develop contemporary guitar techniques in a variety of contemporary (electric) guitar skills including but not limited to country, rock, blues, and jazz;

Voice Training (Music 135-137). The Voice Training Family guides students through proper vocal training, stressing the principles of correct vocal production and developing an appreciation for the vocal arts.

101 MUSIC FUNDAMENTALS

3.0 Units

Music 101 is an introductory course designed to provide students with a basic knowledge of the fundamentals of tonal music and music notation. It incorporates the concepts of pitch, rhythm and meter, intervals, diatonic scales, Major and minor keys, triads and inversions, and beginning harmonic analysis. Students learn to notate these elements in bass and treble clefs, and to relate these elements to the piano keyboard. Development of skill in handwritten notation is expected. Lecture 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU, UC, USC

102 FUNDAMENTALS FOR MUSIC MAJORS

3.0 Units

Music 102 is a course designed for those who have an elementary knowledge of music and music notation. Students should be able to read bass and treble clefs, notes and note values, time signatures and key signatures, identify notes of a piano keyboard, and have a basic understanding of melody, harmony and rhythm. Using this basic knowledge, fundamental concepts such as scales, intervals, chords, and transposition are studied. These musical concepts are then applied in ear training, analysis, and compositional exercises in preparation for musicianship and harmony courses. Lecture 3 hours. **Recommended preparation:** It is strongly recommended that students entering MUSIC 102 be able to read music (clefs, note values, time and key signatures) and identify notes on a piano keyboard. Also that students have access to a piano keyboard. **Transfer Credit:** CSU, UC, USC

103 KEYBOARD HARMONY I

2.0 Units

Music 103 is designed for students who have a basic knowledge of music and music notation. Students review bass and treble clefs, notes and note values, meter signatures and key signatures, identify notes of a piano keyboard, and develop a basic understanding of melody, harmony, and rhythm. In addition, students learn basic piano technique and begin the study of harmony in the context of the piano keyboard. These concepts are used in the analysis and performance of musical exercises and literature. This course prepares students for advanced harmony and musicianship classes. **Note:** Music 103 is designed for students who have a basic knowledge of music. Students should be able to read musical notation and understand concepts of melody, harmony, and rhythm. Lecture 2 hours. **Prerequisite:** None. **Transfer Credit:** CSU, UC, USC

104 MUSICIANSHIP I

2.0 Units

Music 104 is a course designed to train the student to recognize the various intervals and rhythms used in composition and to use them in functional application through sight singing and ear training exercises. Music 104 is required for music majors. Lecture 2 hours/Studio 1 hour. **Corequisite:** MUSIC 107. **Recommended preparation:** Study of piano is strongly recommended. Students should have some knowledge of rhythmic patterns, scales, intervals, and notation. **Transfer Credit:** CSU, UC, USC

105 MUSICIANSHIP II

2.0 Units

Music 105 is a continuation of Music 104 with further emphasis on sight singing and ear training as well as the ability to perform melodic passages based on the major and minor modes. Basic harmonic progressions are also emphasized with application to melodic patterns and rhythms. Music 105 is required for music majors. **Note:** For the non-pianist, concurrent study of piano is strongly recommended. Students should have some knowledge of scales, intervals, key signatures, triad notation and identification, time signatures and note values. Lecture 2 hours/Studio 1 hour. **Prerequisite:** MUSIC 104. **Corequisite:** MUSIC 108. **Transfer Credit:** CSU, UC, USC

107 HARMONY I

3.0 Units

Music 107 develops an understanding of compositional techniques. Emphasis is placed on scales, intervals, triads, inversions, basic voice leading, figured bass, and simple harmonization. Music 107 is required for music majors. **Note:** For the non-pianist, concurrent study of piano is strongly recommended. Lecture 3 hours. **Corequisite:** MUSIC 104. **Transfer Credit:** CSU, UC, USC

108 HARMONY II

3.0 Units

Music 108 develops an understanding of compositional techniques. Emphasis is placed on cadences, modulations, dominant sevenths, secondary dominants and analysis. Music 108 is required for music majors. **Note:** For the non-pianist concurrent study of piano is strongly recommended. Lecture 3 hours. **Prerequisite:** MUSIC 107. **Corequisite:** MUSIC 105. **Transfer Credit:** CSU, UC, USC

**113
KEYBOARD HARMONY II**
2.0 Units

Music 113 is designed for students who have basic keyboard skills. Students learn transposition, harmonization of melodies, and to work with harmonic progressions in the context of the piano keyboard. In addition, students continue the study of piano technique and literature. These concepts are used in the analysis and performance of musical exercises and literature. This course prepares students for advanced harmony and musicianship classes. Lecture 2 hours. *Prerequisite:* MUSIC 103 or equivalent. *Transfer Credit:* CSU, UC, USC

**120
MUSIC APPRECIATION**
3.0 Units

Music 120 traces the evolution of music over the past 1500 years, with a special emphasis on understanding how to listen for greater enjoyment. Students learn the basic elements of music, such as form and structure, families and subgroups of musical instruments, as well as learning about specific composers and works. *Note:* This course may not be taken for credit by students who have completed Music 125 or 126. This course is designed especially for non-music majors. Music majors should enroll in Music 125 and 126. The student is required to attend five (5) classical concerts and submit concert reports. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**121
HISTORY OF ROCK MUSIC**
3.0 Units

Music 121 is a course in the evolution of popular music in the United States since World War II. Students first study the musical influences which led to the rise of rock and roll in the mid-1950. They then follow the development of the various musical styles which are collectively referred to as rock music. Emerging musical innovations are viewed as reflections of changes within our society. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**122
HISTORY OF JAZZ**
3.0 Units

Music 122 traces the evolution of jazz music from its earliest influences in the nineteenth century to current styles. Special emphasis is placed on understanding how to listen for greater enjoyment. Students learn basic elements of music, such as meter, form, and structure, and how the elements of music are used in jazz. Students learn to distinguish the instruments used in jazz performance as well as examining the different types of jazz ensembles. Students learn about the leading practitioners of jazz and listen to the masterworks of jazz. *Prerequisite:* None. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**125
HISTORY AND LITERATURE**
3.0 Units

Music 125 covers the history of music from the early Christian era through the Baroque Period. In addition to lectures and readings, the course includes a study of live and recorded musical performances. Recognition of composers and styles is emphasized. *Note:* Students are required to attend six (6) concerts featuring music from the historical periods being studied, and to submit six (6) concert reports. Students are urged to take Music 125 and 126 within the same academic year. Lecture 3 hours. *Recommended preparation:* It is strongly recommended that students entering MUSIC 125 be able to read music well enough to identify key signatures and transpositions, and be able to follow a musical score. *Transfer Credit:* CSU, UC, USC

**126
HISTORY AND LITERATURE**
3.0 Units

Music 126 begins with the mid-18th century and continues with musical history through the present day. In addition to lectures and readings, the course includes a study of live and recorded musical performances. Recognition of composers and styles is emphasized. *Note:* Students are required to attend six (6) concerts featuring music from the historical periods being studied, and to submit six (6) concert reports. Students are urged to take Music 125 and 126 within the same academic year. Lecture 3 hours. *Recommended preparation:* It is strongly recommended that students entering MUSIC 126 be able to read music well enough to identify key signatures and transpositions, and be able to follow a musical score. *Transfer Credit:* CSU, UC, USC

**127
WORLD MUSIC**
3.0 Units

Music 127 is designed to provide non-majors with a broader understanding of the multi-cultural world community. Students are introduced to non-western music as it occurs in Africa, the Middle East and Asia. Musical expression is viewed as an outgrowth of diverse cultural needs. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**128
MUSIC OF AMERICA**
3.0 Units

Music 128 is a survey of American music in its progression from colonial psalm tunes to present day rap. It focuses on major musical styles of each historical period and the events that influenced them. The course covers the musical contributions of each immigrant group to the hybrid that is American music. This exploration provides a solid basis for increased understanding of other cultural viewpoints. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**129
COMMERCIAL VOICE**
2.0 Units

Music 129 is an introduction to the basic principles of vocal production as they apply to singing songs from contemporary commercial idioms, including popular songs, jazz, gospel, Broadway show tunes, and track singing. Emphasis is placed on posture, breathing, resonance, style, microphone technique, movement, program development, and presentation. Literature appropriate for each voice range and ability is studied. Students are required to perform songs from memory. Lecture 2 hours/Studio 1 hour. *Prerequisite:* None. *Note:* May be taken 4 times for credit.

**135
VOICE TRAINING I**
2.0 Units

Music 135 stresses the principles of correct vocal production and their application to songs and ballads in English. Emphasis is placed on the following: proper breathing habits, the relationship between breathing and tone making, vocal health, range, resonance, registration, poise, posture, and song presentation. The development of an appreciation for the vocal arts is an important aspect of the course. Lecture 2 hours. *Prerequisite:* None. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU, UC, USC

136
VOICE TRAINING II
2.0 Units

Music 136 is a continuing focus upon the principles of correct vocal production and their application to songs and ballads in English. Foreign art songs are introduced, more difficult exercises both musically and vocally are stressed. Further emphasis is placed on legato singing, diction, interpretation, and expression. The development of an appreciation for the vocal arts is of continuing importance. Lecture 2 hours. *Prerequisite:* MUSIC 135 or equivalent. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU, UC, USC

137
VOICE TRAINING III
2.0 Units

Music 137 is a continuation and broadening of the principles of vocal production and proper use of the breath in singing as outlined in Music 135 and 136. More difficult literature is explored, including contemporary music and several songs in foreign languages. Performances and recital. Lecture 2 hours. *Prerequisite:* MUSIC 136 or equivalent. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU, UC, USC

140
APPLIED MUSIC
1.0 Unit

Music 140 is a course in individual and ensemble performance. Students receive eight hours of private instruction on a solo instrument. Emphasis is on solo performance through individual instruction, recital performance through participation in a recital class, and ensemble performance through participation in a performing ensemble. Lecture 1 hour/Studio .5 hour. *Corequisite:* 1 unit section of a performing ensemble: MUSIC 143 (instrumentalists only), 146, 147, 148, 231, 234, 235, 236, 237, 240, 241, or 242. The student must demonstrate a basic proficiency on an instrument or voice. An audition is required. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

143
JAZZ BAND
1.0 Unit

Music 143 is a class for students who wish to learn the techniques used in performing jazz and big band literature. Emphasis is placed on developing music reading skills and gaining additional familiarity with improvisational techniques. Students perform with other instrumentalists or with singers. Selected works by contemporary composers are rehearsed and performed. *Note:* The class requires the ability to perform in a proficient manner on the trumpet, trombone, saxophone, drums, string bass, guitar, or piano. An audition is required. Laboratory 3 hours. *Prerequisite:* The ability to perform in a proficient manner upon the trumpet, trombone, saxophone, drums, string bass, guitar, or piano. *Transfer Credit:* CSU, UC, USC

144
WOODWIND ENSEMBLE
0.5 to 1.0 Units

Music 144 is a small instrumental group which plays for college and community activities. Emphasis is on balance, dynamics, phrasing, and interpretation. *Note:* Audition is required. Please contact the instructor at extension 5829 prior to the first class meeting. Studio 3 hours. *Prerequisite:* Ability to play a musical instrument in a band, orchestra, or chamber music ensemble. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

145
BRASS ENSEMBLE
0.5 to 1.0 Units

Music 145 is a small instrumental group which plays for college and community activities. Emphasis is on balance, dynamics, phrasing, and interpretation. *Note:* Audition is required. Please contact the instructor at extension 5829 prior to the first class meeting. Studio 3 hours. *Prerequisite:* Ability to play a musical instrument in a band or orchestra. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

146
**COMMUNITY ORCHESTRA:
LITERATURE 1725-1850**
0.5 to 1.0 Units

Music 146 is a class for students who want to learn and perform the standard orchestral repertoire from the Baroque era through the Romantic periods. Literature includes overtures, symphonies, and suites. Emphasis is placed on interpretation and style. *Note:* Audition is required. Please contact the instructor at extension 5829 prior to the first class meeting. Concert dress is required. Students must provide an appropriate instrument. Studio 3 hours. *Prerequisite:* The ability to perform on a standard orchestral instrument is required. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

147
**COMMUNITY ORCHESTRA:
LITERATURE 1825-1950**
0.5 to 1.0 Units

Music 147 is a class for students who want to learn and perform the standard orchestral repertoire from the Romantic era through the present. Concerto literature and programmatic music are featured. Emphasis is placed on interpretation and style. *Note:* Audition is required. Please contact the instructor at extension 5621 prior to the first class meeting. Concert dress is required. Students must provide an appropriate instrument. Studio 3 hours. *Prerequisite:* The ability to perform on a standard orchestral instrument is required. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

148
CHAMBER MUSIC
0.5 to 1.0 Units

Music 148 is a class for students who want to learn and perform performance standard chamber music repertoire from the Baroque era through the present. Ensembles from duos to quintets explore literature from various periods and for various instrumentations. Emphasis is placed on interpretation and style. *Note:* Audition is required. Please contact the instructor at extension 5829 prior to the first class meeting. Students must provide an appropriate instrument. Studio 3 hours. *Prerequisite:* The ability to perform on a standard string, wind, or keyboard instrument is required. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

150
BEGINNING GUITAR
1.5 Units

Music 150 is an introductory course in playing the guitar. Students learn basic playing technique, tuning, chords, and scales. An emphasis is placed on reading and performance of music in the open position. Repertoire is drawn from a diverse set of styles including but not limited to classical, folk, blues, rock, and jazz. No previous musical training or experience on the guitar is required. *Note:* This class requires the student to have a full-size guitar in playable condition. Lecture 1 hour/Studio 1 hour. *Prerequisite:* None. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU, UC, USC

152
STRING ENSEMBLE
0.5 to 1.0 Units

Music 152 is a small instrumental group which plays for college and community activities. Emphasis is on balance, dynamics, phrasing, and interpretation. *Note:* Audition is required. Please contact the instructor at extension 5621 prior to the first class meeting. Studio 3 hours. *Prerequisite:* Ability to play a musical instrument in a band or orchestra. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

153
CONTEMPORARY GUITAR I
1.5 Units

Music 153 is a course in guitar playing in a variety of contemporary styles. Students learn contemporary guitar techniques, triads, moveable chords, major scales, and minor scales. Emphasis is placed on reading of music in the lower positions of the guitar in several keys. Repertoire is drawn from a variety of contemporary guitar styles including but not limited to country, rock, blues, and jazz. *Note:* This class requires the student to have a full-size guitar in playable condition. Lecture 1 hour/Studio 1 hour. *Recommended preparation:* MUSIC 150 or equivalent. *Transfer Credit:* CSU, UC

154
CONTEMPORARY GUITAR II
1.5 Units

Music 154 continues the study guitar of playing in a variety of contemporary styles. Students continue to develop contemporary guitar techniques, triads, extended chords, moveable chords, major scales, and minor scales. Emphasis is placed on extending reading beyond the open position in multiple keys. Repertoire is drawn from a variety of contemporary guitar styles including but not limited to country, rock, blues, and jazz. *Note:* This class requires the student to have a full-size guitar in playable condition. Studio 2 hours. *Prerequisite:* Music 153 or equivalent. *Transfer Credit:* CSU, UC, USC

155
CONTEMPORARY GUITAR III
1.5 Units

Music 154 continues the study of guitar playing in a variety of contemporary styles. Students continue to develop contemporary guitar techniques at intermediate and advanced levels. Emphasis is placed on reading in multiple positions in all keys and reading at sight. Repertoire is drawn from a variety of contemporary guitar styles including but not limited to country, rock, blues, and jazz. *Note:* This class requires the student to have a full-size guitar in playable condition. Lecture 1 hour/Studio 1 hour. *Prerequisite:* MUSIC 154 or equivalent. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU, UC, USC

156
CLASSICAL GUITAR I
2.0 Units

Music 156 is for students who wish to learn the elementary techniques of classical guitar playing. Included are the studies of fundamental music reading, skills, notation for guitar, tuning, playing techniques, fingerings, key signatures and scales, and the performance of easy solo classical guitar literature in the first position. Another aspect of the course is to foster an appreciation for the classic guitar, its literature and performing artists. *Note:* This class requires the student to have a full-size guitar in playable condition. Lecture 1 hour/Studio 1 hour. *Prerequisite:* MUSIC 150 or equivalent. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU, UC, USC

157
CLASSICAL GUITAR II
2.0 Units

Music 157 continues with the study of basic classical guitar techniques. Dynamics, ligados, and grace notes are introduced. Students are acquainted with the entire fingerboard through scales in the 2nd, 4th, 5th, 7th and 9th positions, and also through selected compositions for the guitar from the 18th and 19th centuries, and solo arrangements of familiar tunes. Chord structure is discussed and applied to the fingerboard. *Note:* This class requires the student to have a full-size guitar in playable condition. Lecture 1 hour/Studio 1 hour. *Prerequisite:* MUSIC 156 or equivalent. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU, UC, USC

158
CLASSICAL GUITAR III
1.5 Units

Music 158 proceeds with techniques and compositions of intermediate level for classical guitar. Included for study are selected pieces from the Renaissance, Baroque, Classic and Romantic eras, as well as solo arrangements of familiar tunes. Knowledge of the entire fingerboard is further enhanced by the practice of two and three octave scales. Basic skills for transcribing music written for keyboard are introduced. *Note:* This class requires the student to have a full-size guitar in playable condition. Lecture 1 hour/Studio 1 hour. *Prerequisite:* MUSIC 157 or equivalent. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU, UC, USC

159
CLASSICAL GUITAR ENSEMBLE
0.5 to 1.0 Units

Music 159 is for students who wish to learn the techniques used in performing guitar duos, trios, and quartets and who wish to perform with other instruments or with singers. Emphasis is placed on developing music reading skills and gaining additional familiarity with the guitar and its potential as an ensemble instrument. Selected works from the various periods of music history are rehearsed, and performed. *Note:* Students are required to have a standard acoustic guitar equipped with nylon strings for use in class and for practice outside of class. An audition may be required. Studio 3 hours. *Prerequisite:* MUSIC 157 or equivalent. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

160
PIANO I
2.0 Units

Music 160 is designed for students who wish to gain an elementary knowledge of piano keyboard and the rudiments of music reading. The content of the course will be based on the assumption that students have had no previous musical training. *Note:* Music 160 is not open to students having previous instruction or experience in piano playing. It is recommended that the student have a piano available for practice and is expected to practice one (1) hour a day. Lecture 2 hours. *Prerequisite:* None. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU, UC, USC

161
PIANO II
2.0 Units

Music 161 is a course for the advancement of the beginning pianist in skills, interpretation and tonal coloring. *Note:* It is recommended that the student has a piano available for practice and is expected to practice one (1) hour a day. Lecture 2 hours. *Prerequisite:* MUSIC 160 or one-half year of piano experience. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU, UC, USC

162
PIANO III
2.0 Units

Music 162 covers the theory and interpretation of works from the preclassical, classical, and romantic periods as well as modern or contemporary music. Emphasis on development of technique, style, tone-color, dynamics and phrasing. *Note:* It is recommended that the student has a piano available for practice and is expected to practice one (1) hour a day. Lecture 2 hours. *Prerequisite:* MUSIC 161 or one year of piano experience. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU, UC, USC

163
PIANO WORKSHOP
1.0 Unit

Music 163 is for advanced students who can benefit from individual study and supervised practice time. Piano Lab allows students to study solo repertoire, accompanying, ensemble playing, sight-reading, and improvisation. Lecture 1 hour/Studio 1 hour. *Prerequisite:* MUSIC 161 or equivalent. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

170
MUSIC THEATRE WORKSHOP
3.0 Units

Music 170 is designed to provide training and experience in the art of musical theatre. Performance of a major production is the objective of the course. Students have the opportunity to participate in the rehearsals and the development of the performances. Course work provides experience in the techniques of stage ensemble, acting, technical stage, costuming, and makeup. Auditions are held for all roles. *Note:* An audition is required. Students must demonstrate the ability to match pitch, sing a harmony part, maintain steady rhythm, and produce an acceptable vocal quality. Lecture 2 hours/Studio 4 hours. *Prerequisite:* Students must demonstrate the ability to match pitch, sing a harmony part, maintain steady rhythm, and produce an acceptable vocal quality. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

171
INTRO TO MUSIC BUSINESS
3.0 Units

Music 171 offers musicians an introduction to the career aspects of the music industry. Jobs and roles in the music industry are examined including: songwriters, film and television composers, arrangers, publishers, producers, engineers, record companies, retail, promotion, manufacturing, distribution, agents, music law, and managers. The course examines copyright legalities, the recording industry, and entrepreneurial opportunities for musicians. Students learn about possible fields of employment and how to effectively present themselves to employers in the music industry. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

175
SYNTHESIZER-ELECTRONIC MUSIC I
3.0 Units

Music 175 is a study of the synthesizer and electronic music through discussion of the history and literature and the practical use of electronic instruments. Lecture 3 hours. *Prerequisite:* None.

176
INTRODUCTION TO SONGWRITING
3.0 Units

Music 176 is designed for students who would like to acquire the skills to write a popular song. Students learn how the components of lyrics, melody, and chords fit together within the structure of a popular song. In addition, students develop an awareness of the stylistic elements of different types of popular music and songs. Students are introduced to the relevant aspects of the music publishing industry, including copyright law. During the semester students write songs in different styles and learn how to make simple recordings of their songs. Lecture 3 hours. *Recommended preparation:* MUSIC 101 or equivalent.

177
INTRODUCTION TO MUSIC TECHNOLOGY AND SEQUENCING
3.0 Units

Music 177 offers an introduction to the current applications of computers and software used in music creation, music sequencing, and music notation. A thorough understanding of current practices in music technology is essential to a musician's success in today's creative world. Students learn how recording, synthesis, notation, and electronic music creation were practiced before the era of desktop computers. Students learn how to use current music software to create music with an emphasis on the musical instrument digital interface (MIDI), sequencing, and synthesis. Students also learn to use notation software to create and display readable music. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

178
INTRODUCTION TO RECORDING AND DIGITAL AUDIO PRODUCTION
3.0 Units

Music 178 offers an introduction to sound recording, acoustics, digital audio, and signal processing. Students learn audio terminology, audio hardware operation, digital audio workstation (DAW) operation, and audio engineering techniques. Hardware is studied including microphones, cables, monitors, recorders, consoles, and signal processors. Students experience hands-on use of current music production hardware and software. Students also learn about recording studio procedures, jobs in the recording industry, mixing techniques, mastering, post production, and the product manufacturing process. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

185
PRO TOOLS 101
 1.0 Unit

Music 185 is an introductory course in the principles and operation of Pro Tools software. Fundamental software configuration and operation are covered all the way from project set up to session mixdowns. Students build skills through hands on Pro Tools projects that include session setup, audio recording, importing media, MIDI (musical instrument digital interface) recording, editing, navigating, mixing, and session completion. This course is the first class in the Pro Tools Operator certification program and prepares students for the Pro Tools 101 certification exam. The certification exam may be taken at the conclusion of the course. Lecture .5 hour/ Studio 1 hour. *Recommended preparation:* MUSIC 178 or equivalent.

186
PRO TOOLS 110
 1.0 Unit

Music 186 is an intermediate course in the essential principles and operation of Pro Tools software. Intermediate software configuration, operation, and features are covered all the way from project creation to session completion. Students build skills through hands on Pro Tools projects that include customizing setups, working with external controllers, managing session data and media, loop recording MIDI (musical instrument digital interface) and audio, using virtual instruments and Elastic Audio, working with Beat Detective and Audio Suite, and using intermediate editing, automation, and mixing techniques. This course is the second course in the Pro Tools Operator certification program and prepares students for the Pro Tools 110 certification exam. The certification exam may be taken at the conclusion of the course. Lecture .5 hour/Studio 1 hour. *Prerequisite:* MUSIC 185 or equivalent.

230
CHORUS
 0.5 to 1.0 Units

Music 230 is a beginning course in the appreciation and performance of standard choral literature, with special emphasis on principles of part singing, vocal control, interpretation, diction, phrasing, and breath control. Public performances may be required. *Note:* An audition is required. Studio 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

231
COLLEGE CHOIR
 0.5 to 1.0 Units

Music 231 is a beginning course in the appreciation and performance of advanced choral literature, with special emphasis on principles of part singing, vocal control, interpretation, diction, phrasing, and breath control. Public performances may be required. *Note:* Students must demonstrate the ability to match pitches and maintain steady rhythm. An audition may be required. Studio 3 hours. *Prerequisite:* MUSIC 135 or equivalent. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

232
CHAMBER CHORALE:
WINTER PRODUCTIONS
 0.5 to 1.0 Units

Music 232 is a course in the appreciation and performance of choral literature written for treble voices. Emphasis is placed on music written prior to 1800 and appropriate seasonal literature. Public performance is required. *Note:* Students must have the ability to match pitches and maintain a steady rhythm. An audition is required. Studio 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

233
CHAMBER CHORALE: FESTIVAL
 0.5 to 1.0 Units

Music 233 is a course in the appreciation and performance of choral literature written for treble voices. Emphasis is placed on music written after 1800 and other art music suitable for performance at adjudicated festivals. Public performance is required. *Note:* Students must have the ability to match pitches and maintain a steady rhythm. An audition is required. Studio 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

235
CONCERT SINGERS: MASTERWORKS
 0.5 to 1.0 Units

Music 235 is a course in the appreciation and performance of large-scale choral masterworks composed with orchestral or instrumental ensemble accompaniment. Emphasis is placed on music composed after 1600. Public performance is required. *Note:* Students must demonstrate the ability to match pitches and maintain steady rhythm. An audition is required. Studio 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

236
VOCAL JAZZ ENSEMBLE: TRADITIONAL
 1.0 Unit

Music 236 is the study and performance of choral literature composed for small vocal ensembles in the jazz idiom. Traditional jazz and popular repertoire prior to the 1970s is emphasized and traditional seasonal music may be included. Improvisation is emphasized and microphones are used for group and individual tone production. *Note:* An audition is required. Students must demonstrate the ability to match pitch, sing a harmony part, maintain steady rhythm, and produce and acceptable vocal quality. Laboratory 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

237
VOCAL JAZZ ENSEMBLE:
CONTEMPORARY
 1.0 Unit

Music 237 is the study and performance of choral literature composed for small vocal ensembles in the jazz idiom. Contemporary jazz and pop repertoire from the 1950s or later is emphasized. Improvisation is incorporated into performances and microphones are used for group and individual tone production. *Note:* An audition is required. Students must demonstrate the ability to match pitch, sing a harmony part, maintain steady rhythm, and produce and acceptable vocal quality. Laboratory 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

239
TOUR CHOIR
 0.5 to 1.0 Units

Music 239 is a course which offers singers the opportunity to travel and perform choral masterworks in the great performance halls and churches of the world. Emphasis is placed on a combination of American literature and on the literature of the countries that are visited on the tour. All solo material is performed by members of the tour choir. *Note:* Students must demonstrate good musicianship, be able to sing on pitch, maintain steady rhythm and display a sensitivity to choral blending of voices. An audition may be required. See instructor for estimated cost. Studio 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU

240

CONCERT SINGERS: HOLIDAY CONCERT
0.5 to 1.0 Units

Music 240 is a course in the appreciation and performance of traditional choral literature. Emphasis is placed on non-orchestral music composed for the winter holiday season. Public performance is required. *Note:* Students must demonstrate the ability to match pitches and maintain steady rhythm. An audition is required. Studio 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

241

CONCERT SINGERS: TRADITIONAL
0.5 to 1.0 Units

Music 241 is a course in the appreciation and performance of traditional choral and small-scale choral literature from the Renaissance, Baroque, Classical, and Romantic eras. Both a cappella and keyboard-accompanied literature will be studied. Emphasis is placed on music composed before the 20th century. Public performance is required. *Note:* Students spend 8 hours outside of class at off-campus rehearsals and scheduled performances. Students must demonstrate the ability to match pitches and maintain steady rhythm. An audition is required. This course may be taken 4 times, a maximum of 4 units may be earned. Studio 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

242

CONCERT SINGERS: CONTEMPORARY
0.5 to 1.0 Units

Music 242 is a course in the appreciation and performance of contemporary choral literature. Emphasis is placed on music composed during the 20th and 21st centuries. Public performance is required. *Note:* Students spend 8 hours outside of class at off-campus rehearsals and scheduled performances. Students must demonstrate the ability to match pitches and maintain steady rhythm. An audition is required. Studio 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

NATIONAL FIELD STUDIES

047

NATIONAL FIELD STUDIES
1.0 to 3.0 Units

National Field Studies provides college credit for travel and study in the United States at the student's own expense in programs provided by agencies approved in advance by the college and under the direction of a Glendale Community College instructor. This course may be offered in all disciplines. *Note:* Each repetition must be in a different state and/or area of the United States. Lecture 1-3 hours/Laboratory-Studio 2-9 hours. *Prerequisite:* None. *Transfer Credit:* CSU

NURSING SCIENCE (NS)

200

NURSING PERSPECTIVES
1.5 Units

NS 200 presents an overview of current and emerging health and nursing practice issues with their historical influences. Topics provide the entry-level nursing student with an overview of regulatory scopes of practice, ethics and law, health, and health care delivery trends. The influence of commissions and agencies on standards of nursing practice, such as the Quality and Safety Education for Nurses framework (QSEN), is stressed. The student is introduced to core competencies of nursing practice including the delivery of patient-centered care, working as part of interdisciplinary teams, safety, using evidence-based practice, quality improvement, and using information technology. A methodology of contemporary library and healthcare database research is introduced and its application to nursing scholarship and practice is explored. Lecture 1.5 hours. *Prerequisite:* Selection for enrollment in the Registered Nursing Program. *Recommended preparation:* LIB 191. *Transfer Credit:* CSU

201

NURSING SEMINAR I
1.0 Unit

NS 201 provides an enrichment opportunity for all level one nursing students to further explore the application of medical-surgical, fundamentals, and pharmacologic classroom content to the clinical situation. The course includes discussion, demonstration, computer simulation, guided practice, and audiovisual presentations. Laboratory 3 hours. *Prerequisite:* Selection for enrollment in the Registered Nursing Program. *Transfer Credit:* CSU

202

NURSING SEMINAR II
1.5 Units

NS 202 provides an enrichment opportunity for all level two nursing students to further explore the application of medical-surgical, psychiatric, and pharmacologic classroom content to the clinical situation. The course includes discussion, demonstration, computer simulation, guided practice, and audiovisual presentations. *Note:* This is an optional but highly recommended class in the Registered Nursing curriculum. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* Completion of the first semester of the Registered Nursing Program, or previous completion of equivalent coursework. *Corequisite:* Enrollment in the second semester of the Registered Nursing Program. *Transfer Credit:* CSU

203

NURSING SEMINAR III
1.5 Units

NS 203 provides an enrichment opportunity for all level three nursing students to further explore the application of medical-surgical and maternal-child health classroom content to the clinical situation. Lifespan scenarios are given application emphasis. This course includes discussion, demonstration, computer simulation, guided practice, and audiovisual presentations. *Note:* This is an optional but strongly recommended class in the Registered Nursing curriculum. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* Completion of the second semester of the Registered Nursing Program, or completion of equivalent coursework; or selection for the Career Ladder LVN-RN Program. *Corequisite:* Enrollment in the third semester of the Registered Nursing Program. *Transfer Credit:* CSU

204

NURSING SEMINAR IV
1.0 Unit

NS 204 provides an enrichment opportunity for all level four nursing students to further explore the application of medical-surgical nursing and leadership classroom content to the contemporary clinical situation. The class provides an arena for the student to practice career-planning and employment-seeking strategies as well as arrhythmia detection/identification and advanced intravenous skills. This course includes discussion, demonstration, computer simulation, guided practice, and audiovisual presentations. *Note:* An optional but highly recommended class in the Registered Nursing curriculum. Lecture .5 hour/Laboratory 1.5 hours. *Prerequisite:* Completion of the third semester of the Registered Nursing Program, or previous completion of equivalent coursework. *Corequisite:* Enrollment in the fourth semester of the Registered Nursing Program. *Transfer Credit:* CSU

**205
ESSENTIALS OF MEDICATION
ADMINISTRATION***.5 Units*

NS 205 is an introductory course which presents the basic knowledge required for safe medication administration. This course is the foundation for the subsequent pharmacology coursework and emphasizes the ability of the student to calculate correct drug dosages. The role of the nurse in pharmacologic therapy is presented, stressing individual accountability in the safe administration of medication. The way drugs work, their absorption, routes of administration, and rationale for use are thoroughly studied. Federal and state regulations that pertain to the administration of medications and regulation of controlled substances are examined. Lecture .5 hour. *Prerequisite:* Selection for enrollment in the Registered Nursing Program. *Recommended preparation:* LIB 191. *Transfer Credit:* CSU

**208
PHARMACOLOGY FOR NURSING***2.5 Units*

NS 208 introduces the nursing student to the basic knowledge of pharmacology required to administer medications. The nursing process and unmet human needs provide a framework for the study of selected classes of medications. The role of the nurse in promoting safe and effective pharmacologic therapy is stressed. The importance of collaborative health team communication and patient education is incorporated throughout the course. Emphasis is placed on teaching the patient/family and promoting compliance in medication management. Legal and ethical issues related to medication administration are integrated throughout. Lecture 2.5 hours. *Prerequisite:* NS 205 or previous completion of equivalent coursework. *Transfer Credit:* CSU

**210
FUNDAMENTALS OF NURSING***3.5 Units*

NS 210 introduces the core concepts, principles, and clinical skills common to all areas and levels of nursing practice. It presents the delivery of nursing care based on a Hierarchy of Human Needs (a unifying theme for conceptual framework in the Nursing Program) which impact health, quality of life, and achievement of potential. The entry-level student is introduced to the components and use of the nursing process in promoting patient-centered care. This course provides the basic platform of nursing knowledge, skills, and caring attitudes upon which subsequent nursing courses build. Clinical experiences in the ambulatory, acute and/or long-term health care settings, as well as simulated experiences in the Nursing Resource Laboratory are included. Lecture 1.5 hours/Laboratory 6 hours. *Prerequisite:* NS 200 and NS 205 or previous completion of equivalent coursework. *Corequisite:* Enrollment in NS 201 and NS 208, or previous completion of equivalent coursework. *Transfer Credit:* CSU

**211
MEDICAL-SURGICAL NURSING I***3.5 Units*

NS 211 introduces the student to the basic concepts involved in caring for the patient with a medical-surgical health problem. The course stresses unmet human needs and the nursing process as organizing frameworks for nursing knowledge and skills. Health care needs of the older adult are emphasized. This course continues to emphasize access and use of electronically obtained information related to nursing and health care. Clinical experiences which provide an opportunity for the student to apply theoretical concepts and utilize basic clinical skills are included. Lecture 1.5 hours/Laboratory 6 hours. *Prerequisite:* NS 205 and 210. or previous completion of equivalent coursework. *Transfer Credit:* CSU

**212
MEDICAL-SURGICAL NURSING II***4.5 Units*

NS 212 continues the study of the adult with unmet needs resulting from health problems. This course addresses the needs of patients across the adult life span whose health care needs require more complex nursing interventions and skill using the nursing process. The student is encouraged to build on skills gained from the previous semester in electronic acquisition and use of health care information. Clinical experiences are included which provide an opportunity for the student to apply theoretical concepts, think critically, and build clinical skills. Lecture 2 hours/Laboratory 7.5 hours. *Prerequisite:* Completion of the first semester of the Registered Nursing Program, or previous completion of equivalent coursework. *Recommended preparation:* Concurrent enrollment in NS 202 is highly recommended. *Transfer Credit:* CSU

**213
MEDICAL-SURGICAL NURSING III***4.5 Units*

NS 213 continues the study of the adult and the aging adult with unmet needs resulting from increasingly complex health problems. This course addresses the needs of patients/clients whose health care needs require complex nursing interventions and competence using the nursing process. Physical assessment is reintroduced at a more complex level, building on previous knowledge and experiences. A portion of clinical assignments focuses on the aging adult with complicated health care needs. Clinical experiences include acute and community-based experiences which provide an opportunity for the student to apply theoretical concepts, demonstrate critical thinking, and increase clinical skills. Lecture 2 hours/Laboratory 7.5 hours. *Prerequisite:* Completion of the first year of the Registered Nursing Program, or previous completion of equivalent coursework; or selection for enrollment in the Career Ladder LVN-RN Program. *Recommended preparation:* Concurrent enrollment in NS 203. *Transfer Credit:* CSU

214
MEDICAL-SURGICAL NURSING IV
 6.0 Units

NS 214 continues the study of the adult with unmet needs resulting from complex health problems. This course addresses the needs of patients/clients whose health care needs require complex nursing interventions and proficiency in the use of the nursing process. Content includes licensure issues and leadership principles in preparation for entry into practice as a licensed registered nurse. Clinical experiences are structured in a preceptorship format to provide a greater opportunity for the student to apply theoretical concepts and manage multiple priorities, as well as refine critical thinking and clinical skills. Lecture 2.5 hours/Laboratory 10.5 hours. *Prerequisite:* Completion of the third semester of the Registered Nursing Program. *Recommended preparation:* Concurrent enrollment in NS 204. *Transfer Credit:* CSU

215
NURSING PRACTICE IN CONTEMPORARY SETTINGS
 2.5 Units

NS 215 provides the fourth semester nursing student with the opportunity to integrate and apply previously learned skills and knowledge from all areas of nursing practice to new, current, and/or evolving health care settings. Classroom content focuses on the forces which have influenced modern health care in America as well as the sociological, political, and economic issues which shape the delivery of contemporary health care and the practice of nursing. Classroom and clinical experiences assist the student to acquire additional proficiency which will assist in securing an entry level registered nurse position. Lecture 1.5 hours/Laboratory 3 hours. *Prerequisite:* Completion of the third semester of the Registered Nursing Program. *Corequisite:* NS 214. *Recommended preparation:* Concurrent enrollment in NS 204. *Transfer Credit:* CSU

216
INTERMEDIATE CLINICAL EXPERIENCE
 2.0 Units

NS 216 provides the more advanced nursing student with additional supervised clinical experience in the acute care hospital setting. Clinical assignments are intended to provide the opportunity for the student to augment previously learned basic nursing skills through repetition. The rotation is further designed to encourage the development of new nursing competencies and sets of skills by exposure to new assignments and experiences. *Note:* This course is designed for students who have completed the first year of the generic RN program. This course is graded Pass/No Pass only. Laboratory 6 hours. *Prerequisite:* NS 212 or equivalent. *Transfer Credit:* CSU

217
ADVANCED PLACEMENT NURSING BRIDGE COURSE
 1.0 Unit

Nursing 217 is an introduction for the advanced placement student (Licensed Vocational Nurse-Registered Nurse, Foreign Nurse Graduate, or Generic Transfer) to the concepts central to registered nursing practice. It provides clarification of the philosophy, unifying theme, and the nursing process that serve as the foundation for the registered nurse curriculum at Glendale Community College. Topics also provide an overview of regulatory scopes of practice, healthcare delivery trends, and the influence of commissions and agencies on nursing practice, such as the Quality and Safety Education for Nurses framework (QSEN). Methods and review of contemporary library and database research and their application to nursing scholarship and practice are presented. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* Selection for enrollment in the Registered Nursing Program. *Recommended preparation:* LIB 191. *Transfer Credit:* CSU

218
NURSING PHARMACOLOGY REVIEW AND UPDATE
 1.5 Units

NS 218 encompasses a review of basic pharmacology content and dosage calculation, emphasizing pharmaceutical principles. Current changes in medication administration safety measures are stressed, including intravenous medication administration. The course establishes a current foundation for pharmacological therapy in nursing by providing a review of drug classifications while giving prominence to current changes in these classifications and representative agents. Lecture 1.5 hours. *Prerequisite:* Selection for enrollment in the Registered Nursing Program.

219
CLINICAL ENRICHMENT
 2.0 Units

NS 219 provides the currently enrolled or returning nursing student with additional supervised clinical experience in the acute care hospital setting. Clinical assignments are intended to provide the opportunity for the student to strengthen previously learned basic nursing skills through repetition. The rotation is designed to improve general patient care skills by offering experiences that foster confidence, critical thinking, time management and prioritizing skills, and communication in the clinical setting. *Note:* This course is offered only as Pass/No Pass. Laboratory 6 hours. *Prerequisite:* NS 210 or equivalent.

220
NURSING STUDENT WORK-STUDY
 3.0 Units

NS 220 is an elective nursing course designed to enhance the clinical expertise, judgment, and confidence of the intermediate RN nursing student. It is an intensive clinical experience in the form of a paid internship in a sponsoring acute care facility. Clinical experiences provide the student with an RN preceptor and the opportunity to practice previously learned nursing skills and knowledge in varied settings and situations. The consistent workplace assignments enhance the student's future nursing employment opportunities and provide valuable insight into workplace expectations and realities. *Note:* Prior to enrolling in the course the student must apply for and be hired by the sponsoring health care facility as a student nurse worker. The student must then comply with the requirements of the hiring institution for completion of paperwork and criteria for employment. Students are assigned a clinical preceptor from the hiring institution and attend conferences held by an assigned Glendale Community College faculty member. College nursing faculty and hospital staff jointly provides student supervision and support. Offered as Pass/No Pass only. Laboratory 9 hours. *Prerequisite:* NS 212 or equivalent.

222
PSYCHIATRIC NURSING
 3.5 Units

NS 222 focuses on the dynamics of adult clients undergoing acute and chronic psychosocial stress. The nursing process, including interviewing skills, is presented within a framework of total mental health team management. Therapeutic relationship is presented as a means of expressing caring. The causes of stress are identified from various theoretical perspectives. The student is encouraged to undertake self exploration and develop a concept of the individual that includes the ability to adapt as a result of successful human need fulfillment. The course provides the student with knowledge and understanding of the interrelatedness of developmental, environmental, cultural, socioeconomic and ethnic factors affecting psychosocial adaptation along the health-illness continuum. Laboratory experiences in mental health settings are included. Lecture 2 hours/Laboratory 4.5 hours. **Prerequisite:** Completion of the first semester of the generic Registered Nursing Program, or equivalent coursework; or selection for the Career Ladder LVN-RN Program. **Recommended preparation:** Concurrent enrollment in NS 202 is highly recommended. **Transfer Credit:** CSU

223
MATERNAL CHILD HEALTH
 6.0 Units

NS 223 focuses on the needs of the growing family and incorporates both maternity and pediatric nursing content. The nursing process is stressed as the student learns to adapt previously learned skills and knowledge to the unmet needs of the maternity and pediatric patient. Observation and direct care of normal and high risk populations are included. Theory and clinical experiences are structured to provide the second year nursing student with the opportunity to develop essential linkages for decision making and prioritization unique to this specialty. Lecture 3.5 hours/Laboratory 7.5 hours. **Prerequisite:** NS 222 or previous completion of equivalent coursework. **Recommended preparation:** Enrollment in NS 203 is highly recommended.

232
NURSING SEMINAR LEVEL II
 1.0 Unit

NS 232 provides an enrichment opportunity for students enrolled in the second semester of the nursing curriculum to further explore and apply classroom content to clinical situations and scenarios. The course includes discussion, demonstration, computer simulation, guided practice, and audiovisual presentations. **Note:** This is an optional but highly recommended class in the Registered Nursing curriculum. Lecture/Demonstration .5/Laboratory 1.5 hours. **Prerequisite:** NS 211 or equivalent. **Corequisite:** NS 212 or 222.

233
NURSING SEMINAR III
 1.0 Unit

NS 233 provides an enrichment opportunity for students enrolled in the third semester of the nursing curriculum to further explore and apply classroom content to clinical situations and scenarios. The course includes discussion, demonstration, computer simulation, guided practice, and audiovisual presentations. **Note:** This is an optional but highly recommended class in the Registered Nursing curriculum. Lecture/Demonstration .5/Laboratory 1.5 hours. **Prerequisite:** NS 212 or equivalent. **Corequisite:** NS 213 or 223.

250
HISTORY & PRACTICE OF NURSING
 2.0 Units

NS 250 provides an overview of the historical foundations of nursing, contemporary opportunities and issues in nursing, current issues in healthcare, and how these impact nursing practice and its contributions to the health care system. Emphasis is placed on California scope of nursing practice, ethics and legal aspects, and the physical, ethical, and psychosocial requirements needed to practice in this profession. Myths about what nursing is, and is not are addressed so that the student can have an accurate understanding about this profession. Lecture 2 hours. **Recommended preparation:** Eligibility for ENGL 120 or ESL 151.

255
BASIC ELECTROCARDIOGRAPHY
 2.0 Units

NS 255 is designed to provide an overview and introduce the novice healthcare provider to the basics of electrocardiography (EKG). Course content reviews principles of cardiac anatomy, physiology, and electrophysiology which are foundational to course content. Content includes cardiac hemodynamics, proper lead placement to obtain EKG waveforms, waveform identification, rate calculation, normal rhythm, and arrhythmia recognition and treatment. **Note:** This course is intended for nursing students, nurses, EMT students, EMTs, or individuals working in health care settings who have sufficient background knowledge to master the content and concepts. Lecture 2 hours. **Prerequisite:** None.

260
NURSING LABORATORY
 1.0 Unit

NS 260 provides an enrichment opportunity for students who are enrolled in the registered nursing program. This course focuses on enrichment opportunities which allow the student added opportunity towards the development of skills, concepts, and activities which promote success within the nursing program. Laboratory 3 hours. **Prerequisite:** Selection for enrollment in the Registered Nursing Program.

NUTRITION (NUTR)

114
NUTRITION AND MENU PLANNING
 3.0 Units

NUTR 114 examines nutrition guidelines for health maintenance and disease prevention and their relation to quantity food preparation and menu planning. The course emphasizes the development and marketing of healthy recipes and menus for various institutional food service operations, including restaurants, hotels, schools, and hospitals. Topics include alternative ingredients and food preparation techniques to preserve or increase the nutritive value and acceptance of foods. Lecture 3 hours. **Recommended preparation:** NUTR 125 and Eligibility for ENGL 101.

118 DIETARY HEALTH CARE 3.0 Units

NUTR 118 is a study of the functions of a health care facility's dietary department and its policies, procedures, and the management of its food service operations. Consideration is given to appropriate menus for various age groups and disease conditions, accommodation of therapeutic diet prescriptions and special needs, standards of tray service, patient satisfaction, regulatory agency guidelines, and general organizational and operational issues. Lecture 3 hours. *Prerequisite:* CULIN 111 and NUTR 114, or equivalent. *Recommended preparation:* Eligibility for ENGL 101.

125 ELEMENTS OF NUTRITION 3.0 Units

NUTR 125 presents an overview of the many aspects of nutrition, including current dietary trends and related food and nutrition controversies, the nutritive processes of the body, the functions, utilization, food sources, and recommended allowances of nutrients. It emphasizes the USDA Dietary Guidelines for Americans, as well as the general principles of eating for optimal health and disease prevention, supported by scientific research. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

OCEANOGRAPHY

115 OCEANOGRAPHY 3.0 Units

OCEAN 115 is an introduction to the physical, chemical, and geological aspects of oceanography. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

116 OCEANOGRAPHY LABORATORY 1.0 Unit

OCEAN 116 is an introduction to the common laboratory practices and exercises on the physiochemical and geological aspects of oceanography. Laboratory 3 hours per week including 8 hours of supervised observations and data collection aboard an oceanographic research vessel. Laboratory 3 hours. *Prerequisite:* OCEAN 115. (OCEAN 115 may be taken concurrently.) *Transfer Credit:* CSU, UC, USC

PALEONTOLOGY

101 GENERAL PALEONTOLOGY 3.0 Units

PALEO 101 is a survey of the classification and history of life including both plants and animals. It also includes an interpretation of the significance of fossils as evidence of organic evolution and the adaptations of life to its physical and biological environments. Students study the sequences of floras and faunas as found in the rocks. *Note:* A good high school record or second semester standing is recommended. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

PHILOSOPHY

101 INTRODUCTION TO PHILOSOPHY 3.0 Units

PHIL 101 is an overview of the classical and modern problems of philosophy. A consideration of the nature of knowledge, views of the cosmos or world, and the problems of truth, beauty, ethics, and theology. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC (C-ID PHIL 100)

112 HUMAN VALUES AND ENVIRONMENTAL ISSUES 2.0 Units

PHIL 112 is a study of human attitudes toward the physical world and the biological organisms within it. Topics covered will be the definition of values, a study of historical viewpoints, and a brief assessment of the consequences of such attitudes in creating and/or solving environmental problems. The course will consider various ways in which a consciously considered value system might be deliberately applied to specific solutions. Lecture 2 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

113 COMPARATIVE WORLD RELIGIONS: NEAR EAST 3.0 Units

PHIL 113 is a comparative study of the salient ideas and philosophical developments in Zoroastrianism, Judaism, Christianity, Islam, and primitive and national religions of the past. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

114 COMPARATIVE WORLD RELIGIONS: FAR EAST 3.0 Units

PHIL 114 is a comparative study of the salient ideas and philosophical developments in Hinduism, Buddhism, other Indian religions, Taoism, Confucianism, and Shinto. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

116 ETHICS FOR MODERN LIFE 3.0 Units

PHIL 116 is an analysis of the concept of the good, the scope of morality, the deterministic controversy, the ethical yardsticks, and the major ethical systems and their roots. Attention is given to contemporary positivism, John Dewey, Marxist ethics, authority as an ethical principle, intuitionism, egoistic hedonism, utilitarianism, ethical idealism, Immanuel Kant, modern Aristotelianism, existentialism, and recent ethical theories. The nature and scope of contemporary moral problems are also examined. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC (C-ID PHIL 120)

117 INTRODUCTION TO LOGIC 3.0 Units

PHIL 117 is a study of the structure and function of language, inductive and deductive forms of reasoning and argumentation. The course includes the study of formal argumentation, the predicate calculus, the methods of experimental inquiry, the nature of scientific proof, and some probability theory. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC (C-ID PHIL 110)

**118
WOMEN, THE EARTH, & THE DIVINE**
3.0 Units

PHIL 118 introduces students to the relationship between social domination of women and domination of the rest of nature. The goal of this course is to help students develop skills in analyzing the impact of the world's major religions on the lives of women in both the majority and minority cultures and on the life of the planet earth. Topics covered are the definition of values, a study in viewpoints of the major religious traditions, such as Hinduism, Buddhism, Judaism, Christianity and Islam. This course also offers a brief assessment of the consequences of such attitudes in creating and/or solving women's as well as environmental problems in the United States. Emphasis is placed on developing judgment in the use of primary or secondary sources, and helping students discern what sources they should or should not trust. The course considers the differences among applications of deliberately selected value systems with respect to the treatment of women in the United States. In addition, it presents how the treatment of women in minority cultures affects cross cultural understanding and affects the attitudes of the majority towards minorities. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

**119
HISTORY OF PHILOSOPHY:
ANCIENT PERIOD**
3.0 Units

PHIL 119 is a critical study of the philosophic systems of the ancient Greeks and Romans, with special emphasis on the Pre-Socratics, Plato, Aristotle, and Roman philosophical thinkers. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC (C-ID PHIL 130)

**120
HISTORY OF PHILOSOPHY:
MODERN PERIOD**
3.0 Units

PHIL 120 is a critical study of the philosophic systems and ideas of the early modern period that have had a dominant impact on Western civilization, with special emphasis on Descartes, Spinoza, Leibniz, Locke, Berkeley, Hume, and Kant. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

**121
ISLAM: A WAY OF LIFE**
3.0 Units

PHIL 121 is a study of Islam as both a religion and a culture. The study of the religion includes a consideration of beliefs and practices of the faith, and the history of the man, Muhammad, who revealed the faith. The study of the culture includes a consideration of the early successors to Muhammad, religious movements and sects, philosophy, science, and political power. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

**122
LATIN AMERICAN PHILOSOPHY**
3.0 Units

PHIL 122 is the study of the various forms which philosophy has taken in Latin America. The course examines the background of Inca, Aztec, and European thought patterns. It emphasizes philosophy of civilization and philosophy of art, including the contributions of the Mexican muralist. Representative viewpoints, such as scholasticism, romanticism, and evolutionism are described. The course underlines the vitality of Latin American positivism, and it concludes with rival twentieth century currents of thought. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

**123
INTRODUCTION TO SYMBOLIC
LOGIC**
3.0 Units

PHIL 123 introduces students to the calculus of propositional and predicate logic to enable students to formally evaluate arguments. Students learn to translate English arguments, use truth tables, create natural deduction derivations, use defined identity relations, acquire a precise understanding of soundness and validity, and to begin to develop a working grasp on logic meta theory. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC (C-ID PHIL 210)

PHOTOGRAPHY

**101
INTRODUCTION TO PHOTOGRAPHY**
4.0 Units

PHOTO 101 is a beginning photography course in which students will be introduced to basic camera features and photo composition. The course covers consumer level digital camera and 35mm film camera features such as the aperture, shutter, and light meter, methods to obtain proper exposures and creative control, and composition to improve image quality. Students will learn to process and print traditional black and white photos as well as digital methods of image production. Emphasis is placed on print quality and composition throughout the course. This is a foundation course required for the photography certificate. Lecture 2 hours/Studio 4 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**103
MEDIUM AND LARGE FORMAT
PHOTOGRAPHY**
4.0 Units

PHOTO 103 is an in-depth examination of traditional black and white films and paper. The course covers the Zone System method of pre-visualizing the image during exposure, developing, and printing processes towards reproducing the pre-visualized tones. Students are introduced to medium and large format camera operation, film, paper, chemical characteristics, and large tank processing. Students create projects using course information. Print quality and design are emphasized throughout the course. Lecture 2 hours/Studio 4 hours. *Prerequisite:* PHOTO 101 or equivalent. *Transfer Credit:* CSU

**106
LIGHTING I**
4.0 Units

PHOTO 106 is a course in which students explore the creative use of available light, studio hot lamps, and on-camera flash. The course covers principles of light, on-camera flash techniques, exposure control, and light effects on image design. Students create projects using course content. Emphasis is placed on composition and print quality throughout the course. Lecture 2 hours/Studio 4 hours. *Prerequisite:* PHOTO 101 or equivalent.

107
SPECIAL PROJECTS
 2.0 to 4.0 Units

PHOTO 107 is designed for advanced photo students to concentrate on a single project during the course. The student will explore and combine an aesthetic and expressive use of the photographic medium to complete projects with developed artists' statements. Research and reading assignments will be made where applicable. Lecture 1-2 hours/ Studio 2-4 hours. *Prerequisite:* PHOTO 106 or equivalent. *Transfer Credit:* CSU

112
LIGHTING II
 4.0 Units

PHOTO 112 is a course in which students work in the lighting studio using strobes. The course covers principles of studio light, key, fill, background setups, exposure control for strobes, and portrait and still life techniques. Students create projects using course information. Print quality and design are emphasized throughout the course. Lecture 2 hours/Studio 4 hours. *Prerequisite:* PHOTO 106 or equivalent.

114
VIEW CAMERA
 4.0 Units

PHOTO 114 explores the 4' x 5' film based view camera and operations as related to outdoor and studio shooting. The course covers large format aperture and shutter features, camera movements, exposure calculations, and film processing and printing. Lecture 2 hours/Studio 4 hours. *Prerequisite:* PHOTO 103 or equivalent. *Note:* May be taken 2 times for credit.

115
PROFESSIONAL PRACTICES FOR PHOTOGRAPHERS
 2.0 Units

PHOTO 115 is an advanced photography course covering principals and practices within the field for hire or exhibition. Students will construct artist resumes and artist statements related to their work. Course includes promotion, portfolio layout, releases, estimates, invoices, gallery negotiations, and image licensing issues for photographers. Students must have a developed body of photographic work that will be used for class projects. Lecture 2 hours. *Prerequisite:* PHOTO 106 or equivalent. *Transfer Credit:* CSU

118
DOCUMENTARY PHOTOGRAPHY
 4.0 Units

PHOTO 118 is a photo course focusing on documentary approaches in photography. Students are introduced to and guided through documentary styles, project and theme development, and technical and design techniques used to communicate theme. Students create a series of related images using course information. Print quality, concept, and design are emphasized throughout the course. Lecture 2 hours/Studio 4 hours. *Prerequisite:* PHOTO 106 or equivalent. *Note:* May be taken 2 times for credit.

121
PHOTOSHOP I
 3.0 Units

PHOTO 121 introduces students to basic imaging techniques using Photoshop, an industry standard graphics software and image editor. Students will work with tools, layers, adjustments, and layer masks to create graphics, enhance images, and composite. Students create projects using course information. Lecture 2 hours/Studio 2 hours. *Prerequisite:* None. *Note:* May be taken 2 times for credit.

122
PHOTOSHOP II
 3.0 Units

PHOTO 122 is a second level Photoshop course for students who already have a solid understanding of Photoshop basic tools and techniques. Existing Photoshop skills are built upon to create high-resolution composited images. Special effects, and advanced methods of layout, compositing, masking, and image enhancing are covered in the course. Students create projects using course information. Lecture 2 hours/Studio 2 hours. *Prerequisite:* PHOTO 121 or equivalent. *Note:* May be taken 2 times for credit.

124
PHOTO RETOUCHING
 4.0 Units

PHOTO 124 is a second level Photoshop course focusing on professional photo retouching and compositing methods for publication. The course covers background removal, advanced masking, hair masking, beauty retouching, body shaping, contrast and color corrections, sharpening, workflow strategies, and non-destructive methods of working. Students work with their own photos to apply course information. Lecture 2 hours/Studio 4 hours. *Prerequisite:* PHOTO 121 or 130 or equivalent. *Note:* May be taken 2 times for credit.

126
DIGITAL PHOTO RESTORATION
 4.0 Units

PHOTO 126 is a second level Photoshop course focusing on professional methods in repairing and restoring historical and old family photographs. The course covers dust, scratch, and teal removal, contrast and color corrections methods, sharpening techniques, and non-destructive methods of working. Students work with their own photos to apply course information. Lecture 2 hours/Studio 4 hours. *Prerequisite:* PHOTO 121 or equivalent. *Note:* May be taken 2 times for credit.

128
DIGITAL PHOTOGRAPHY WORKFLOW
 2.5 Units

PHOTO 128 teaches the use of industry standard software to manage and organize large volumes of digital photographs. After a photo shoot, the digital workflow for a photographer is to organize and prepare their files for final output. Import, edit, ranking, metadata, image adjustments, automation features, and output methods are covered in the course. Students will work on projects using their own digital images. Lecture 2 hours/Studio 1 hour. *Prerequisite:* PHOTO 100 or equivalent. *Note:* May be taken 3 times for credit.

129
DIGITAL DARKROOM
 2.5 Units

PHOTO 129 is a course which focuses on Photoshop fundamentals appropriate to photography as a digital darkroom. Students are introduced to Photoshop basics, and such methods as adjustment layers to control contrast and color, basic retouching, compositing and background removal with masks, sharpening techniques, and automating tasks. Students will produce several projects with created images and photos on the Macintosh computer. Lecture 2 hours/Studio 1 hour. *Prerequisite:* PHOTO 100 or equivalent. *Note:* May be taken 3 times for credit.

130
DIGITAL PHOTOGRAPHY
 4.0 Units

PHOTO 130 covers the use of Adobe Lightroom and Photoshop for digital photography. Students work with Adobe Lightroom features to organize and edit photos, and Photoshop features to retouch and enhance them. Retouching basics and output for photography are covered in the class. Students will work on projects using their own digital photos. Lecture 2 hours/Studio 4 hours. *Prerequisite:* PHOTO 101 or equivalent. *Note:* May be taken 2 times for credit.

**140
FINE ART PHOTOGRAPHY**
4.0 Units

PHOTO 140 is a photo course focusing on fine art approaches in photography. Students are introduced to and guided through artistic styles, project and theme development, and technical and design techniques used in fine art photography. Students create self-motivated projects intended for exhibition within a fine art context. Print quality, concept, and design are emphasized throughout the course. Lecture 2 hours/Studio 4 hours. **Prerequisite:** PHOTO 106 or equivalent. **Note:** May be taken 2 times for credit.

**142
COMMERCIAL PHOTOGRAPHY**
4.0 Units

PHOTO 142 is a photo course focusing on editorial and commercial approaches in photography. Students are introduced to and guided through editorial styles, project and theme development, and technical and design techniques used in commercial photography. Students create projects to fulfill specified criteria as they would in a professional setting. Print quality, concept, and design are emphasized throughout the course. Lecture 2 hours/Studio 4 hours. **Prerequisite:** PHOTO 106 or equivalent. **Note:** May be taken 2 times for credit.

**145
CONTEMPORARY PHOTOGRAPHY
AND PRACTICES**
2.0 Units

PHOTO 145 is a survey of techniques and practices of contemporary photographers and their relationship to past practices and movements within Photography. Current trends in photographic image making will be presented. Students will examine the crossover of fine art, documentary, commercial and editorial practices as well as the impact of digital methods in photography. Lecture 2 hours. **Prerequisite:** None. **Transfer Credit:** CSU

**155
2D DIGITAL FULLDOME IMAGING II**
3.0 Units

PHOTO 155 is an advanced level digital fulldome course in which students work in teams to create fully developed, complex productions for a planetarium. Industry standard software, SkyScan's Digital Sky will be used to create productions. Lecture 2 hours/Studio 2 hours. **Prerequisite:** PHOTO 150 or equivalent. **Note:** May be taken 2 times for credit.

**250
DESIGNING WEB GRAPHICS**
2.5 Units

PHOTO 250 is an introductory Web graphic course that covers Web design principles and Web graphic creation and preparation for use in the design of Web sites. Emphasis is placed on project planning and Web environment issues that affect design. Students create assigned projects with industry standard software, Adobe Illustrator and Photoshop. Concept and design are emphasized throughout the course. Lecture 2 hours/Studio 1 hour. **Prerequisite:** None. **Note:** May be taken 3 times for credit.

**251
WEB DESIGN WITH DREAMWEAVER**
3.0 Units

PHOTO 251 is an intermediate-level web design course. Using industry standard wysiwyg software, students design and create web pages, using layout controls, tables, frames, layers, cascading style sheets, form creation, various types of links, roll-overs, and layer animation. Design quality and concept are emphasized throughout the course. **Note:** Students who have completed Art 251 may not take this class for credit. Lecture 2 hours/Studio 2 hours. **Prerequisite:** ART/PHOTO 250 or equivalent. **Note:** May be taken 2 times for credit.

**255
WEB DESIGN WITH FLASH**
3.0 Units

PHOTO 255 is a web design course using industry standard software to create full-page, interactive vector-based web animations. Students learn the construction of multiple-layered animations with interactive buttons, movieclips, graphics, and embedded sound files with optimization for the web. Design quality and concept are emphasized throughout the course. **Note:** Students who have completed Art 255 may not take this class for credit. Lecture 2 hours/Studio 2 hours. **Prerequisite:** ART/PHOTO 250 or equivalent. **Note:** May be taken 2 times for credit.

**257
ADVANCED WEB DESIGN WITH
FLASH**
4.0 Units

PHOTO 257 is an Adobe Flash course that covers ActionScripting for Web designers. Emphasis is placed on project planning and Web environment issues that affect design. Students create projects with industry standard software such as Adobe Illustrator in addition to Adobe Flash. Aesthetic presentation and its relationship to design ergonomics are emphasized throughout the course. Lecture 2 hours/Studio 4 hours. **Prerequisite:** ART/PHOTO 255 or equivalent. **Note:** May be taken 2 times for credit.

PHYSICAL EDUCATION

The Physical Education/Kinesiology Department offers a wide variety of activities to meet the varied interests of the Glendale College student. Two units of physical education are required in order to be eligible for the Associate in Arts and/or the Associate in Science degree. The following classes do not meet the physical education activity requirement: Dance 100, 102, 107, 158; PE 120, 124, 126, 146, 149, 195, 196, 228, 236. Students currently enrolled in the Registered Nursing Program are exempt from the PE graduation requirement. Individuals may be exempt from the physical education requirement upon presentation of evidence that they have a medical excuse on file.

It is recommended that a variety of activities be taken during a student's attendance at GCC. All classes are coeducational unless otherwise noted.

There are ten families within the Physical Education/Kinesiology Division (See page 86 for more information on course families):

Cardio Fitness (PE 101, 102). Cardiovascular fitness is a health-related component of physical movement that is brought about by sustained physical activity. The course covers the relationship between cardiorespiratory endurance training and the changes that occur with increased aerobic or anaerobic capacity. They also focus on safety as it relates to physical activity;

Cycling (PE 110, 121). The courses in this family focus on endurance, strength, intervals, high intensity (race days) and recovery type exercise. Cycling involves using a special stationary exercise bicycle with a weighted flywheel in a classroom setting. The courses also focus on safety as it relates to physical activity;

Badminton (PE 140, 141). Players of varied abilities will learn basic to intermediate skills related to individual and team play. The courses also focus on safety as it relates to physical activity;

Basketball (PE 150, 154-156). Students taking courses in this family build aerobic endurance and total body strength while incorporating strategic plays. They also learn basic to advanced skills related to individual and team play. The courses also focus on safety as it relates to physical activity;

Motor Performance Fitness (PE 164, 194, 226, 294, 295). The Motor Performance Fitness Family teaches students to understand how feedback, practice and individual retention leads to the transfer of motor performance. These courses require a predetermined goal relating to overall wellness and fitness. The courses also focus on safety as it relates to physical activity;

Golf (PE 202-204). The Golf Family teaches students of varied abilities to learn basic to advanced skills related to this individual sport. The courses also focus on safety as it relates to physical activity;

Martial Arts(PE 217, 227). Courses in this family focus on the codified systems and traditions of combat practices relating to self-defense, competition, physical health and fitness, entertainment, as well as mental, physical, and spiritual development. The courses also focus on safety as it relates to physical activity;

Soccer/Football(PE 200, 229). The Soccer/Football Family teaches students the skills related to these sports, while incorporating strategic plays. The courses also focus on safety as it relates to physical activity;

Tennis(PE 261-263). Courses in this family help players of varied abilities to improve their individual and team play in tennis. The courses also focus on safety as it relates to physical activity;

Volleyball(PE 274-276). The Volleyball Family teaches players of varied abilities to learn basic to advanced skills related to this sport.

Adapted Physical Education (PE 130-135). These courses offer a variety of activities that offer a wide range of movement based courses designed to meet the needs of students with disabilities. Each course in this area will focus on safety as it relates to physical activity.

101 WELLNESS AND FITNESS LAB 1.0 to 2.5 Units

P.E. 101 is an open laboratory physical fitness course designed to develop and encourage positive attitudes and habits with regard to cardiovascular efficiency, body composition, muscular strength, endurance, and flexibility. Students are assessed in these areas and an individual fitness profile is established. Fitness activities primarily utilize exercise equipment which is organized into an aerobic super circuit. Additional activities are prescribed in an aerobic machine arena, a body parts weight training area, and a flexibility area. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

102 CARDIOVASCULAR FITNESS 1.0 to 2.5 Units

P.E. 102 is an open laboratory physical fitness course designed to enhance the student's cardiovascular fitness level. The course emphasizes the development of positive attitudes and habits with regard to cardiovascular efficiency, body composition, muscular toning, and flexibility. Students are assessed in these areas and an individual fitness profile is established. Fitness activities primarily utilize exercise equipment which is organized into an aerobic super circuit. Additional activities are prescribed in an aerobic machine arena, cross training area, and a flexibility area. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

103 WEIGHT TRAINING AND CONDITIONING - LAB 1.0 Unit

P.E. 103 is a laboratory physical fitness course designed to take the theoretical components of KIN 166 and 167 and put them into practical use. The course emphasizes the ability to identify and demonstrate the use of cardiovascular, strength and flexibility equipment. Fitness activities primarily utilize the exercise equipment discussed in KIN 166 and 167. Additional activities are prescribed using aerobic machines and cross training exercises. Laboratory 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC

104 INTERMEDIATE WEIGHT TRAINING AND CONDITIONING - LAB 1.0 Unit

P.E. 104 is a laboratory physical fitness course designed to take the theoretical components of KIN 168 and 169 and put these components into practical use. The course emphasizes the development and maintenance of a cardiovascular, strength and flexibility program. Fitness activities primarily utilize the exercise equipment discussed in KIN 168 and 169. Additional intermediate activities are prescribed using aerobic machine and cross training exercises. Laboratory 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC

105 STEP AEROBICS 1.0 to 2.5 Units

P.E. 105 is a contemporary, high intensity, low impact fitness class, designed for both men and women, to improve each participant's strength, flexibility, and cardiovascular fitness level through steady-state stepping movements. The student is exposed to a graduated continuous system of rhythmic stepping at various platform heights. The class includes lecture on basic nutrition, exercise concepts, and stress management as the factors apply to a personal fitness program. Class sessions include a warm-up, an exercise routine fitted to each student's level of fitness, and a cool down. *Note:* A maximum of 6 units may be earned. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

106 ADVANCED STEP AEROBICS 1.0 to 2.5 Units

P.E. 106 is an advanced level, high intensity, low impact aerobic exercise class which utilizes sophisticated aerobic choreography to promote kinesiological awareness and mind/body integration. Students perform continuous, intricate, rhythmical stepping combinations, using a platform of increasing heights to promote cardiovascular fitness. Topics such as target heart rate, exercise technique, flexibility training, nutrition, and exercise-related injuries are discussed, as they pertain to lifestyle wellness. Classes include a warm-up, complex step combinations, a cool-down, a muscle strengthening/toning component, and flexibility training. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

107 PRINCIPLES OF LIFESTYLE FITNESS 2.0 Units

P.E. 107 provides students with the information needed to make educated decisions about lifetime fitness and wellness activities. Students learn both practical and theoretical concepts in cardiovascular fitness, strength training, flexibility, weight control and dietary habits. In addition, students explore the effects that various stages of human development have on specific body systems. Students examine how a reasonably conceived and defined program of activity and diet may result in improved fitness wellness and quality of life. Through lecture/laboratory presentations, students apply learned principles to the design of individualized fitness and nutrition programs. Lecture 2 hours/Laboratory 2 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

110 INDOOR CYCLING FOR FITNESS 1.0 to 2.5 Units

P.E. 110 offers instruction in indoor cycling, a low-impact, non-weight-bearing physical activity, enhancing cardiorespiratory and muscular performance, and promoting mental and emotional well being. Various cycling routines are performed on a stationary spinning bicycle accompanied by both auditory and visual cues. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**119
FOUNDATIONS FOR FITNESS
PERSONAL TRAINING**
3.0 Units

P.E. 119 is an overview on the principles of physical training. The course covers the critical competencies required for students interested in becoming a personal trainer. Research-based exercise protocols and procedures are emphasized. Lecture 3 hours. *Prerequisite:* None.

**121
INTERMEDIATE INDOOR CYCLING
FOR FITNESS**
1.0 to 2.5 Units

P.E. 121 offers instruction in indoor cycling dealing with basic cardiovascular fitness which is achieved through: general cycling, fast cycling, sprints, intervals and hill climbing. Cycling safety, bike fit, heart rate training are incorporated with choreographed workouts on specially designed stationary bicycles, using music and fundamental cycling techniques. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**124
SPORTS OFFICIATING -
VOLLEYBALL, BASKETBALL**
3.0 Units

P.E. 124 is a course in the theoretical and practical techniques of officiating basketball and volleyball. *Note:* Recommended for physical education majors and recreation majors and/or prospective community youth and adult leaders. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**125
SPORTS OFFICIATING**
2.0 Units

P.E. 125 is a theory and practical course in the techniques of officiating basketball, volleyball, softball, and track and field. *Note:* Recommended for physical education and recreation majors and for prospective community youth leaders. This course will not fulfill physical education activity requirements. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**126
SPORTS OFFICIATING-SOCCER,
BASEBALL, SOFTBALL**
3.0 Units

P.E. 126 is a course in the theoretical and practical techniques of officiating soccer, baseball and softball. P.E. 126 is recommended for physical education majors and/or prospective community youth and adult leaders. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**127
PHYSICAL EDUCATION ACTIVITIES**
0.5 to 2.5 Units

P.E. 127 is instruction in the fundamentals of individual activities and seasonal sports. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**129
STRENGTH AND CONDITIONING
FOR INTERCOLLEGIATE ATHLETICS**
0.5 to 2.5 Units

P.E. 129 is designed to increase strength, flexibility, body coordination (agility), speed, and aerobic/anaerobic conditioning as it relates to optimal athletic performance. *Note:* This class is structured to provide strength and conditioning programs specific to intercollegiate athletics both during participation and in the "off-season." Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**130
ADAPTED ACTIVITIES**
0.5 to 2.5 Units

P.E. 130 is a diversified program of developmental activities for students with disabilities which prevent their participation in a regular physical education program. The emphasis is on the student's remaining abilities, not their disabilities. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**131
SELF-DEFENSE FOR THE DISABLED**
1.0 to 2.5 Units

P.E. 131 is a diversified program of self-defense training and lecture topics that focus on the ability of the disabled to protect and defend themselves. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**132
ADAPTED AQUATICS**
1.0 to 2.5 Units

P.E. 132 is a diversified program of aquatics for students with disabilities which prevent their participation in a regular physical education aquatics program. The emphasis is on the student's remaining abilities and adapting them to facilitate swimming, water aerobics, and aquatic skills proficiency. *Note:* This course is specially designed for students who meet Title V eligibility requirements for Disabled Student Program and Services. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**133
LIFETIME FITNESS AND WELLNESS
FOR THE DISABLED**
2.0 Units

P.E. 133 is a diversified program of fitness, participation, and lecture activities for students with disabilities. It focuses on the unique wellness needs of this population. *Note:* The course is specially designed for students who meet Title V eligibility requirements for the Disabled Student Programs and Services. Lecture 2 hours/Laboratory 1 hour. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**134
ADAPTED WELLNESS & FITNESS LAB**
1.0 to 1.5 Units

P.E. 134 is a laboratory physical fitness course for students with disabilities. This course is designed to develop and encourage positive attitudes and habits with regard to cardiovascular efficiency, body composition, muscular strength, endurance, and flexibility. Students are assessed in these areas and a personalized fitness program is established. *Note:* This course is specially designed for students who meet Title V eligibility requirements for Disabled Student Programs and Services. Lecture .5-1 hour/Laboratory 1.5-2 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**135
ADAPTED INDOOR CYCLING FOR
FITNESS**

1.0 to 1.5 Units

P.E. 135 offers students with disabilities instruction in indoor cycling. Indoor cycling is a low-impact, non-weight-bearing physical activity, which enhances cardio-respiratory and muscular performance. The course promotes physical, as well as mental and emotional well-being. Various cycling routines are performed on a stationary spinning bicycle accompanied by both auditory and visual cues. *Note:* This course is specially designed for students who meet Title V eligibility requirements for Disabled Student Program and Services. Lecture .5-1 hour/Laboratory 1.5-2 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**140
BEGINNING BADMINTON**
0.5 to 2.5 Units

P.E. 140 is instruction in the rules and practice in individual fundamentals, development of singles and doubles play, and competitive participation. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**141
INTERMEDIATE BADMINTON**
0.5 to 2.5 Units

P.E. 141 is additional practice and more detailed instruction in fundamentals, development of singles and doubles play, and court strategy. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**145
ADVANCED BASEBALL**
1.0 to 2.5 Units

P.E. 145 offers instruction and opportunities for skill development in techniques for competitive baseball participation. Advanced offensive and defensive strategies are covered and a comprehensive physical training program is implemented to prepare students for competition. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**147
OFF-SEASON TRAINING FOR
INTERCOLLEGIATE BASEBALL**
0.5 to 2.5 Units

P.E. 147 is instruction in rules and game strategy for baseball as well as practice in fundamental techniques of throwing, fielding, batting, and team play. Fall Semester only. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**148
INTERCOLLEGIATE BASEBALL**
0.5 to 2.5 Units

P.E. 148 is development of team play for competitive participation. Spring Semester only. Daily. *Note:* Limited to students trying out for the varsity team. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**150
BEGINNING BASKETBALL**
0.5 to 2.5 Units

P.E. 150 is instruction and practice in the fundamental techniques and rules of the game. Development of team play and competitive participation. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**154
INTERMEDIATE BASKETBALL**
0.5 to 2.5 Units

P.E. 154 is instruction in rules and game strategy, practice in fundamental techniques. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**155
ADVANCED BASKETBALL - MEN**
1.0 to 2.5 Units

P.E. 155 offers instruction and opportunities for skill development in techniques for competitive basketball participation. Advanced offensive and defensive strategies are covered and a comprehensive physical training program is implemented to prepare students for competition. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**156
ADVANCED BASKETBALL - WOMEN**
1.0 to 2.5 Units

P.E. 156 offers instruction and opportunities for skill development in techniques for competitive basketball participation. Advanced offensive and defensive strategies are covered and a comprehensive physical training program is implemented to prepare students for competition. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**157
INTERCOLLEGIATE BASKETBALL-
MEN**
0.5 to 2.5 Units

P.E. 157 is individual instruction and development of team play for competitive participation. Fall semester only. Daily. *Note:* Limited to students competing on an organized team. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**160
INTERCOLLEGIATE BASKETBALL-
WOMEN**
0.5 to 2.5 Units

P.E. 160 provides the opportunity for individual instruction and development of team play for competitive participation with other community colleges. *Note:* Limited to students competing for the varsity team. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**164
AEROBIC FITNESS**
0.5 to 2.5 Units

P.E. 164 offers vigorous exercise set to contemporary music. The course is designed for students wishing to develop or maintain aerobic fitness while also learning about the physiology of fitness. Routines of rhythmic exercise are designed to develop or maintain cardio-respiratory endurance and body flexibility. The course is designed for students at all levels of fitness. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**172
INTERCOLLEGIATE CROSS
COUNTRY-MEN**
0.5 to 2.5 Units

P.E.172 is designed for competitive participation. Fall semester only. *Note:* Recommended for distance runners and track students wishing to condition themselves for track. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**173
INTERCOLLEGIATE CROSS COUNTRY-
WOMEN***0.5 to 2.5 Units*

P.E. 173 is designed to offer women competitive participation in cross-country running. Fall semester only. *Note:* Recommended for distance runners and track students wishing to condition themselves for track. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**194
PILATES***0.5 to 2.5 Units*

P.E. 194 provides practical experience through exercise in conjunction with discussion periods to enable the student to develop a knowledge of body-mind interaction in the area of athletics. The student learns how to influence and control this interaction, with regard to pain and energy flow, suppleness, relaxation, stretch and strength factors. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**197
OFF-SEASON TRAINING FOR
INTERCOLLEGIATE FOOTBALL***0.5 to 2.5 Units*

P.E. 197 is instruction and practice in techniques of individual offense and defense. Spring semester only. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**198
INTERCOLLEGIATE FOOTBALL***0.5 to 2.5 Units*

P.E. 198 is development of team play for competitive participation. Fall semester only. *Note:* Limited to students wishing to compete on the varsity team. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**200
FLAG FOOTBALL***0.5 to 2.5 Units*

P.E. 200 is instruction and practice in fundamentals, with the development of team play and competition. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**202
BEGINNING GOLF***0.5 to 2.5 Units*

P.E. 202 is instruction and practice in the fundamentals of golf. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**203
INTERMEDIATE GOLF***0.5 to 2.5 Units*

Advanced instruction and practice on the golf course are included in this course. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**204
ADVANCED GOLF***0.5 to 2.5 Units*

P.E. 204 offers instruction and opportunities for skill development in techniques for competitive golf participation. Advanced skill development and strategies are covered and a physical training program is implemented to prepare students for competition. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Recommended preparation:* Some competitive golf experience. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**205
INTERCOLLEGIATE GOLF***0.5 to 2.5 Units*

P.E. 205 is development of play for competitive participation. Spring semester only. *Note:* Limited to students competing for the varsity team. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**208
BEGINNING GYMNASTICS***0.5 to 2.5 Units*

P.E. 208 covers techniques in tumbling and apparatus activities with emphasis upon body balance, coordination, and rhythm. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**217
SELF-DEFENSE TECHNIQUES***0.5 to 2.5 Units*

P.E. 217 teaches practical self-defense techniques stressing both physical and psychological preparedness for defense. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**222
PADDLE TENNIS***0.5 to 2.5 Units*

P.E. 222 is instruction and practice in the basic strokes, fundamental techniques, and rules of the game. A sport very similar to regular tennis. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**224
RACQUETBALL***0.5 to 2.5 Units*

P.E. 224 is introduction and practice in the fundamental techniques and rules of the game. Each student is responsible for a minimal court fee. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**226
RUNNING AEROBICS***1.0 to 2.5 Units*

P.E. 226 is an introduction to running aerobics as a lifetime activity. The purpose of this course is to make the student aware of the physiological and psychological benefits derived from running aerobics. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**227
SELF DEFENSE FOR THE WOMAN***0.5 to 2.5 Units*

P.E. 227 teaches practical self defense techniques for women stressing both physical and psychological preparedness for defense. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

**231
SOFTBALL***0.5 to 2.5 Units*

P.E. 231 will furnish practice in the fundamental skills of throwing, fielding, hitting, and team play. Instruction in rules and game strategy will be given. Conditioning and stretching exercises are presented to increase strength and flexibility. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**234
ADVANCED SOFTBALL***1.0 to 2.5 Units*

P.E. 234 offers instruction and opportunities for skill development in techniques for competitive participation. Advanced offensive and defensive strategies are covered and a comprehensive physical training program is implemented to prepare students for competition. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

235

INTERCOLLEGIATE SOFTBALL

0.5 to 2.5 Units

P.E. 235 provides the opportunity for individual instruction and development of team play for competitive participation with other community colleges. *Note:* Limited to students competing for the varsity team. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

238

BEGINNING SOCCER

(Previously listed as P.E. 229)

1.0 Unit

P.E. 238 teaches the beginning concepts of soccer in a recreational environment. Instruction includes basic skills of soccer: passing, receiving, trapping, dribbling, and control techniques. Students learn the fundamental history, rules, etiquette, and safe play pertaining to soccer. Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

239

INTERMEDIATE SOCCER

(Previously listed as P.E. 241)

1.0 Unit

P.E. 239 offers instruction and practice in intermediate soccer techniques and team concepts in a recreational environment. This course builds upon the application of basic skills, team play, and offensive and defensive fundamentals learned in PE 238. Rules, soccer etiquette, and team strategies are major components of this course. Laboratory 3 hours. *Prerequisite:* PE 238 or equivalent. *Transfer Credit:* CSU, UC, USC

240

ADVANCED SOCCER

1.0 Unit

P.E. 240 teaches advanced concepts of soccer in a recreational environment. The main goal is to provide the student with continued advancement in soccer while incorporating a better understanding of teamwork and communication. The course emphasizes principles relating to advanced individual skills, theory, tactics, rules, and strategy. Team competition is a major component of the course. Laboratory 3 hours. *Prerequisite:* PE 239 or equivalent. *Transfer Credit:* CSU

243

WOMEN'S INTERCOLLEGIATE SOCCER

2.5 Units

P.E. 243 is an advanced course designed for students who plan to compete at the collegiate level in the sport of women's soccer. This course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Student-athletes are required to meet the standards of the California Community College Athletic Association (CCCCAA) eligibility guidelines and decorum policies. Student-athletes will need to be familiar with both the Federation International Football Association (FIFA) and the National Collegiate Athletic Association (NCAA). *Note:* PE 243 is designed for the intercollegiate women's soccer team. Lecture/Demonstration 1.5/Laboratory 3. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

244

OFF-SEASON TRAINING FOR INTERCOLLEGIATE WOMEN'S SOCCER

1.0 to 2.5 Units

P.E. 244 provides instruction and practice for intercollegiate women's soccer focusing on fundamental techniques of competitive soccer. This course is designed to provide further advancement in individual skill, team strategies, effective communication, and conditioning for intercollegiate competition. *Note:* PE 244 is off-season training for students who are interested in competing on a intercollegiate women's soccer team. Lecture .5-1.5 hours/Laboratory 1.5-3.0 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

245

MEN'S INTERCOLLEGIATE SOCCER

2.5 Units

P.E. 245 is an advanced course designed for students who plan to compete at the collegiate level in the sport of men's soccer. This course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Student-athletes are required to meet the standards of the California Community College Athletic Association (CCCCAA) eligibility guidelines and decorum policies. Student-athletes will need to be familiar with both the Federation International Football Association (FIFA) and the National Collegiate Athletic Association (NCAA). *Note:* PE 245 is designed for the intercollegiate men's soccer team. Lecture/Demonstration 1.5/Laboratory 3. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

246

OFF-SEASON TRAINING FOR INTERCOLLEGIATE MEN'S SOCCER

1.0 to 2.5 Units

P.E. 246 provides instruction and practice for intercollegiate men's soccer focusing on fundamental techniques of competitive soccer. This course is designed to provide further advancement in individual skill, team strategies, effective communication, and conditioning for intercollegiate competition. *Note:* PE 246 is off-season training for students who are interested in competing on a intercollegiate men's soccer team. Lecture .5-1.5 hours/Laboratory 1.5-3.0 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

261

BEGINNING TENNIS

0.5 to 2.5 Units

P.E. 261 offers instruction and practice in the basic strokes, fundamental techniques and rules of the game. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

262

INTERMEDIATE TENNIS

0.5 to 2.5 Units

P.E. 262 offers instruction and practice in individual fundamentals, development of team play and court strategy in tennis. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

263

ADVANCED TENNIS

0.5 to 2.5 Units

P.E. 263 offers individual instruction and development of advanced techniques for competitive participation. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

266

INTERCOLLEGIATE TENNIS-MEN

0.5 to 2.5 Units

P.E. 266 is development of team play for competitive participation. Offered Spring semester only. Daily. *Note:* Limited to students trying out for the varsity team. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

**267
INTERCOLLEGIATE TENNIS-WOMEN**
0.5 to 2.5 Units

P.E. 267 offers advanced techniques for competitive participation with other community colleges. **Note:** Recommended for students trying out for the varsity team. Offered Spring semester only. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. **Prerequisite:** None. **Note:** May be taken 4 times for credit. **Transfer Credit:** CSU, UC, USC

**268
ADVANCED TRACK AND FIELD-MEN**
1.0 to 2.5 Units

P.E. 268 offers instruction and opportunities for skill development in techniques for competitive track and field participation. Advanced techniques and skill development programs are covered and a comprehensive physical training program is implemented to prepare students for competition. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. **Prerequisite:** None. **Note:** May be taken 4 times for credit. **Transfer Credit:** CSU, UC, USC

**269
ADVANCED TRACK & FIELD-WOMEN**
1.0 to 2.5 Units

P.E. 269 offers instruction and opportunities for skill development in techniques for competitive track and field participation. Advanced techniques and skill development programs are covered and a comprehensive physical training program is implemented to prepare students for competition. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. **Prerequisite:** None. **Note:** May be taken 4 times for credit. **Transfer Credit:** CSU, UC, USC

**270
OFF-SEASON TRAINING FOR
INTERCOLLEGIATE TRACK & FIELD**
0.5 to 2.5 Units

P.E. 270 is instruction and practice in fundamental techniques of running and field events. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. **Prerequisite:** None. **Note:** May be taken 4 times for credit. **Transfer Credit:** CSU, UC, USC

**272
INTERCOLLEGIATE TRACK & FIELD-
MEN**
0.5 to 2.5 Units

P.E. 272 is designed for competitive participation. **Note:** Spring semester only. Limited to students trying out for the varsity team. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. **Prerequisite:** None. **Transfer Credit:** CSU, UC, USC

**273
INTERCOLLEGIATE TRACK & FIELD-
WOMEN**
0.5 to 2.5 Units

P.E. 273 is designed for competitive participation in track and field. **Note:** Spring semester only. Limited to students trying out for the varsity team. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. **Prerequisite:** None. **Note:** May be taken 4 times for credit. **Transfer Credit:** CSU, UC, USC

**274
BEGINNING VOLLEYBALL**
1.0 Unit

P.E. 274 teaches the beginning concepts of volleyball in a recreational environment. Instruction includes six basic skills of volleyball: passing, setting, hitting, serving, blocking and individual defense. Students learn the fundamental history, rules, etiquette, and safe play pertaining to volleyball. Laboratory 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU, UC, USC

**275
INTERMEDIATE VOLLEYBALL**
1.0 Unit

P.E. 275 offers instruction and practice in intermediate volleyball techniques and team concepts in a recreational environment. This course builds upon the application of basic skills, team play, and offensive and defensive fundamentals learned in PE 274. Rules, volleyball etiquette, and team strategies are major components of this course. Laboratory 3 hours. **Prerequisite:** PE 274 or equivalent. **Transfer Credit:** CSU, UC, USC

**276
ADVANCED VOLLEYBALL**
1.0 Unit

P.E. 276 teaches advanced concepts of volleyball in a recreational environment. The main goal is to provide the student with continued advancement in volleyball while incorporating a better understating of teamwork and communication. The course emphasizes principles relating to advanced individual skills, theory, tactics, rules, and strategy. Team competition is a major component of this course. Laboratory 3 hours. **Prerequisite:** PE 275 or equivalent **Note:** May be taken 4 times for credit. **Transfer Credit:** CSU, UC, USC

**277
OFF-SEASON TRAINING FOR
INTERCOLLEGIATE VOLLEYBALL**
1.0 to 2.5 Units

P.E. 277 provides instruction and practice for intercollegiate volleyball focusing on fundamental techniques of competitive volleyball. This course is designed to provide further advancement in individual skill, team strategies, effective communication, and conditioning for intercollegiate competition. **Note:** PE 277 is off-season training for students who are interested in competing on a intercollegiate volleyball team. Lecture .5-1.5 hours/Laboratory 1.5-3.0 hours. **Prerequisite:** None. **Note:** May be taken 4 times for credit. **Transfer Credit:** CSU, UC, USC

**281
INTERCOLLEGIATE VOLLEYBALL-
MEN**
0.5 to 2.5 Units

P.E. 281 offers instruction and practice in individual fundamentals, development of team play and court strategy for competitive participation. **Note:** Recommended for physical education majors. Limited to students trying out for varsity volleyball teams. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. **Prerequisite:** None. **Note:** May be taken 4 times for credit. **Transfer Credit:** CSU, UC, USC

**282
WOMEN'S INTERCOLLEGIATE
VOLLEYBALL**
2.5 Units

P.E. 282 is an advanced course designed for students who plan to compete at the collegiate level in the sport of women's volleyball. This course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Student-athletes are required to meet the standards of the California Community College Athletic Association (CCCCA) eligibility guidelines and decorum policies. **Note:** PE 282 is designed for the intercollegiate volleyball team. Lecture/Demonstration 1.5/Laboratory 3. **Prerequisite:** None. **Note:** May be taken 4 times for credit. **Transfer Credit:** CSU, UC, USC

**285
SPIRIT AND CHEER**
1.0 to 2.5 Units

P.E. 285 provides an opportunity for students to gain knowledge and technical skills in the choreography and techniques of pep arts through practical application and discussion. Emphasis is placed on leadership training, personal and professional development. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. **Prerequisite:** None. **Note:** May be taken 4 times for credit. **Transfer Credit:** CSU, UC

294
STRESS REDUCTION
0.5 to 2.5 Units

P.E. 294 will provide the student with specific tools for recognizing and combating stress. Attention will be given to the physiological aspects of stress along with practical knowledge of stress reduction techniques. Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU

295
WALKING FOR HEALTH & FITNESS
0.5 to 2.5 Units

P.E. 295 is an introduction to the benefits of an organized walking program. The class provides the student with various methods of walking to achieve whole-body fitness, flexibility, and increased cardio-vascular health efficiency. The course also discusses methods of using walking as a form of weight control and stress management in addition to achieving a healthful life style. This class is ideal for the student wishing a low-impact aerobic work-out Lecture .5-1.5 hours/Laboratory 1.5-3.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

PHYSICAL SCIENCE

131
GENERAL PHYSICAL SCIENCE
4.0 Units

Physical Science 131 is designed to give a cultural appreciation of the scientific method and an elementary working knowledge of the fields studied. Emphasis is placed on the scientific theories. The course is an integrated survey of physics and chemistry with applications from planetary and space sciences. Elementary mathematical concepts are introduced as required. Lecture 4 hours/Laboratory 2 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

PHYSICS

101
ENGINEERING PHYSICS
5.0 Units

PHY 101 involves the study of mechanics and properties of matter. The course is an intensive study of motion, dynamics and statics, oscillations, wave motion, and sound, with emphasis upon vector analytical methods. The Macintosh computer and spreadsheets are used extensively. Lecture 5 hours/Laboratory 3 hours. *Prerequisite:* PHY 105 or physics taken in high school with a grade of "C" or better and MATH 103. (MATH 104 must be taken concurrently with or prior to taking PHY 101.) *Transfer Credit:* CSU, UC, USC (C-ID PHYS 205)

101H
HONORS ENGINEERING PHYSICS
5.0 Units

PHY 101H involves the study of mechanics and properties of matter. The course is an intensive study of motion, dynamics and statics, oscillations, wave motion, and sound, with emphasis upon vector analytical methods. The Macintosh computer and spreadsheets are used extensively. The honors course will be enhanced in one or more of the following ways: 1. Readings from Principia, Newton's original formulation of mechanics 2. An Internet paper and PowerPoint presentation on topics in contemporary mechanics such as: "gyroscopic stability" G.P.S. systems' Celestial mechanics 3. Special, more advanced homework sets. *Note:* PHY 101 is restricted to engineering and science majors. Lecture 5 hours/Laboratory 3 hours. *Prerequisite:* PHY 105 or physics taken in high school with a grade of "C" or better and MATH 103. (MATH 104 must be taken concurrently with or prior to taking PHY 101.) *Transfer Credit:* CSU, UC, USC

102
ENGINEERING PHYSICS
4.0 Units

PHY 102 is a study of static electricity including Gauss' Law, potentials and electric fields, direct and alternating current theory, laws of magnetism and magnetic properties of matter, electromagnetism and induced currents, Maxwell's equations and radiation theory. Lecture 4 hours/Laboratory 2 hours. *Prerequisite:* PHY 101 and MATH 104. *Transfer Credit:* CSU, UC, USC (C-ID PHYS 210)

102H
HONORS ENGINEERING PHYSICS
4.0 Units

PHY 102H is a study of static electricity including Gauss' Law, potentials and electric fields, direct and alternating current theory, laws of magnetism and magnetic properties of matter, electromagnetism and induced currents, Maxwell's equations and radiation theory. The honors course will be enhanced in one or more of the following ways: 1. Learning mathematical programs such as Mathematica or Scientific Word. 2. Special, more advance homework sets using Mathematica or Scientific Word. Lecture 4 hours/Laboratory 2 hours. *Prerequisite:* PHY 101 and MATH 104. *Transfer Credit:* CSU, UC, USC

103
ENGINEERING PHYSICS
5.0 Units

PHY 103 covers heat, thermodynamics, optics, and modern physics and involves an intensive study of the concepts of fluids, temperature, heat, calorimetry, heat transfer, thermodynamics, entropy, and kinetic theory. The course focuses on a thorough presentation of geometrical and physical optics with considerable emphasis on modern physics including quantum physics, wave mechanics, and special relativity. Lecture 5 hours/Laboratory 2 hours. *Prerequisite:* PHY 101 and MATH 104. *Transfer Credit:* CSU, UC, USC (C-ID PHYS 215)

103H
HONORS ENGINEERING PHYSICS
5.0 Units

PHY 103H covers heat, thermodynamics, optics, and modern physics and involves an intensive study of the concepts of fluids, temperature, heat, calorimetry, heat transfer, thermodynamics, entropy, and kinetic theory. The course focuses on a thorough presentation of geometrical and physical optics with considerable emphasis on modern physics including quantum physics, wave mechanics, and special relativity. The honors course will be enhanced in one or more of the following ways: 1. An Internet paper and PowerPoint presentation on topics in contemporary optics and thermo-dynamics such as: ' fiber optics ' laser communication ' laser therapy ' solar engineering ' solar power systems 2. A spreadsheet solution of an engineering problem of advanced difficulty. Lecture 5 hours/Laboratory 2 hours. *Prerequisite:* PHY 101 and MATH 104. *Transfer Credit:* CSU, UC, USC (C-ID 110)

105
GENERAL PHYSICS
4.0 Units

PHY 105 is a general course that focuses on properties of matter, mechanics, heat, wave motion, and sound. It includes lectures, demonstrations, problems, and laboratory work. *Note:* Required of pre-dental and pre-medical students. Lecture 3 hours/Laboratory 3 hours. *Prerequisite:* MATH 102 or 110. *Transfer Credit:* CSU, UC, USC (C-ID PHYS 105)

106
GENERAL PHYSICS
4.0 Units

PHY 106 is a general course that focuses on the study of light, electricity, magnetism, and modern physics. It includes lectures, demonstrations, problems, and laboratory work. *Note:* Required of pre-dental and pre-medical students. Lecture 3 hours/Laboratory 3 hours. *Prerequisite:* PHY 105. *Transfer Credit:* CSU, UC, USC (C-ID PHYS 110)

110
INTRODUCTION TO PHYSICS
 3.0 Units

PHY 110 is a brief presentation of some of the more important and usual phenomena in physics with classroom demonstrations and lectures in mechanics, heat, sound, light, magnetism, and modern physics. *Note:* This course may not be taken for credit by students who have completed PHY 101 or 105. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC

POLITICAL SCIENCE
(POL S)

101
INTRODUCTION TO GOVERNMENT
 3.0 Units

POL S 101 is an introduction to the principles, institutions, policies, and politics of government in the United States and California. *Note:* Starting Spring 2014, POL S 101 allows only one unit of credit for students who have completed POL S 105 or SOC S 132, and allows two units of credit for students who have completed POL S 106. POL S 101 satisfies both the CSU and GCC American Institutions and State and Local Government graduation requirements. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

102
MODERN COMPARATIVE GOVERNMENTS
 3.0 Units

POL S 102 is a comparative study of the constitutional principles, governmental institutions, political parties, and recent history of policy and action of selected foreign governments. Lecture 3 hours. *Prerequisite:* POL S 101 or 103 or 105 or SOC S 125 or 126 or 132. *Transfer Credit:* CSU, UC, USC (C-ID POLS 130)

103
INTRO TO WORLD POLITICS
 3.0 Units

POL S 103 develops an intellectual framework which will order students' thoughts on world politics and enable them to analyze and evaluate present and potential issues and events that affect international power and the pursuit of peace. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC (C-ID POLS 140)

103H
HONORS INTRO TO WORLD POLITICS
 3.0 Units

POL S 103H develops an intellectual framework which will order students' thoughts on world politics and enable them to analyze and evaluate present and potential issues and events that affect international power and the pursuit of peace. The honors course will be enhanced in one or more of the following ways: 1. Students will write a research paper on a controversial topic in world politics designed to develop analytical skills. 2. Debates will occur between pairs of students on a controversial topic in world politics designed to develop their verbal analytical skills. 3. Assignments of important theories in world politics to be presented by students in class in order to develop their analytical skills. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

104
INTRO TO POLITICAL THEORY
 3.0 Units

POL S 104 is an introduction to the history of political theory. Students are introduced to debates over the nature of justice, the meanings of equality and freedom as well as their implications for the state and state policies, the meaning of democracy, the conditions under which revolution may or may not be justified and other major topics. Lecture 3 hours. POL S 101, or 102, or Equivalent *Transfer Credit:* CSU, UC, USC (C-ID POLS 120)

105
AMERICAN POLITICAL IDEALS
 2.0 Units

POL S 105 is a study of the theory and practices of the American democratic political process and formal institutional functions. Special emphasis is placed on the Federal Constitution and how it operates in the context of political democracy. The role of parties and groups in politics is analyzed. POL S 105 meets the California State requirement in the United States Constitution. *Note:* It is recommended that the California State requirement in American History be completed prior to enrollment in this course. This course may not be taken for credit by students who have completed SOC S 132. This course may not be taken for credit by students who have completed POL S 101 after Winter 2014. Students who have successfully completed POL S 105 and POL S 106 will not be granted credit for POL S 151. Recommended for students seeking an Associate in Arts degree. Lecture 2 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151 *Transfer Credit:* CSU, UC, USC

106
AMERICAN STATE & LOCAL GOV'T
 1.0 Unit

POL S 106 is a study of the origins, structures, and functions of California government and politics with emphasis on the state level, but including the city, county, and district levels. *Note:* This course may not be taken for credit by students who have completed SOC S 132 or POL S 101 starting Spring 2014. Lecture 1 hour. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151 *Transfer Credit:* CSU

108
POLITICS AND PRACTICE OF THE UNITED NATIONS
 3.0 Units

POL S 108 is designed to introduce students to international organizations through the study of the origin, structure and function of the United Nations. The course includes discussion of pressing international problems, established international law, and the protocol and procedure of diplomacy. Students learn the applied skills used by actual diplomats that represent their countries at the United Nations through class simulations and at a Model United Nations conference. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

110
CONTEMPORARY WORLD PROBLEMS
 3.0 Units

POL S 110 examines the controversial issues in world politics'from regional conflicts, international economic relations, arms and disarmament, human rights and foreign policy, to environmental considerations. The format of the course is multidimensional, using lecture, discussion, and debate techniques. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

111
**THE MODERN MIDDLE EAST: ITS
 POLITICAL AND ECONOMIC IMPACT**
 3.0 Units

POL S 111 is a survey of the historical background and current politics of the Middle East. Topics covered include: introduction to the land, peoples, cultures, and religions; overview of the modern history of the region, with an emphasis on the Eastern Question; emergence of the modern nation-states following World War I; internal developments in major countries up to the present; Westernization and Islamic resurgence; regional conflicts and international connections; the economic and political impact of oil; European and Russian involvement; Middle Eastern lobbies in the United States and U.S. foreign policy toward the Middle East. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

112
MODEL UNITED NATIONS LAB
 1.5 Units

POL S 112 introduces students to a selected group of international issues for which students will seek solutions through research and participation in simulations. The course will consist of instruction and direction for intercollegiate Model United Nations Conferences and Competitions which incorporate international current event debates, parliamentary debate and conflict resolution exercises. Lecture 1 hour/Laboratory 1.5 hours. *Corequisite:* POL S 108. *Transfer Credit:* CSU

PSYCHOLOGY (PSY)

101
GENERAL PSYCHOLOGY
 3.0 Units

PSY 101 is the scientific study of human behavior and mental processes. The content focuses on the exploration of major psychological theories, concepts, methods, and research findings. Topics include the biological bases of behavior, perception, cognition, consciousness, learning, memory, emotion, motivation, development, personality, social psychology, psychological disorders, approaches to psychotherapy, and applied psychology. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC (C-ID PSY 110)

101H
HONORS GENERAL PSYCHOLOGY
 3.0 Units

PSY 101H is the scientific study of human behavior and mental processes. The content focuses on the exploration of major psychological theories, concepts, methods, and research findings. Topics include the biological bases of behavior, perception, cognition, consciousness, learning, memory, emotion, motivation, development, personality, social psychology, psychological disorders, approaches to psychotherapy, and applied psychology. The honors course is enhanced in one or more of the following ways: 1. Students have an increased responsibility for leading class discussions and critical thinking exercises. 2. Homework assignments are focused on critical thinking and the analysis of important topics related to psychology. *Note:* Sophomore standing preferred. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC (C-ID PSY 110)

103
PHYSIOLOGICAL PSYCHOLOGY
 3.0 Units

PSY103 provides an introduction to the scientific study of the biological bases of behavior and its fundamental role in the neurosciences. Physiological, hormonal, and neurochemical mechanisms, and brain-behavior relationships underlying the psychological phenomena of sensation, perception, regulatory processes, emotion, learning, memory, and psychological disorders are addressed. The course also includes historical scientific contributions and current research principles for studying brain-behavior relationships and mental processes. Ethical standards for human and animal research are discussed in the context of experimental research. Lecture 3 hours. *Prerequisite:* PSYCH 101. *Transfer Credit:* CSU, UC, USC (C-ID PSY 150)

104
SOCIAL PSYCHOLOGY
 3.0 Units

PSY 104 considers individual human behavior in relation to the social environment. The power of the situation, other individuals, and the social group are examined. Emphasized topics include: aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group phenomena, gender roles, cultural norms, person perception, and social cognition. Lecture 3 hours. *Prerequisite:* PSYCH 101. *Transfer Credit:* CSU, UC, USC

105
PSYCHOLOGY OF HUMAN SEXUALITY
 3.0 Units

PSY 105 is an introductory overview of the field of human sexuality. Human sexuality is examined from psychological, biological, sociocultural, and historical perspectives. Students are encouraged to become aware of their own sexual attitudes, values, and behaviors and to evaluate the consistency of their behaviors within their own moral frameworks. Current sex norms and various aspects of interpersonal and individual sexual adjustment are explored. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

106
DEVELOPMENTAL PSYCHOLOGY
 3.0 Units

PSY 106 provides an overview, from a psychological perspective, of human development from conception through death, including biological and environmental influences. Theories and research in physical, cognitive, personality, and social development are examined, as well as attention to developmental problems. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC (C-ID PSY 180)

110
**THE PSYCHOLOGY OF PERSONAL
 AND SOCIAL ADJUSTMENT**
 3.0 Units

PSY 110 has an applied focus for students interested in how psychology is used in everyday life and is related to other social sciences. The course surveys different psychological perspectives and theoretical foundations and how these are applied across a person's life, taking into account the influence of factors such as culture, gender, ethnicity, historical cohort, and socioeconomic status. A broad understanding of how scientists, clinicians, and practitioners study and apply psychology is emphasized. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU

**111
WOMEN: MIND AND BODY**
3.0 Units

PSY 111 is an investigation into traditional and nontraditional medical model health delivery systems, with special emphasis on women and their bodies. Major topics covered are women as research subjects, cross-cultural perspectives on the use of health care, and current research findings on menstruation, pregnancy, menopause, sexually transmitted diseases, HIV, cancer, and cardiovascular diseases. Psychological concepts of fitness, nutritional awareness, belief systems and emotional management, and stress reduction are addressed. *Note:* No credit will be given if Health 104 or Health 106 have been completed. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

**113
PSYCHOLOGY OF WOMEN**
3.0 Units

PSY 113 is a study of the psychological factors which contribute to the present emotional, sexual and economic status of the American woman. This study is designed to help the student better understand the experiences of women through the examination of family structure, social structure, female sexuality and self-esteem. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

**115
ABNORMAL PSYCHOLOGY**
3.0 Units

PSY 115 introduces the scientific study of psychopathology and atypical behaviors, broadly defined. Students investigate abnormal behavior from a variety of perspectives including biological, psychological, and sociocultural approaches. An integrative survey of theory and research in abnormal behavior, and intervention and prevention strategies for psychological disorders are also introduced. Lecture 3 hours. *Prerequisite:* PSYCH 101. *Transfer Credit:* CSU, UC, USC

**131
MARRIAGE AND INTIMATE
RELATIONSHIPS**
3.0 Units

PSY 131 studies the development of traditional and contemporary patterns of people living together with an emphasis on psychological and sociological theories and research. Topics examined include the historical development of marriage, diverse lifestyles (including single-parenting, the blended family, and gay and lesbian partnerships), partner compatibility, communication techniques, intimacy, conflict, child-rearing, dissolution of partnerships, and speculation about the future of relationships. *Note:* This course may not be taken for credit by students who have completed SOC 131. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC

**150
EDUCATIONAL PSYCHOLOGY**
3.0 Units

PSY 150 is designed to provide students with a fundamental understanding of the theoretical foundations of learning theories and their application in school settings. The course will focus on the evaluation of these applications as each contributed to the development of American Education. It will also provide a basis for understanding both failed and successful efforts toward remediations and reform, using psychology as a means of analysis. Lecture 3 hours. *Recommended preparation:* PSYCH 101 or SOC S 101; and eligibility for ENGL 101.

**203
PHYSIOLOGICAL PSYCHOLOGY LAB**
1.0 Unit

Physiological Psychology Lab is an introductory science laboratory course that surveys structure and function of the nervous system, neurological correlates of behavior, psychophysiological research methodology, and scientific research investigation. Main topics include neuroanatomy, behavioral neuroscience, consciousness, emotion, stress, sensation and perception of vision, audition, touch, olfaction, and gustation. Laboratory 3 hours. *Prerequisite:* Psych 103 *Transfer Credit:* CSU, UC

QUALITY ASSURANCE

**101
PROCESS & PRODUCTION PLANNING**
3.0 Units

Quality Assurance 101 is an introduction to the concepts of industrial production planning. Emphasis is placed on technical skills required in efficiently creating and planning work orders and related documentation to meet industrial standards. Lecture 3 hours. *Prerequisite:* T ED 143 or ECT 100 or MATH 141. *Transfer Credit:* CSU

QUALITY CONTROL

**101
PRINCIPLES OF METROLOGY**
3.0 Units

Quality Control 101 presents the principles of measurement systems, units, measurement standards, and calibration control. Metrication, basic standards, and traceability applications of instruments and gauges are presented as they relate to quality control. Lecture 3 hours. *Prerequisite:* T ED 143 or ECT 100 or MATH 141. *Transfer Credit:* CSU

**102
QUALITY CONTROL APPLICATION**
3.0 Units

Quality Control 102 is an analysis of engineering drawing and technical skills in researching standard requirements used in creating practical work sequenced assembly methods. Lecture 3 hours. *Prerequisite:* T ED 143 or ECT 100 or MATH 141. *Transfer Credit:* CSU

**103
STATISTICAL PROCESS CONTROL**
3.0 Units

Quality Control 103 presents an in-depth study of probability and statistics in relation to quality control. Emphasis is placed on current industrial standards and procedures used throughout the Aerospace Industry. Lecture 3 hours. *Prerequisite:* T ED 143 or ECT 100 or MATH 141. *Transfer Credit:* CSU

REAL ESTATE

Classes in real estate are designed to accommodate the real estate education needs of students in preparing for real estate careers, as well as those already engaged in real estate services. The curriculum provides instruction designed to assist those wishing to obtain real estate sales and real estate broker licenses. A Certificate of Completion may be earned.

101 REAL ESTATE PRINCIPLES

3.0 Units

RE 101 covers the basic laws and principles of California real estate and gives understanding, background, and terminology necessary for advanced study in specialized courses. The course is of assistance to those preparing for the real estate sales license examination. Lecture 3 hours. *Prerequisite:* None. *Note:* May be taken 3 times for credit. *Transfer Credit:* CSU

105 REAL ESTATE PRE-LICENSE

3.0 Units

RE 105 is a course that reviews all the material necessary to take the Department of Real Estate Salesperson's or Broker's Examination. Students learn the financial, economic, and political aspects of real estate practice in California. Regulations of the real estate business and licensing of real estate brokers and salespersons are discussed in detail. In addition, the license law, the subdivision law administered by the Real Estate Commissioner, the Regulations of the Commissioner, and extracts from other pertinent California codes, are presented. Lecture 3 hours. *Prerequisite:* None.

120 REAL ESTATE PRACTICE

3.0 Units

RE 120 covers the day-to-day operations from the viewpoint of the real estate salesperson. The topics covered include: listing, prospecting, advertising, financing, sales techniques, escrow, and ethics. This course applies toward the State of California's educational requirement for the salesperson's and broker's examination. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

125 REAL ESTATE SALES SOFTWARE

1.0 Unit

RE 125 is designed to introduce students to computers and teach them how to use the computer as a tool in the real estate industry. The course's primary emphasis is on understanding the theories and concepts of the computer and how use of the computer is going to change the concepts and theories taught in other real estate courses. Current software emphasizing database management and remote communicating is taught. Lecture .5 hour/Laboratory 1.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU

130 REAL ESTATE ECONOMICS

3.0 Units

RE 130 is an economic history of contemporary real estate and chronicles the events and economic trends influencing real estate values (appraisal). It offers an analysis of the interrelationship between the cost and value of real estate on a local and national level. This course meets the requirements for the appraisal subject matter electives of the 2008 Appraisal Qualifications Board of the Appraisal Foundation and fulfills the statutory pre-licensing requirements of the California Department of Real Estate for salespersons and brokers. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

140 LEGAL ASPECTS OF REAL ESTATE

3.0 Units

RE 140 is a study of California real estate law, including rights incident to property ownerships and management, agency, contracts, and application to real estate transfer, conveyancing, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. This course applies toward education requirement of broker's examination. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

150 REAL ESTATE FINANCE

3.0 Units

RE 150 covers statistics, modeling, and finance and is accepted for all four levels of appraisal licensure, including trainee, licensed appraiser, certified residential, and certified general. This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation and meets the California Department of Real Estate (DRE) salesperson and broker pre-license real estate finance requirements. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

161 INCOME APPRAISAL REPORT WRITING

3.0 Units

RE 161 covers real estate appraisal, including methods of appraising such properties as apartment buildings, industrial properties, subdivisions, and rural properties. This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation. It covers advanced income property applications, case studies, and report writing. This course meets the license requirements for all levels of appraisal licensure. It is required for the trainee license, residential license, certified residential license, and certified general license. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

162 BASIC APPRAISAL PRINCIPLES AND PROCEDURES

3.5 Units

RE 162 meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation. The emphasis of this course is on residential real estate. It covers the basic real estate appraisal principles, basic real estate appraisal procedures, and meets the license requirements for all levels of appraisal licensure. It is required for the trainee license, residential license, certified residential license, and certified general license. This course qualifies with the California Department of Real Estate as a statutory/pre-license real estate course for both the salesperson and broker education requirements. Lecture 3.5 hours. *Prerequisite:* None.

163 BASIC RESIDENTIAL REAL ESTATE APPRAISAL

3.5 Units

RE 163 which focuses on residential appraisals, meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation and follows their outline modules. It covers the following major areas: 1) Residential Market Analysis and Highest and Best use, 2) Residential Appraiser Site Valuation and Cost Approach, and 3) Residential Sales Comparison and Income Approach. This course meets the license education requirements for all levels of appraisal licensure. It is required for the trainee license, residential license, certified residential license, and certified general license. This course qualifies with the California Department of Real Estate as a statutory/pre-license real estate course for both the salesperson and broker education requirements. In addition, this course may also qualify as the second appraisal course for broker education requirements referred to as Advanced Real Estate Appraisal. Emphasis is on residential properties, such as single-family homes, 1-4 unit apartments, condos, mobile homes, and manufactured homes. Lecture 3.5 hours. *Prerequisite:* None.

164 RESIDENTIAL APPLICATIONS AND RESIDENTIAL REPORT WRITING

3.0 Units

RE 164 meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation. It covers Advanced Residential Applications and Case Studies, as well as Residential Report Writing and Case Studies. This course meets the license requirements for all levels of appraisal licensure. It is required for the trainee license, residential license, certified residential license, and certified general license. Lecture 3 hours. *Prerequisite:* None.

**165
UNIFORM STANDARDS OF
PROFESSIONAL APPRAISAL
PRACTICE (USPAP)****1.0 Unit**

RE 165 meets the requirements of the Appraisal Qualifications Board (AQB) of the Appraisal Foundation for state licensing and certification. This course includes the national examination as required by the AQB. Completion of this course and successful completion of the three-hour national examination (the course final examination) are required by the California Office of Real Estate Appraisers (OREA) for initial trainee licensure. *Note:* Students with disabilities who require special accommodations must contact the GCC Business Division before registering for information to obtain prior written approval from the AQB. Lecture 1 hour. *Prerequisite:* None.

**180
MORTGAGE LOAN BROKERING****3.0 Units**

RE 180 details the requirements for granting licenses to loan on real property in California. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

**190
PROPERTY MANAGEMENT****3.0 Units**

RE 190 is a basic course in the management of income properties which analyzes specific types of properties that are managed, formulates and discusses the major problems of leasing, collections, rent schedules, tenant selection, neighborhood analysis, purchasing, evictions, preventive maintenance, depreciation, record keeping, and economics of property, and compiles a set of procedures for practical utilization in property management. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

**195
COMMON INTEREST
DEVELOPMENTS (HOMEOWNERS
ASSOCIATIONS MANAGEMENT)****3.0 Units**

RE 195 covers the basics of managing, purchasing and selling of common interest developments (CIDs) that are governed by homeowner associations (HOA) including condominiums. All applicable laws will be included in the course. Lecture 3 hours. *Prerequisite:* None.

**199
REAL ESTATE INVESTMENTS****3.0 Units**

RE 199 covers the basic fundamentals and principles of various types of investing. The course provides the background and terminology necessary for the student to make better informed decisions about investing in income-producing real estate. It entails a comprehensive approach that covers a range of topics from simple vocabulary to long-term, wealth-building strategies. Lecture 3 hours. *Prerequisite:* None.

**250
ESCROW I****3.0 Units**

RE 250 is an introduction to the terminology, legal aspects, and process in the escrow function in real estate transactions. Emphasis is on the process of taking, processing, and closing of escrow. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

RECREATION LEADERSHIP**109
RECREATION LEADERSHIP****2.0 Units**

Recreation Leadership 109 is a basic training course for playground directors and recreation leaders. A study in the organization and administration of community and school recreation programs. Emphasis is placed on training in leadership techniques and on the development of programs in recreation, sports, and athletics. *Note:* Recommended for physical education majors and students entering the recreation field. Lecture 2 hours/Laboratory 1 hour. *Prerequisite:* None. *Transfer Credit:* CSU

SOCIAL SCIENCE (SOC S)**101
URBAN EDUCATION IN AMERICA****3.0 Units**

SOC S 101 is designed to provide students with a fundamental understanding of the American system of education, especially in urban multi-cultural schools. It deals with the sociology, politics and philosophy of urban education. The course covers current conditions of American schools and selected challenges of California's diverse urban schools. The focus is on the issues facing teachers working in diverse, multiracial, multi-ethnic urban settings and on the efforts being made to respond to the needs of urban students. *Note:* This course requires all students to complete a minimum of 20 hours of verified field observation in an urban school setting. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU

**105
NEW MEDIA, INFORMATION, AND
SOCIETY****3.0 Units**

SOC Ss 105 is a survey of the psychosocial impact of emerging media on society over time. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC

**110
AMERICAN POP CULTURE****3.0 Units**

SOC S 110 is an interdisciplinary course that examines how popular culture impacts everyday American life. Various forms of popular culture including music, film television, advertising, sports, fashion, design, toys, magazines, comic books and cyber culture are analyzed. Students assess how American popular culture reveals historical forces at work that influence the lives of people living in the United States. Via a contextualized discussion of American popular culture, this course introduces students to other academic fields such as History, Ethnic Studies, Political Science and Economics. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

125
**THE AMERICAN EXPERIENCE-
 AMERICAN HERITAGE**

3.0 Units

SOC S 125 covers issues and events from colonial times through the Civil War which are discussed and evaluated in relation to their social, cultural, political, and economic significance. Important contributions of significant men and women to the historical development of the country are highlighted. Students are introduced to the contemporary American political process and its formal institutional functions in a comparative study of federal, state, and local governments. The operation of the federal constitution in a political democracy is emphasized. The roles of political parties and special interest groups are examined. Students learn the structure and function of government in relation to the individual. Major rights and freedoms of citizens and non-citizens in the U. S. and CA are delineated and discussed. The completion of SOCS 125 and 126 fulfills the CA State requirements in American History, Institutions and State and Local Government. *Note:* SOC S 125 and 126 are designed for F1 visa students who speak a language other than English as their first language, or naturalized citizens, or immigrants seeking naturalization who have never taken U.S. History taught in English or in a U.S. high school. All others should take the standard courses in U.S. History and Government. No credit allowed for students who have completed HIST 110,111, 117, 118, or 151, ECON 111, POL S 101,105, 106, or 151, SOC S 131 or 132. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU

126
**THE AMERICAN EXPERIENCE-
 MODERN AMERICA**

3.0 Units

SOC S 126 covers issues and events since the Reconstruction to the present which are discussed and evaluated in relation to their social, cultural, political, and economic significance. Important contributions of significant men and women to the historical development of the country are highlighted. Students are introduced to the contemporary American political process and its formal institution functions in a comparative study of federal, state, and local governments. The operation of the federal constitution in a political democracy is emphasized. The roles of political parties and special interest groups are examined. Students learn the structure and function of government in relation to the individual. Major rights and freedoms of citizens and noncitizens in the United States and California are delineated and discussed. The completion of SOC S 125 and 126 fulfills the California State requirements in American History, Institutions, and State and Local Government. *Note:* SOC S 125 and 126 are designed for F-1 visa students who speak a language other than English as their first language, or naturalized citizens, or immigrants seeking naturalization who have never taken U.S. Government or U.S. History taught in English or in a U.S. high school. All others should take the standard courses in U.S. History and Government. No credit allowed for students who have completed HIST 110, 111, 117, 118, or 151, ECON 111, POL S 101, 105, 106, or 151, SOC S 131 or 132. Lecture 3 hours. *Prerequisite:* SOC S 125. *Transfer Credit:* CSU

127
**LOS ANGELES COUNTY: HISTORY,
 POLITICS, AND CULTURE**

3.0 Units

SOC S 127 examines one of the most culturally diverse places on Earth—Los Angeles County. The region is viewed in three contexts: its history, its portrayals in literature, and the issues it faces today. The historic underpinnings of the region are explored from the Gabrielino people of the Spanish, Mexican, and United States eras. This course includes the stories of ethnic and racial groups, including some not often associated with the area's history. The last segment of the course examines contemporary issues, opportunities, and problems facing Los Angeles County. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU

131
INTRO TO SOCIAL SCIENCE

4.0 Units

SOC S 131 examines the interrelationship of the social sciences and their application to the problems of group living in the twentieth century through a survey of the principal facts and concepts of history and sociology. Problems are studied in relationship to the historical development of the United States. The student is led to acquire a body of knowledge through an analysis of historical and contemporary social problems. This course meets the California State requirements in American History. *Note:* SOC S 131 allows only two units of credit for students having credit in HIST 110 or 111. If HIST 117-118 are completed for credit, then no units are allowed for SOC S 131. Lecture 4 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

132
**INTRO TO SOCIAL SCIENCE:
 ECONOMIC & POLITICAL SCIENCE**

4.0 Units

SOC S 132 examines the inter-relationship of the social sciences and their application to the problem of group living in the twentieth century through a survey of the principal facts and concepts of political science and economics. Problems are studied in relationship to governments in the United States. The student is led to acquire a body of knowledge through an analysis of contemporary political and economic problems. *Note:* SOC S 132 allows only two units of credit for students having credit in POL S 101 (prior to Spring 2014) or 105. If only POL S 106 has been completed for credit, three units are allowed. Only one unit of credit will be granted if POL S 101 is completed Spring 2014 or thereafter. Lecture 4 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

134
WOMEN, MEN, AND SOCIETY

3.0 Units

SOC S 134 is a survey course which explores the experience of women and men in American society. The course uses an interdisciplinary approach to look at old and new research about women and men. The sexist assumptions of most academic disciplines requires not just that material on women be integrated into these disciplines but that material on both sexes must be studied in new ways. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC

**145
INTRODUCTION TO COMMUNITY
SERVICE LEARNING***2.0 Units*

SOC S 145 gives students a background in community service volunteerism and service learning as well as an opportunity to do community volunteer work for credit. The course emphasizes the historic traditions of volunteer service in America and other nations as well as current opportunities for lifelong service. **Note:** Students must complete 48 hours of volunteer service in an approved setting. Lecture 1hour /Laboratory 3 hours. **Recommended preparation:** Eligibility for ENGL 120 or ESL 151. **Transfer Credit:** CSU

**200
RESEARCH METHODS FOR THE
SOCIAL SCIENCES***3.5 Units*

SOC S 200 is a lecture and laboratory course focusing on the nature of theory and the principles of descriptive and inferential research. Topics covered in the course include: an analysis of the scientific method, research design, ethical principles, internal and external validity, and scientific writing. The course is built around the application of these topics in a laboratory environment. Lecture 3 hours/Laboratory 1.5 hour. **Prerequisite:** PSYCH 101 or SOC 101; and MATH 136. **Transfer Credit:** CSU

SOCIOLOGY

**101
INTRODUCTION TO SOCIOLOGY***3.0 Units*

SOC 101 is an introduction to sociology, its basic concepts, theoretical approaches, methods and resources. Topics typically include the analysis and explanation of social structure, group dynamics, socialization and the self, social stratification, culture and diversity, social change, and global dynamics. Course objectives include the ability to apply sociological ideas to everyday life. Lecture 3 hours. **Prerequisite:** Eligibility for ENGL 120 or ESL 151. **Transfer Credit:** CSU, UC, USC (C-ID SOC 110)

**102
SOCIAL CRISES OF TODAY***3.0 Units*

SOC 102 covers identification and analysis of contemporary social problems including: (1) the role of power and ideology in the definition of social problems, (2) their causes and consequences, (3) evaluations of proposed solutions, and (4) methods of intervention. Topics vary. Lecture 3 hours. **Recommended preparation:** Eligibility for ENGL 120 or ESL 151. **Transfer Credit:** CSU, UC, USC (C-ID SOC 115)

**103
INTRODUCTION TO DEVIANCE AND
CRIMINOLOGY***3.0 Units*

SOC 103 provides a sociological analysis of crime, criminal behavior, and the criminal justice system. The course explores the history and social construction of crime and criminality and examines the definition of crime and its violations as well as the laws and methods used to control criminal behavior. Moreover, there is discussion of the measurement of crime and basic theoretical explanations of criminal behavior. Lecture 3 hours. **Recommended preparation:** Eligibility for ENGL 120 or ESL 151. **Transfer Credit:** CSU, UC

**104
SOCIOLOGY OF SEX AND GENDER***3.0 Units*

SOC 104 is a survey course that provides a sociological analysis of the social construction of masculinity and femininity historically and cross-culturally. It examines the debates on sex and gender. It analyzes the impact of economic and political change on gender expectations and practices. It focuses macro-analyses of how institutions shape gender and micro-analyses of how individuals are socialized and how they do and practice gender. Lecture 3 hours. **Recommended preparation:** Eligibility for ENGL 120 or ESL 151. **Transfer Credit:** CSU, UC, USC

**105
INTRODUCTION TO GERONTOLOGY***3.0 Units*

SOC 105 is an introduction to the study of social gerontology, aging and its implications for the individual and society utilizing a multidisciplinary approach. **Note:** This course may not be taken for credit by students who have completed PSY 109. Lecture 3 hours. **Recommended preparation:** Eligibility for ENGL 120 or ESL 151. **Transfer Credit:** CSU, UC, USC

**131
MARRIAGE & INTIMATE RELATIONSHIPS***3.0 Units*

SOC 131 provides a sociological analysis of the family, including historical and recent changes, present nature and the socio-cultural and economic forces shaping these changes. Major topics will include single adulthood vs. married adulthood, the nature of historical and contemporary marriages, marital compatibility and conflict, marital adjustment, family dynamic interactions, including kinship roles, children vs. childless marriage, child-rearing techniques, dissolution and speculations concerning the future of the family. Lecture 3 hours. **Recommended preparation:** Eligibility for ENGL 120 or ESL 151. **Transfer Credit:** CSU (C-ID SOC 130)

**140
INTRO TO SOCIAL WELFARE***3.0 Units*

SOC 140 is an introduction to social welfare and social work. It provides an analysis of current functions and purposes of social welfare as an institution. This course examines social welfare within the context of cultural, economical, political, psychological and social forces in the United States and other nations. Knowledge, values and skills underpinning social work practice are introduced in this course. Lecture 3 hours. **Recommended preparation:** Eligibility for ENGL 120 or ESL 151. **Transfer Credit:** CSU, UC, USC

SPANISH

**101
BEGINNING SPANISH I***5.0 Units*

SPAN 101 teaches the fundamentals of Spanish grammar in a cultural context. Students are trained to utilize correct pronunciation in Spanish, to acquire a small working vocabulary which they use in conversation and writing, and to read simple Spanish. The class is taught primarily in Spanish. **Note:** Students with oral proficiency or who have attended schools where Spanish was the language of instruction should enroll in SPAN 115. Lecture 5 hours. **Recommended preparation:** Eligibility for ENGL 120 or ESL 151. **Transfer Credit:** CSU, UC, USC (C-ID SPAN 100)

**102
BEGINNING SPANISH II***5.0 Units*

SPAN 102 continues the work begun in SPAN 101, presenting the fundamentals of Spanish grammar in a cultural context. It emphasizes correct pronunciation and presents more difficult elementary prose. The discussions in Spanish stress the correct use of verbs and idioms and efficient methods of vocabulary building. Lecture 5 hours. **Prerequisite:** SPAN 101 or equivalent. **Transfer Credit:** CSU, UC, USC (C-ID SPAN 110)

103
INTERMEDIATE SPANISH I
5.0 Units

SPAN 103 teaches culture and facilitates language acquisition through listening, speaking, reading and writing. Content is expanded beyond survival needs in order to express opinions on familiar topics as well as abstract issues. Students demonstrate an increased awareness of cultural norms and values by making cross-cultural comparisons. A higher level of accuracy for high frequency structures and vocabulary is expected. Students demonstrate the ability to think critically by analyzing linguistic structures and literary works. This course is taught in Spanish. *Note:* This course is offered during the Fall semester only. Lecture 5 hours. *Prerequisite:* SPAN 102 or 116 or the equivalent. *Transfer Credit:* CSU, UC, USC (C-ID SPAN 200)

104
INTERMEDIATE SPANISH II
5.0 Units

SPAN 104 continues to expand upon culture and facilitate language acquisition through listening, speaking, reading and writing. Content continues to expand in order to express more complex ideas as well as some abstract issues and plans. Students continue to demonstrate the ability to think critically by analyzing linguistic structures and demonstrate an increased awareness of cultural norms and values by reflecting on and making cross-cultural comparisons. This course is taught in Spanish. *Note:* This course is offered during the Spring semester only. Lecture 5 hours. *Prerequisite:* SPAN 103 or SPAN 115 or equivalent *Transfer Credit:* CSU, UC, USC (C-ID SPAN 210)

106
ADVANCED CONVERSATIONAL SPANISH
3.0 Units

SPAN 106 is a course of intensive practice in the expression and comprehension of spoken Spanish. Lecture 3 hours. *Prerequisite:* SPAN 102 or equivalent. *Transfer Credit:* CSU, UC, USC

115
SPANISH FOR SPANISH SPEAKING I
5.0 Units

SPAN 115 is designed for heritage speakers of Spanish or other linguistically qualified students. It provides instruction that builds upon the existing reading, writing, speaking and listening skills and the cultural heritage and knowledge of these students. Structure of the language, oral and written communication, fundamentals of grammar, and composition are included. The course increases awareness of linguistic registers, introduces a more advanced vocabulary beyond the familiar routine and develops an appreciation for Hispanic cultures as manifested in Spanish speaking countries and in the United States. This course is conducted entirely in Spanish. Lecture 5 hours. *Prerequisite:* SPAN 102 or the equivalent. *Transfer Credit:* CSU, UC, USC (C-ID SPAN 220)

124H
HONORS ENGLISH TRANSLATIONS OF MASTERPIECES OF HISPANIC LITERATURE
3.0 Units

SPAN 124H is the study of a selected representation of major works of literature of Spain and Spanish America in English translation. Students study the various literary movements to which the works pertain along with the selected literature. Special attention is given to Nobel Prize winning authors in literature from both Spain and Spanish America. No knowledge of Spanish is necessary. The honors class is enhanced in one or more of the following ways:

1. Students write a research paper utilizing critical thinking skills and literary analysis on an approved thesis using the MLA guidelines.
2. There is an increased emphasis on critical thinking skills by increasing the value of essay answers on examinations.
3. Students attend a theatrical presentation of one of the dramas studied and/or attend literary conferences hosted by nearby 4-year institutions *Note:* This course is offered during the Spring semester only. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC

125
SURVEY OF SPANISH LITERATURE
3.0 Units

SPAN 125 is a lower division survey of the literature of peninsular Spain, from the medieval period to the 21st century. Reading and class lectures are entirely in Spanish and are supplemented by tapes, records, and films. Lecture 3 hours. *Prerequisite:* SPAN 104 or equivalent. *Transfer Credit:* CSU, UC, USC

126
SURVEY OF SPANISH AMERICAN LITERATURE
3.0 Units

SPAN 126 is a lower division survey of the literature of Spanish America, from the pre-Hispanic literature of indigenous American cultures to the literature of the 21st century. Readings and lectures will be entirely in Spanish. Lecture 3 hours. *Prerequisite:* SPAN 104 or equivalent. *Transfer Credit:* CSU, UC, USC

131
CONVERSATIONAL SPANISH (Previously listed as SPAN 105)
3.0 Units

SPAN 131 is a course of intensive practice in developing communicative skills in the target language. Students focus on: reinforcing the use of grammatically correct constructions; expanding their vocabulary to enable them to express their opinions; and developing their socio-cultural awareness. Lecture 3 hours. *Prerequisite:* SPAN 102 or equivalent. *Transfer Credit:* CSU, UC, USC

SPECIAL TOPICS

060
SPECIAL TOPICS
1.0 to 3.0 Units

Special Topics provides faculty the opportunity to offer a topic of interest to the community in a quick-start format. This course may be offered in all disciplines. Please see the current Schedule of Classes for current offerings. Lecture 1-3 hours/Laboratory-Studio 2-9 hours. *Prerequisite:* None.

SPEECH COMMUNICATION**100
INTERPERSONAL COMMUNICATION**
3.0 Units

SPCH 100 is an introductory course focusing on human communication between two people. Through their reading of research-based theories and principles of interpersonal communication, verbal and nonverbal communication exercises, and class discussions regarding personal identities and ethical conduct, students learn to identify and understand factors affecting interpersonal communication in personal and professional contexts. The course focuses on self-discovery and developing skills in the areas of language, listening, assertiveness, conflict management, nonverbal behaviors, group problem solving, and cross cultural communication. Students discover and identify the factors that influence communication behavior, and the establishment and maintenance of meaningful and necessary relationships. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. ESL students should complete ESL 155. *Transfer Credit:* CSU, UC, USC

**101
PUBLIC SPEAKING**
3.0 Units

SPCH 101 is an introductory course focusing on public speaking—the process of learning to speak in front of a group of people in a structured, deliberate, organized manner in a variety of public speaking environments. Through their reading of research-based theories and principles of human communication, and critical analysis of public discourse, students learn to research, compose, present and evaluate various types of speeches including informative and persuasive presentations. The course focuses on developing skills in the areas of language, listening, ethics and diversity, audience analysis, evidence evaluation, presentation skills and oral communication effectiveness. Through class discussions, written assignments, verbal and nonverbal communication exercises, and oral presentations, students learn the essential elements of public speaking and how extemporaneous speeches are used in personal and professional contexts. This course satisfies speech requirements of those students expecting to transfer to colleges and universities. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC (C-ID COMM 110)

**103
GROUP DISCUSSION**
3.0 Units

SPCH 103 is an introductory course focusing on the principles and practices of human communication in various group contexts. This course is designed to help students become familiar with the major theories and research regarding group communication. Students experience the challenge of learning how to improve their group communication skills through participation in a variety of group activities. The course focuses on self-discovery and developing skills in the areas of language, listening, leadership, conflict management, problem solving and decision making, nonverbal behaviors, and cross cultural communication in family, social and professional group settings. Knowledge gained through group discussion helps students to become more comfortable and competent participants in the group communication process. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. ESL students should complete ESL 155. *Transfer Credit:* CSU, UC, USC

**104
ARGUMENTATION AND DEBATE**
3.0 Units

SPCH 104 is designed to provide students with an understanding of the factors affecting basic argumentation and debate on a day-to-day basis and to provide laboratory experiences aimed at developing skills in such areas as language, listening, assertiveness, conflict resolution, non-verbal behaviors, group problem solving, and cross cultural communication. The instructional approach is deductive-inductive-deductive, involving lecture/ discussions, formal, in-class debates and critical analysis of contemporary issues. Lecture 3 hours. *Prerequisite:* One of the following: SPCH 101 or SPCH 103 or high school public speaking or high school debate. *Transfer Credit:* CSU, UC, USC (C-ID COMM 120)

**105
VOICE AND DICTION**
3.0 Units

SPCH 105 is designed to improve vocal quality and force, pitch flexibility, rate, articulation, and pronunciation. The student develops an understanding of the speech mechanism. Emphasis is placed on improvement through increased self-perception and practice exercises. The student acquires a basic understanding of the International Phonetic Alphabet. *Note:* This course is offered during the Spring semester only. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. ESL students should complete ESL 155. *Transfer Credit:* CSU, UC, USC

**106
ORAL INTERPRETATION OF
LITERATURE**
3.0 Units

SPCH 106 teaches the skills, techniques and theories of oral interpretation of literary works. Students learn to use verbal and nonverbal elements to communicate subtextual choices related to structural analysis of a variety of literary genres including prose, poetry and drama. Class exercises and instructor feedback are used to teach these concepts and to focus on the student's individual strengths and weaknesses. Methods of literary selection and excerpting, along with analysis in relation to performance requirements are demonstrated. Specific skills needed to participate in collegiate forensics competitions are also taught. *Note:* This course is offered during the Fall semester only. An audition may be required. Lecture 3 hours. *Recommended preparation:* Eligibility for ENGL 101. ESL students should complete ESL 155. *Transfer Credit:* CSU, UC, USC (C-ID COMM 170)

**108
INTERCULTURAL COMMUNICATION**
3.0 Units

SPCH 108 provides an introduction to communication between people from different cultures. This course presents theories and principles of both verbal and nonverbal communication with an emphasis on application of concepts to interaction between people from different cultures. Assignments and activities are geared towards the analysis of communication situations across cultures and the practice of skills to successfully engage in intercultural communication encounters. *Note:* This course is offered during the Spring semester only. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC (C-ID COMM 150)

**190
INTERCOLLEGIATE FORENSICS
PRACTICUM**
1.0 Unit

SPCH 190 provides the training, rehearsal, and performance practice necessary to develop speech performance skills to participate on a competitive collegiate forensics team. Students will have the option to choose areas of interest. Lecture 1 hour / Laboratory 3 hours. *Prerequisite:* One of the following: SPCH 101, 103, 104, 106 or equivalent. *Transfer Credit:* CSU

191
FORENSICS-INDIVIDUAL EVENTS
 2.0 to 3.0 Units

SPCH 191 provides introductory theory, training, and instruction necessary to develop speech performance skills and succeed on a competitive forensics team. Students participate in multiple, intercollegiate speaking competitions. Emphasis is on individual speaking events including platform events, limited time preparation events and oral interpretation events. Students will have the option to choose areas of interest. Lecture 1 hour/Laboratory 3-6 hours. *Prerequisite:* One of the following: SPCH 101, 103, 104, 106 or equivalent. *Transfer Credit:* CSU

192
FORENSICS-TEAM EVENTS
 2.0 to 3.0 Units

SPCH 192 provides introductory theory, training, and instruction necessary to develop speech performance skills and participate on a competitive forensics team. Students participate in multiple, intercollegiate speaking competitions. Emphasis is on team events. Lecture 1 hour/Laboratory 3-6 hours. *Prerequisite:* One of the following: SPCH 101, 103, 104, 106 or equivalent. *Transfer Credit:* CSU

193
DEBATE TEAM
 2.0 to 3.0 Units

SPCH 193 reviews theory and instruction for participation on the forensic debate team. Students develop speaking and argumentation skills. *Note:* This course is offered during the Fall semester only. Lecture 1 hour/Laboratory 3-6 hours. *Prerequisite:* One of the following: SPCH 101, 103, 104, 106 or equivalent. *Transfer Credit:* CSU

**STUDENT DEVELOPMENT
(ST DV)**

100
COLLEGE ORIENTATION
 1.0 Unit

ST DV 100 is an introductory college orientation course for newly enrolled and matriculated students. The course covers the following topics: college academic regulations; four-year schools' requirements for transfer; A.A. degree requirements; certificate program requirements; college services and specialized student support services. At the conclusion of the course, the student prepares a Student Educational Plan. *Note:* This course is offered only as Pass / No Pass. Lecture 1 hour. *Recommended preparation:* Eligibility for ENGL 187 or ESL 123.

101
FRESHMAN SEMINAR
 1.0 Unit

ST DV 101 is dedicated to ensuring students' college success and motivating their journey toward lifelong learning. Students develop their own plan for personal, academic, and career success through self-evaluation, application of specific techniques, and classroom activities. Topics include effective study strategies, short and long-term goals, time management, and campus resources. This course is about making choices, especially those about setting and meeting personal, academic, and career goals. *Note:* This course is offered only as Pass / No Pass. Lecture 1 hour. *Prerequisite:* None. *Transfer Credit:* CSU

103
**COLLEGE ORIENTATION FOR
INTERNATIONAL STUDENTS**
 1.0 Unit

ST DV 103 is an introduction to customs unique to the American culture, prevalent American attitudes, United States Immigration regulations affecting F-1 Visa international students, and general principles for living and studying in the United States of America. Additionally, the course covers college academic regulations, requirements for transfer to four-year colleges and universities, college services, and specialized student support services. At the conclusion of the course, the student is able to produce a Student Educational Plan. *Note:* This course is offered only as Pass / No Pass. Lecture 1 hour. *Prerequisite:* None.

125
CAREER PLANNING
 1.0 Unit

ST DV 125 is a course that helps students choose a career goal by assessing and analyzing personal values, aptitudes, skills, interests, and traits and relating them to career areas. Decision-making strategies are taught and a tentative career plan is developed. *Note:* ST DV 125 may not be taken for credit by students who have successfully completed ST DV 128 or 145. Lecture 1 hour. Recommended Prep: ENGL 191 or ESL 141. *Transfer Credit:* CSU

127
MAJOR EXPLORATION
 1.0 Unit

ST DV 127 is a course designed to help students select majors that will lead to a potential career. Emphasis is placed on introducing students to the required education and training within a particular major. Guest lecturers present on various careers. Students explore factors such as interests, values, and skills that influence their choices of a major. *Note:* This course is offered only as Pass/No Pass. Lecture 1 hour. *Recommended preparation:* Completion of ENGL 188 and ENGL 189, or ESL 133, ESL 135 and ESL 136

128
VOCATIONAL PATHWAYS
 1.0 Unit

ST DV 128 is designed to assist students with disabilities prepare a vocational plan and apply decision-making skills to the world in which they live. Students explore career options and construct a well planned career path, show a thorough understanding of the Americans with Disabilities Act (ADA) and its application to their employment options, and increase their awareness of how to live as independent adults. *Note:* This course is offered only as Pass / No Pass. *Note:* ST DV 128 may not be taken for credit by students who have successfully completed ST DV 125 or 145. Lecture 1 hour. *Prerequisite:* None.

129
**TEXT-TO-SPEECH SOFTWARE USE
FOR READING & WRITING ASSISTANCE**
 1.0 Unit

NON-DEGREE APPLICABLE
 ST DV 129 provides instruction in effective use of text-to-speech software. Students with disabilities will learn how to use this program as an assistive device for improving skills in reading, study skills, vocabulary development, prewriting, and editing for correct spelling and word usage. Lecture 1 hour. *Prerequisite:* None.

141
**IMPROVING COLLEGE
PERFORMANCE AND STUDY SKILLS**
 1.0 Unit

ST DV 141 is an introduction to study skills methods, academic support services, and students' academic assessment. This class is designed to improve such skills as note taking, test taking, and time management. *Note:* This course is offered only as Pass/No Pass. Lecture 1 hour. *Prerequisite:* None.

143
STUDY SKILLS LAB
0.5 to 2.0 Units

NON-DEGREE APPLICABLE

ST DV 143 is a laboratory course designed to meet the individualized needs of students with disabilities. Specialized tutoring is offered to assist students in developing compensatory strategies necessary for success in mainstream classes and daily living. *Note:* This course is offered only as Pass/No Pass. Laboratory 1.5-6 hours. *Prerequisite:* None.

145
ACHIEVING ACADEMIC AND CAREER SUCCESS
3.0 Units

ST DV 145 is a survey course designed to increase academic motivation and career success throughout the life span. The primary goal of this course is to examine how an individual's psychological, social, physical, and environmental factors impact academic achievement and academic, career and personal life choices. Topics include learning theory, achievement motivation, identity development, critical thinking strategies, study and time management techniques, career exploration, decision making, and vocational planning. *Note:* ST DV 145 may not be taken for credit by students who have successfully completed ST DV 125 or 128. Lecture 3 hours. Recommended Prep: ENGL 191 or ESL 141 *Transfer Credit:* CSU, UC

146
EFFECTIVE STUDY TECHNIQUES
1.5 Units

NON-DEGREE APPLICABLE

ST DV 146 is a lecture course designed to place special emphasis on memory techniques, test preparation strategies, time management, and note-taking skills for students with disabilities. This course helps students develop critical thinking skills as well as compensatory strategies. Lecture 1.5 hours. *Prerequisite:* None.

171
STUDENT LEADERSHIP
1.0 Unit

ST DV 171 presents the fundamentals of student leadership. Students study leadership theory, parliamentary law, committee techniques, democratic organization, principles and functions of student government, and group leadership problems. *Note:* Open to all students interested in developing leadership skills. Officers of all student organizations are urged to enroll. Lecture 2 hours. *Prerequisite:* None.

TECHNICAL EDUCATION
(T ED)

140
FUNDAMENTALS OF ENGINEERING DOCUMENTATION
3.0 Units

T ED 140 is a fundamental course in reporting technical information for those participating in engineering or manufacturing programs. *Note:* T ED 140 is required in Architectural Drafting and Design and Drafting/Electro-Mechanical Design certificate programs. Lecture 3 hours. *Prerequisite:* None.

142
TECHNICAL MATHEMATICS I
3.0 Units

NON-DEGREE APPLICABLE

T ED 142 is a review of basic MATH as required in the mechanical trade programs. Subject areas covered include units of measurement (inch and S.I. metric), decimals, percentages and fractions. Problems are drawn from the industrial field. Lecture 3 hours. *Prerequisite:* None.

143
TECHNICAL MATHEMATICS II
3.0 Units

T ED 143 is an advanced study of algebra, trigonometry, and quadratic equations as required in the mechanical trade programs. Problems are drawn from the industrial field. Lecture 3 hours. *Prerequisite:* T ED 142 or equivalent.

145
APPLIED PHYSICS
3.0 Units

T ED 145 studies the application of physics to industry. The course covers fundamental concepts, pressure and buoyancy in fluids, simple and compound machines, hydraulic and pneumatic machines, work, energy, and power, composition and resolution of forces, heat's measurement, transfer, and conversion to work, light and color, magnetism, atomic energy, and electronics. Lecture 3 hours. *Prerequisite:* T ED 142 or ECT 100 or MATH 141 or equivalent. *Transfer Credit:* CSU

147
SURVEY OF ROBOTICS
1.0 Unit

T ED 147 is a survey course designed to familiarize students enrolled in technical education industrial courses with the fundamentals of robotics and robot industrial systems. It is a basic study of the high-technology field of robotics, in order to develop an awareness of the field as it applies to individual areas of technical expertise. Areas covered include artificial intelligence, robot classifications and axis geometry, elements of robot systems, power and positioning, Servo Systems, teach-pendents, controllers, and sensors. Hands-on experience in the use and positioning of actual robot trainers is emphasized. Lecture 1 hour/Laboratory .5 hour. *Prerequisite:* None.

THEATRE ARTS (T ART)

Theatre Arts contains eight families (See page 86 for more information on course families): Acting (T ART 100, 103, 104, 111, 140). The Acting Family includes acting courses for stage and film, and vocal techniques for the actor; Directing, Playwriting, Management (T ART 106, 151);

Costume & Makeup (T ART 109, 110, 123). The Costume & Makeup Family includes costume and makeup creation and application; Scenic & Lighting (T ART 121, 122, 133, 134). The Scenic & Lighting Family includes design courses and practicum covering scenery, lights, and other stage elements;

Technical Theatre: Stagecraft/Building (T ART 129, 131). Technical Theatre: Stagecraft/Building covers the execution of design and stagecraft, which includes safety, building, painting, and general equipment identification and maintenance. Students in these classes work directly with the shows being presented in the season prior to performance as opposed to theoretical projects;

Theatre Production-Rehearsal & Performance (T ART 161-164). Theatre Production-Rehearsal & Performance includes courses that concentrate on rehearsal and performance in theatre production. Courses are broken up by genre and period.

100
INTRODUCTION TO ACTING
3.0 Units

T ART 100 is a course requirement for the Theatre Arts General Degree and will align with the AA-T Degree in Theatre Arts. This course is often accepted by CSUs and UCs as an undergraduate level course or preparation for Theatre majors. Lecture 3 hours/Laboratory 2 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC (C-ID THTR 151)

101 INTRODUCTION TO THEATRE

3.0 Units

T ART 101 introduces students to elements of the theatre arts production process as a collaborative art form including play-writing, acting, directing, design, and criticism. While exploring its elements, practices, and collaborators, its historical, social, political, and economic context will be examined. *Note:* During the semester, students are expected to attend professional and Glendale Community College Theatre Arts Department productions as a part of the learning process. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC (C-ID THTR 111)

102 THEATRE HISTORY

3.0 Units

T ART 102 is a survey of the history of the theatre through its major influences concentrating on Greek, Roman, Renaissance, Elizabethan, Restoration, and Modern eras. The history and development of theatre are studied in relationship to the cultural, political, and social conditions for the time. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC (C-ID THTR 113)

103 ACTING FUNDAMENTALS I

3.0 Units

T ART 103 is a beginning acting class for theatre majors. Through individual and group exercises, improvisation, theatre games, monologue and scene study, the actor's voice, body, and imagination will be developed. Written assignments include the break down and analysis of scripts and live theatre performances. Acting skills will be practiced through rehearsal and performance of monologues and scenes. *Note:* During the semester, students are expected to attend professional and GCC Theatre Arts Department productions as part of the learning process. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 2 times for credit. *Transfer Credit:* CSU, UC, USC (C-ID THTR 151)

104 ACTING FUNDAMENTALS II

3.0 Units

T ART 104 follows T ART 103, and continues the exploration of theories and techniques used to interpret dramatic writing through the acting of scenes and monologues. Emphasized skills include the actor's voice and body, character development, script analysis, and the interpretation of a variety of styles and periods of dramatic writing. *Note:* During the semester, students are expected to attend professional and Glendale Community College Theatre Arts Department productions as a part of the learning process. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* T ART 103 or equivalent *Transfer Credit:* CSU, UC, USC

106 INTRODUCTION TO THEATRICAL DIRECTING

3.0 Units

T ART 106 is designed to introduce theatre students to the theory, techniques, and skills of theatrical directing as well as to offer them practice in directing short scenes from plays. Lecture 3 hours/Laboratory 2 hours. *Prerequisite:* T ART 101, 103, and 104. *Note:* May be taken 3 times for credit. *Transfer Credit:* CSU, UC, USC

107 DRAMA HERITAGE: PLAY STRUCTURE, FORM, AND ANALYSIS

3.0 Units

T ART 107 is a survey of dramatic literature from the classical to the contemporary periods from the structural, stage production, and analytical points of view. The course combines reading, analyzing and understanding play scripts with field trips to local theatres and in-class audio-visual presentations. The student examines the playwright's methods of creating theatre and learns to distinguish between a play as literature versus a play as performance. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC (C-ID THTR 114)

109 STAGE MAKEUP I

2.0 Units

T ART 109 provides instruction in the use and application of all types of stage makeup, the functions of makeup in the theatre, analysis of facial features and corrective techniques, research and color theory, and basic three-dimensional technique. Lecture 1hour /Laboratory 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC (C-ID THTR 175)

110 STAGE MAKEUP II

1.0 Unit

T ART 110 is a continuation of T ART 109 with emphasis on special effects using prosthetics, facial hair and wigs. The course builds upon the basic stage makeup taught in Stage Makeup I with a focus on special effects that significantly change the actor for the purpose of performance. This is an introduction to potential career paths for students interested in makeup design. *Note:* Additional hours may be required to work on GCC productions. The AA-T Theatre Arts Degree requires both T ART 109 and T ART 110 to add up to the 3.0 units of C-ID Number: THTR 175 (C-ID Title: Stage Makeup). Laboratory 3 hours. *Prerequisite:* T ART 109. *Transfer Credit:* CSU, UC, USC (C-ID THTR 175)

111 VOICE FOR THE ACTOR

3.0 Units

T ART 111 introduces students to the proper use and maintenance of the voice on stage primarily through the use of the Linklater Technique. The main goal of the course is to help students free their 'natural voice' in order to perform on stage with vocal freedom, safety, and control. Elements from Lessac and Berry and instruction in the International Phonetic Alphabet (IPA) will be incorporated in units on articulation and proper placement of sounds. Emphasis will be placed on vocal theory and the basic mechanics of vocal production technique. Lecture 3 hours. *Prerequisite:* None.

121 STAGE SCENIC DESIGN

2.0 Units

T ART 121 is a practical course in instruction in the fundamentals of designing stage scenery. All the sets used in Glendale Community College productions are designed by this class. Some ability in art, costuming, or theatre techniques is helpful. Lecture 1hour /Laboratory 3 hours. *Prerequisite:* T ART 131 (3 units) or equivalent. *Transfer Credit:* CSU, UC, USC

122 STAGE SCENIC DESIGN

2.0 Units

T ART 122 is a continuation of T ART 121 with more emphasis on originality of design. Lecture 1hour /Laboratory 3 hours. *Prerequisite:* T ART 121. *Transfer Credit:* CSU, UC, USC

123
STAGE COSTUME DESIGN WORKSHOP
 3.0 Units

T ART 123 is a course in the history, design, and construction of costumes for the stage. This course includes an exploration of historical practices, the planning for and the buying of suitable materials, design and color schemes, the design and construction of costumes and accessories, arrangement, and maintenance of the costume wardrobe. Students in this course design and make costumes for school dramatic programs. *Note:* Students in this course are expected to be available for additional hours to work on costumes for theatrical productions. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC (C-ID THTR 174)

129
BACKSTAGE LAB FOR PERFORMERS
 1.0 Unit

T ART 129 is a course designed to introduce performance students to the backstage aspects of technical theatre. Students work on projects that directly support the dance, music or theatre production in which they are concurrently enrolled. Through the analysis and implementation of production designs for scenery, lights and sound, they gain a greater understanding of the relationship between performance and the backstage support. Laboratory 3 hours. *Prerequisite:* *Corequisite:* Enrollment in one of the following: DANCE 134,135; MUSIC 143,146,147,170,231,234, 235, 236,237; T ART 160,161,162,163,164. *Recommended preparation:* T ART 130 or 131. *Note:* May be taken 4 times for credit.

130
PERFORMING ARTS TECHNICAL SUPPORT
 1.0 to 3.0 Units

T ART 130 teaches the technical support aspects for the performing arts, including: dance, music, and theatre arts. Through lecture and laboratory experiences the students are prepared to stage manage, run sound, run lights, manage props, execute scenery changes using the fly system, and manage costumes for productions. Lecture 1 hour/Laboratory 3-9 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC

134
PRACTICAL AND THEORETICAL ASPECTS OF STAGE LIGHTING
 2.0 Units

T ART 134 is for the advanced student in technical theatre. It is a course designed to develop the skills and techniques which are necessary for the student's participation and appreciation of the art of stage lighting. It is hoped that the student will develop, as a result of familiarity with stage lighting practice, a sense of balance and rhythm with regard to color, light and shadow, and mass. Laboratory 6 hours. *Prerequisite:* T ART 133 or equivalent. *Note:* May be taken 3 times for credit. *Transfer Credit:* CSU, UC, USC

140
INTRODUCTION TO PERFORMANCE FOR THECAMERA
 3.0 Units

T ART 140 is a comprehensive introduction to performing in the media of television and film. The course explores the styles and the mastery of technical specifics demanded by each medium. The approach is to teach on-camera techniques simply and correctly, while providing a broad understanding of why and how things are done in media production. Practical aspects of facilitating a performance career are covered: getting an agent, joining the unions, and acquiring the necessary tools of the trade, such as pictures and resumes. Lecture 3 hours/Laboratory 2 hours. *Prerequisite:* None. *Note:* May be taken 2 times for credit.

151
THEATRE MANAGEMENT
 3.0 Units

T ART 151 is designed to provide an introduction to economic and managerial aspects of American theatre, especially as they apply to professional resident theatre and non-professional community and educational theatre organizations. It is assumed that students have a background in theatre history and production but that they are comparatively untutored in economics and business administration. *Note:* This course may not be taken for credit by students who have completed BUSAD 151. Lecture 3 hours. *Recommended Corequisite:* T ART 131. *Transfer Credit:* CSU

155
INTRODUCTION TO PLAYWRITING
 3.0 Units

T ART 155 is the study and practice of writing dramatic works for the stage. Students gain a greater understanding of how to write for the stage through reading plays, analyzing play structure, peer evaluation of writing assignments, participating in the play development process, understanding the commerce of playwriting, and having original works performed in front of an audience. *Note:* This course may include trips to local professional and/or amateur theatre productions. Students may also present their plays in a staged-reading or performance at the conclusion of the class for a public audience. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

160
REHEARSAL & PERFORMANCE IN MUSICAL THEATRE PRODUCTION
 2.0 to 4.0 Units

T ART 160 is a workshop designed to support musical theatre productions. The students enrolled in this course are formed into a company to present the combined Dance, Music, and Theatre Arts Department productions at Glendale Community College. Each student is assigned projects in accordance with his or her interests and talents. The projects involve some phase of theatrical production as it relates to performance skills in the style of theatre generally termed American Musical Comedy. *Note:* Students are expected to be available for rehearsals and every performance for 10 ñ 15 hours per week. Laboratory Units are earned based on the number of hours and type of project completed. Lecture 1 hour/Laboratory 3-9 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC (C-ID THTR 191)

161
REHEARSAL & PERFORMANCE IN
CLASSICAL THEATRE PRODUCTION
 2.0 to 4.0 Units

T ART 161 is a workshop designed to support a classical theatre production. The students enrolled in this course are formed into a company to present classical plays as part of the Theatre Arts Department productions at Glendale Community College. The productions include works that belong specifically to those playwrights whose style requires a genre of acting, generally referred to as Classical, Greek, Roman, Elizabethan, Spanish Golden Age, and French Classical theatre. Each student is assigned projects in accordance with his or her interests and talents. The projects involve some phase of theatrical production as it relates to performance skills in the style of classical theatre. *Note:* Students are expected to be available for rehearsals and every performance for 10 ñ 15 hours per week. Laboratory Units earned are based on the number of hours and type of project completed. Lecture 1 hour/Laboratory 3-9 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC (C-ID THTR 191)

162
REHEARSAL & PERFORMANCE IN
MODERN THEATRE PRODUCTION
 2.0 to 4.0 Units

T ART 162 is a workshop designed to support a modern theatre production. The students enrolled in this course are formed into a company to present plays from the modern repertoire as a part of the season of Theatre Arts Department productions at Glendale Community College. These titles include, but are not limited to the works of the international theatre from the 1840's and the advent of Henrik Ibsen, to the mid 1950's with the work of Tennessee Williams and Eugene O'Neil. Each student is assigned projects in accordance with his or her interests and talents regarding the selected materials. The projects involve some phase of theatrical production as it relates to performance skills in the style of modern drama. *Note:* Students are expected to be available for rehearsals and appear in every performance for 10-15 hours per week. Laboratory Units are earned based on the number of hours and type of project completed. Lecture 1 hour/Laboratory 3-9 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC (C-ID THTR 191)

163
REHEARSAL & PERFORMANCE
IN CONTEMPORARY THEATRE
PRODUCTION
 2.0 to 4.0 Units

T ART 163 is a workshop designed to support a contemporary theatre production. The students enrolled in this course are formed into a company to present contemporary plays as a part of the season in the Theatre Arts Department at Glendale Community College. Each student is assigned projects in accordance with his or her interests and talents. The projects involve some phase of theatrical production as it relates to performance skills in the style of contemporary world theatre. Included are current or recent successful stage play scripts from Broadway, Off-Broadway, West-end London, and other world theatre centers, dating back to the style changes in realism in the mid-to-late 1950's. *Note:* Audition or interview is required. Students are expected to be available for rehearsals and every performance for 10 ñ 15 hours per week. Laboratory Units are earned based on the number of hours and type of project completed. Lecture 1 hour/Laboratory 3-9 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC (C-ID THTR 191)

164
REHEARSAL & PERFORMANCE IN
NEW WORKS & EXPERIMENTAL
THEATRE PRODUCTIONS
 2.0 to 4.0 Units

T ART 164 is a workshop designed to support new works and experimental theatre production. The students enrolled in this course are formed into a company to present new or experimental plays as a part of the season in the Theatre Arts Department productions at Glendale Community College. Each student is assigned projects in accordance with his or her interests and talents. The projects involve some phase of theatrical production as it relates to performance skills in the style of new plays and plays of a differently structured nature, including but not limited to non-linear, feminist, epic, etc. These productions may include work that is student written or generated by the production team. *Note:* Students are expected to be available for rehearsals and every performance for 10 ñ 15 hours per week. Laboratory Units are earned based on the number of hours and type of project completed. Lecture 1 hour/Laboratory 3-9 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC (C-ID THTR 191)

171
STAGECRAFT
(Previously listed as T ART 131)
 3.0 Units

T ART 171 is an introduction to technical theatre including basic principles of scenic design, construction, painting, and handling of scenery and scenic effects, prop construction, backstage organization, career opportunities and safety procedures within the operation of the stage. Students prepare for stage crew assignments for the various Glendale Community College productions. Additional hours to devote to rehearsals and performances are required Lecture 1 hour/Laboratory 6 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC (C-ID THTR 171)

172
INTRO TO THEATRE DESIGN
 3.0 Units

T ART 172 is a survey of scenery, lighting, sound, costumes, makeup, properties, theatrical equipment and construction techniques. Through demonstration and laboratory experiences, students gain an understanding of the organization of theatre (technical personnel) as well as an appreciation for theatrical design. Lecture 2 hours/Laboratory 3 hours. *Recommended preparation:* ART 130 or equivalent. *Transfer Credit:* CSU (C-ID THTR 172)

173
LIGHTING DESIGN FUNDAMENTALS
(Previously listed as T ART 133)
 3.0 Units

T ART 173 is a study and execution of stage lighting with emphasis on equipment, control, color, and their relationship to design. Students learn how to use artificial light sources to create an appropriate environment for a variety of entertainment media including animation, theatre and dance productions. Applying basic techniques of lighting composition, students use highlights, shadows, textures, and colors to achieve the desired effects. Lighting designs are created using virtual lighting simulations on a computer. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC (C-ID THTR 173)

**180
TECHNICAL THEATRE IN MUSICAL
PRODUCTION***2.0 to 4.0 Units*

T ART 180 is a practical application of theatre arts technical support. Through lecture and laboratory experiences, students gain experience in the application of production responsibilities in the areas of stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews for the genre of musical theatre. *Note:* Students are expected to be available for rehearsals and performances of Glendale Community College productions. Units earned are based on the number of hours and type of project completed. Lecture 1 hour/Laboratory 3-9 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC (C-ID THTR 192)

**181
TECHNICAL THEATRE IN
CLASSICAL PRODUCTION***2.0 to 4.0 Units*

T ART 181 is a practical application of theatre arts technical support. Through lecture and laboratory experiences, students gain experience in the application of production responsibilities in the areas of stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews for the classical theatre genre. Lecture 1 hour/Laboratory 3-9 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC (C-ID THTR 192)

**182
TECHNICAL THEATRE IN MODERN
PRODUCTION***2.0 to 4.0 Units*

T ART 182 is a practical application of theatre arts technical support. Through lecture and laboratory experiences, students gain experience in the application of production responsibilities in the areas of stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews for the genre of modern theatre. Lecture 1 hour/Laboratory 3-9 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC (C-ID THTR 192)

**183
TECHNICAL THEATRE IN
CONTEMPORARY PRODUCTION***2.0 to 4.0 Units*

T ART 183 is a practical application of theatre arts technical support. Through lecture and laboratory experiences, students gain experience in the application of production responsibilities in the areas of stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews for the genre of contemporary theatre. Lecture 1 hour/Laboratory 3-9 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC (C-ID THTR 192)

**184
TECHNICAL THEATRE IN
NEW WORKS, DEVISED, &
EXPERIMENTAL PRODUCTION***2.0 to 4.0 Units*

T ART 184 is a practical application of theatre arts technical support. Through lecture and laboratory experiences, students gain experience in the application of production responsibilities in the areas of stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews for new, devised, or experimental play genres in production. Lecture 1 hour/Laboratory 3-9 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC (C-ID THTR 192)

WELDING

**117
INTRODUCTION TO WELDING***2.0 Units*

WELD 117 consists of oxyacetylene welding, flame cutting, (manual and automatic), bronze and silver brazing and soldering. These processes are discussed and demonstrated. The student is given experience in applying the principles by individual practice on a sequence of selected plates and manipulative exercises on various metals. Lecture 1 hour /Laboratory 3 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU

**118
GENERAL WELDING***2.0 Units*

WELD 118 consists of theory and techniques in basic Shielded Metal Arc Welding and Flux Cored Arc Welding. The student is given experience in applying the principles by individual practice on a sequence of selected plates and manipulative exercises on mild steel. Lecture 1 hour /Laboratory 3 hours. *Prerequisite:* WELD 117 or equivalent.

**121
GENERAL WELDING***3.0 Units*

WELD 121 is the first in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers the theory of welding processes, welding safety, terms, basic metallurgy, and the fundamentals of metal arc and oxyacetylene welding. Lecture 1 hour/Laboratory 6 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

**122
GENERAL WELDING***3.0 Units*

WELD 122 is second in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers fundamental of blueprint reading interpreting shop drawings and sketches, advanced metallic arc and oxyacetylene welding and provides an introduction to tungsten inert gas and metal inert gas arc welding. Lecture 1 hour/Laboratory 6 hours. *Prerequisite:* WELD 121 or equivalent. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

**123
OCCUPATIONAL WELDING***3.0 Units*

WELD 123 is third in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers basic preparation for welding certification, advanced metallic arc, tungsten inert gas, metal inert gas, and oxyacetylene welding, including specific welding exercises needed to prepare the student for the manipulative phase of the certification examination. Lecture 1 hour/Laboratory 6 hours. *Prerequisite:* None.

**124
OCCUPATIONAL WELDING***3.0 Units*

WELD 124 is fourth in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers the preparation for a welding certification in metallic arc, tungsten inert gas, and metal inert gas arc welding. Lecture 1 hour/Laboratory 6 hours. *Prerequisite:* None.

**125
ADVANCED WELDING
PROCEDURES***1.0 Unit*

WELD 125 is advanced welding procedures and practices for experienced students or industrial workers who wish to improve and update their manipulative skills or prepare for a specific certification in metallic arc, tungsten inert gas, or metal inert gas welding. Laboratory 3 hours. *Prerequisite:* WELD 117 or 121 or equivalent.

**126
OCCUPATIONAL WELDING
CERTIFICATE SHOP***1.0 Unit*

WELD 126 is designed for the student or industrial worker with a welding background to gain practical experience in specific skill areas of concentration, resulting in state welding certification. Laboratory 3 hours. *Prerequisite:* WELD 117 or 118 or 125 or equivalent.

Continuing Education



GARFIELD CAMPUS SERVICES

Noncredit Continuing Education courses provide educational opportunities for those seeking occupational or personal improvements. The Garfield Campus at 1122 E. Garfield (between Adams and Chevy Chase) houses the Continuing Education Office, the Business and Life Skills Center, CalWORKs/WIA training programs, Student Success Center (also known as DSL), and the English as a Second Language program. Parent Education and Lifelong Learning are offered on the main campus (Life Skills Building) as well as throughout the community. The Garfield Campus houses a full range of student services that are available free of charge to the community.

Classes are available mornings, afternoons, and evenings throughout the week. All classes are tuition free. Students may enter a class at any time during the year.

For information or to request a current schedule of classes, please call (818) 240-1000 ext. 5678 during business hours. Continuing Education office hours are 8:00 a.m. to 9:00 p.m. Monday through Thursday, and 8:00 a.m. to 4:30 p.m. on Friday.

CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs)

The GCC CalWORKs Program is the on-campus resource for parents receiving welfare benefits from the state of California. We provide encouragement, advice, and honest feedback for a population of students who are rebuilding their lives on a foundation of education, while modeling perseverance and hard work to their children. We help students communicate with the county workers (DPSS, GAIN and REP) who oversee their benefits. We process the documents that allow CalWORKs students to access crucial supportive services from the state, including child care during class hours and reimbursement for school-related costs such as text books, supplies, transportation, and fees. We also provide funding for Work Study jobs and on-campus child care. The Garfield Campus CalWORKs Program is located on the third floor of the Tropic Building.

CAREER AND COUNSELING CENTER

The Career and Counseling Center assists with transfer to the main campus, choosing classes, preparing for financial aid, career assessment, job seeking, employment preparation, and career/school research. Hours are Monday through Thursday 8:30 a.m. to 5:30 p.m., and Friday 8:30 a.m. to 4:00 p.m. For more information call (818) 240-1000 ext. 5055 or 5056.

COUNSELING

Academic counselors are available for assistance with students seeking High School Diplomas and the HSE. Counselors work with State Department of Rehabilitation referrals and California Training Benefits (CTB) students. They assist with transition to credit classes at the Main Campus, and provide other general academic counseling. Hours vary from 8:00 a.m. to 9:30 p.m. For times and appointments call (818) 240-1000 ext 5055 or 5678.

Mental Health Counseling is offered for short-term and crisis counseling for students who are enrolled in any continuing education program or class. Students should obtain a referral from staff or faculty to make an appointment. For more information call (818) 240-1000 ext 5678.

CHILDCARE & PARENT SUPPORT CENTER

The Parent Support Center for child development offers on-site childcare for continuing education students who have potty-trained children from three to five years of age. There are fees for non-CalWORKs or GAIN students. Hours are Monday through Friday; 8:00 a.m. to 4:30 p.m. For more information call (818) 240-1000 ext 3071.

GARFIELD BOOKSTORE

The Garfield Bookstore is available for students at various times and days throughout the year. For more information, call (818) 240-1000 ext. 5802.

GARFIELD LIBRARY

The Garfield Library Collection has over 1,000 volumes to help support the Continuing Education Business, Life Skills, and Noncredit ESL classes. The library also has over 2,300 volumes of children's literature as "classroom sets" available for faculty checkout. For more information and hours, call (818) 240-1000 ext. 5802.

CONTINUING EDUCATION CERTIFICATES

HSE PREPARATION CERTIFICATE

This program prepares students to take and pass the HSE test, an equivalency to the high school diploma. Students will attain knowledge, skills, and abilities necessary to pass high school courses, and obtain a high school diploma.

Required courses: DSL 010, 020, 050, 060 (or 061).

ADULT BASIC EDUCATION CERTIFICATE

This program allows students to increase their basic academic skills, increasing their chances for employment and success in further education. Students will be able to read and comprehend at the 8th grade reading level, write clear and grammatically correct paragraphs using a variety of sentence structures, and be able to add, subtract, multiply and divide whole numbers, decimals, fractions and percentages.

Required courses: DSL 010, 020, and 050

BEGINNING ESL CERTIFICATE

This certificate will lead to enhanced job opportunities at entry level positions. Upon completion of this certificate, students will be able to demonstrate mastery of intermediate grammar structure, the ability to write a 3-paragraph essay, show conversational speaking competence, and knowledge of keyboarding, word processing and the Internet.

Sequence of courses: ESL 001 (or ESL 005 for the more mature adult), 010, 020, and 080.

INTERMEDIATE ESL CERTIFICATE

This certificate prepares the student for job opportunities that require a conversant level of English. Upon completion of this certificate, students will be able to demonstrate mastery of intermediate grammar structure, the ability to write a 3-paragraph essay, show conversational speaking competence, and knowledge of keyboarding, word processing and the Internet. This certificate also prepares the student for higher levels of study that include noncredit business courses, the HSE program, citizenship courses and possible matriculation to credit classes.

Sequence of courses: ESL 030, 040, 081 and OBT 071.

ADVANCED ESL CERTIFICATE

This certificate prepares the student for job opportunities that demand a fluent level of spoken English. Upon completion of this certificate, students will be able to demonstrate mastery of advanced grammar structures, the ability to write a 5-paragraph essay, comprehension of academic, professional, and everyday spoken English, understanding of American idioms, the ability to create, present, analyze, and critique oral presentations, and the knowledge of keyboarding, word processing, and Internet usage. This certificate also prepares students for higher levels of study that include noncredit business courses, the HSE program, citizenship courses and matriculation to credit classes.

Sequence of courses: ESL 050, 082 and OBT 071.

GENERAL OFFICE CLERK I

This program prepares students for entry-level work in an office setting. Students are provided with the basics of keyboarding, filing, and word processing computer applications as well as soft skills such as problem solving and teamwork. Students will produce documents using a word processor and demonstrate understanding of general office etiquette.

Required courses: OBT 011, 034, 035, 040, 055, 070, 080, 100 and 140.

GENERAL OFFICE CLERK II

This program prepares students for independent work in an office setting. Students gain a broad background in business math, computer applications, and business writing, which provides them with the ability to work in most office departments. Students will demonstrate appropriate interpersonal skills and operate a variety of business software, including word processors and spreadsheets to create business correspondence, reports, and other related documents.

Required courses: Completion of General Office Clerk I or equivalent; OBT 012, 021, 031, 032, 050, 090 and 138.

GENERAL OFFICE CLERK III

This program prepares students for work as an administrative assistant or secretary. Students gain advanced keyboarding and computer application skills as well as the fundamentals of accounting. Students will learn to support business office operations and work independently from a variety of inputs; apply time management skills, prepare a wide variety of business correspondence, and compile and edit spreadsheets using common business software.

Required courses: Completion of General Office Clerk II or equivalent; OBT 013, 022, 033 and 101.

Complete one of the following courses: OBT 111, 113 or 150.

MEDICAL FRONT OFFICE CLERK

This program prepares students for front office work in a doctor's office or medical facility. Students learn medical terminology, billing, transcription, and customer service. Students learn to utilize MediSoft to maintain accounts and manage a medical practice.

Required courses: OBT 011, 034, 035, 040, 050, 061, 070, 080, and 100.

DENTAL FRONT OFFICE CLERK

This program prepares students for front office work in a dentist's office. Students learn medical terminology, billing, transcription, and customer service. Students learn to utilize PractiSoft dental software to bill providers and manage a small dental practice.

Required courses: OBT 011, 034, 035, 040, 050, 062, 070, 080, 100.

ACCOUNT CLERK I

This program prepares students for entry-level bookkeeping positions. Students learn to record customer and vendor data for service based sole proprietorships, and create financial statements from recorded statements.

Required courses: OBT 011, 021, 022, 032, 034, 040, 070, 080, and 090.

ACCOUNT CLERK II

In this program, students learn advanced accounting techniques, computerized accounting systems, and the use of Excel spreadsheets. Students learn to record transactions for a merchandising business organized as a corporation, and create financial statements from recorded transactions.

Required courses: Completion of Account Clerk I or equivalent; OBT 023, 035, 050, 091, 095, 097, and 100.

Complete one of the following courses: OBT 113, 138, or 150.

INTRODUCTION TO HOSPITALITY AND TOURISM

This certificate prepares students for entry-level positions in the hospitality and tourism industry as part of a career ladder. Students will gain a foundational understanding of the multiple facets of the industry through case studies and live demonstrations. Students will explore the entry-level and promotional opportunities available in restaurants, hotels, beverage operations, casinos, theme venues, entertainment centers, cruise lines, and other hospitality and tourism businesses. Students will complete a final project using a word processor and demonstrate understanding of customer service. This program also serves as a first step in preparing students for entry into the credit hospitality program at Glendale Community College.

Required courses: OBT 035, 040, 050, 065, 066, and 070.

Complete two of the following courses: OBT 011, 031, 055, 080, and 140.

HIGH SCHOOL DIPLOMA REQUIREMENTS

- 40 credits of English
- 10 credits of World History
- 10 credits of United States History
- 5 credits of American Government
- 5 credits of Economics
- 10 credits of Physical Science
- 10 credits of Biological Science
- 10 credits of Algebra
- 10 credits of Geometry
- 5 credits of Computer Applications
- 5 credits of Health
- 5 credits of Career Preparation
(or equivalent work history)
- 10 credits of Humanities (Art, Music or Foreign Language)
- 50 credits of Electives

Total of 185 credits plus demonstration of competency in reading, writing, and mathematics.
20 credits must be completed at Glendale Community College.

COMPETENCY REQUIREMENTS

Reading Competency— One of the following:

- Pass the HSE Language Arts, Reading with a score of 410 or higher
- Score 584 or above on the Test of Adult Basic Education (TABE)
- Score 246 or above on the CASAS Life and Work test level 187 or 188
- Place into English 192
- Pass the English-Language Arts portion of the CAHSEE

Writing Competency— One of the following:

- Pass the HSE Language Arts, Writing with a score of 410 or higher
- Place into English 120 or higher
- Pass the English-Language Arts portion of the CAHSEE

Mathematics Competency— One of the following:

- Place into Mathematics 141 or higher
- Pass the HSE Mathematics with a score of 450 or higher
- Pass the Mathematics portion of the CAHSEE

For HSE testing information please refer to the General Information section of this catalog.

**DEVELOPMENTAL SKILLS
LAB (DSL)**

**010
BASIC ENGLISH**
0 Units

DSL 010 is a beginning composition course. This course covers the basics of sentence and paragraph composition including mechanics, grammar, and spelling. Laboratory 160 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. *Prerequisite:* None.

**15
VOCABULARY DEVELOPMENT**
0 Units

DSL 015 introduces common roots, prefixes, suffixes, and word usage as well as the use of context clues to determine word meanings. This course is designed to meet the needs of students who wish to improve their vocabulary and to earn elective high school credit in English. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Prerequisite:* None.

**020
BASIC MATH**
0 Units

DSL 020 is a math course designed for adults who wish to review or master basic arithmetic from whole number operations through percent. Laboratory 120 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. *Prerequisite:* None.

**021
ARITHMETIC 1A**
0 Units

DSL 021 introduces students to whole number, fractions, decimals, and percent computation. This course is designed to meet the needs of students who wish to improve their basic math skills and to earn high school credit. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Prerequisite:* None.

**022
ARITHMETIC 1B**
0 Units

DSL 022 introduces students to higher level arithmetic: statistics, measurement, and geometric and algebraic principles. This course is designed to meet the needs of students who wish to improve their math skills and to earn high school credit. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Prerequisite:* None.

**023
ALGEBRA 1A**
0 Units

DSL 023 introduces students to algebraic vocabulary, solving equations with one variable, and working with polynomials and algebraic fractions. This course is designed to meet the needs of students who wish to begin their study of algebra and to earn high school credit in math. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Prerequisite:* None.

**024
ALGEBRA 1B**
0 Units

DSL 024 is the second half of a one-year high school level algebra course. This course includes solving equations with multiple variables, solving linear equations, using functions, working with rational and irrational numbers, and solving quadratic equations. This course is designed to meet the needs of students who wish to continue their study of algebra and to earn high school credit in math. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Prerequisite:* None.

**025
GEOMETRY 1A**
0 Units

DSL 025 is the first half of a one-year high school level geometry course. The course includes plane figures, basic proofs, coordinate graphing, and congruent triangles and transformations. This course is designed to meet the needs of students who wish to begin their study of geometry and to earn high school credit in math. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Prerequisite:* None.

**026
GEOMETRY 1B**
0 Units

DSL 026 is the second half of a one-year high school level geometry course. The course includes proportion and similarity, the Pythagorean Theorem, two and three dimensional figures, solid geometric figures, and lines and loci in space. This course is designed to meet the needs of students who wish to begin their study of geometry and to earn high school credit in math. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Prerequisite:* None.

**027
APPLIED MATHEMATICS**
0 Units

DSL 027 is designed to help students use mathematical principles and computations in everyday living. This course may be taken as a high school elective in math. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Prerequisite:* None.

**030
LIFE SCIENCE 1A**
0 Units

DSL 030 is a high school level course designed to give an overview of life science from cells through the plant kingdom. It includes the characteristics of life, cells structure and function, heredity, evolution, and the classification of plants. This is the first half of a one-year course. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits (1/2 unit). *Prerequisite:* None.

**031
LIFE SCIENCE 1B**
0 Units

DSL 031 is a high school level course designed to give an overview of life science from animals to the human body. It includes animal classification and characteristics, human body systems, and the interactions of factors within an ecosystem. This is the second half of a one-year course. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits (1/2 unit). *Prerequisite:* None.

032
PHYSICAL SCIENCE 1A
0 Units

DSL 032 acquaints students with the basic physical properties of matter, atoms, compounds, and simple chemical equations. This is the first half of a one-year course. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits (1/2 unit). *Prerequisite:* None.

033
PHYSICAL SCIENCE 1B
0 Units

DSL 033 expands on basic physical science with concepts of motion, machines, sound, light, electricity and magnetism. This is the second half of a one-year course. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits (1/2 unit). *Prerequisite:* None.

034
HEALTH AND GUIDANCE
0 Units

DSL 034 presents guides to healthy life styles and positive health behaviors. It focuses on decisions regarding drugs, alcohol, tobacco, exercise, safety and nutrition and how these issues impact health and well-being. This course may be taken for high school credit. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits (1/2 unit). *Prerequisite:* None.

040
WORLD HISTORY 1A
0 Units

DSL 040 is a high school level course designed to give an overview of world history, covering the period beginning with the first humans up to the Scientific Revolution and Enlightenment. This is the first half of a one-year course. This course may be taken for high school credit. Laboratory 100 hours. *Recommended preparation:* ESL 040 or equivalent. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits (1/2 unit). *Prerequisite:* None.

041
WORLD HISTORY 1B
0 Units

DSL 041 is a high school level course designed to give an overview of world history, beginning with the Scientific Revolution and Enlightenment up to present day. This is the second half of a one-year course. This course may be taken for high school credit. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits (1/2 unit). *Prerequisite:* None.

042
U.S. HISTORY 1A
0 Units

DSL 042 meets the needs of students who wish to earn high school credit for first semester United States History (exploration through reconstruction after the Civil War). Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits (1/2 unit). *Prerequisite:* None.

043
U.S. HISTORY 1B
0 Units

DSL 043 meets the needs of students who wish to earn high school credit for second semester United States History (post Civil War through the New Millennium). Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits (1/2 unit). *Prerequisite:* None.

044
AMERICAN GOVERNMENT
0 Units

DSL 044 meets the needs of students who wish to earn high school credit for American Government. The course covers the principles behind American government and then explores the American political process. Each of the three branches of government are explored as well as local government systems. This course may be taken for high school credit. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits (1/2 unit). *Prerequisite:* None.

045
ECONOMICS
0 Units

DSL 045 meets the needs of students who wish to earn high school credit for economics. This is a fundamental course in both micro-and macroeconomics. Microeconomic topics include demand, pricing theory, and market structures. Macroeconomics involves a study of relevant institutions and policies. Other topics include international and global economics. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits (1/2 unit). *Prerequisite:* None.

048
PSYCHOLOGY
0 Units

DSL 048 introduces students to the basics of life cycle development issues, the roots of behavior, emotions and consciousness. This course may be taken for high school credit. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits (1/2 unit). Lecture 1-3 hours/Laboratory-Studio 2-9 hours. *Prerequisite:* None.

050
BASIC READING
0 Units

DSL 050 is an individualized beginning reading course. This course covers reading techniques, vocabulary development, and comprehension and analysis skills. Laboratory 200 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. *Prerequisite:* None.

060
HSE PREPARATION
0 Units

DSL 060 is an individualized course designed to prepare students to take the HSE (High School Equivalency) test. This course covers all five areas of the test: reading, writing, social studies, science, and mathematics and includes small group instruction. Laboratory 320 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Lecture 1-3 hours/Laboratory-Studio 2-9 hours. *Prerequisite:* None.

**061
HSE LAB**
0 Units

DSL 061 is an individualized course designed to prepare students to take the HSE (High School Equivalency) test. This course covers all five areas of the test: reading, writing, social studies, science, and mathematics. This is a self-study program. Laboratory 320 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. **Prerequisite:** None.

**070
CAREER EXPLORATION**
0 Units

DSL 070 is designed to assist students in their exploration of possible careers. Students explore their occupational interests, career requirements, and career preparation. Students will utilize the services of the Career Center for their assessment and exploration. This course may be taken for high school credit. Laboratory 90 hours. **Recommended preparation:** ESL 040 or equivalent. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits (1/2 unit). **Prerequisite:** None.

**110
ENGLISH 9A**
0 Units

DSL 110 is equivalent to the first semester of ninth grade English. It meets the requirements for a high school diploma. The course focuses upon basic grammar. Laboratory 100 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits. **Prerequisite:** None.

**111
ENGLISH 9B**
0 Units

DSL 111 is equivalent to one semester of ninth grade English. It meets the requirements for a high school diploma. The course focuses upon basic writing skills. Laboratory 100 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits. **Prerequisite:** None.

**112
ENGLISH 10A**
0 Units

DSL 112 meets the requirements for 10th grade English and is designed to improve grammar and writing skills. Students will write paragraphs and a variety of essays. Laboratory 100 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits. **Prerequisite:** None.

**113
ENGLISH 10B**
0 Units

DSL 113 meets the requirements for 10th grade English and is designed to improve grammar and writing skills. Students will analyze fiction, poetry and drama and write paragraphs, essays, and a research paper. Laboratory 100 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits. **Prerequisite:** None.

**114
ENGLISH 11A**
0 Units

DSL 114 meets the needs of students who wish to earn credit for 11th grade English. This course focuses on reading, analyzing, and writing about American Literature selections through 1899. An introduction to the modes of descriptive, narrative, and business writing is included as well as an introduction to the research paper. Laboratory 100 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits. **Prerequisite:** None.

**115
ENGLISH 11B**
0 Units

DSL 115 meets the needs of students who wish to earn credit for 11th grade English. This course focuses on reading, analyzing, and writing about American Literature selections through 1899. Further practice in the modes of descriptive, narrative, and research paper writing is included. Laboratory 100 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits. **Prerequisite:** None.

**116
ENGLISH 12A**
0 Units

DSL 116 meets the requirements of 12th grade high school English. Literary analysis, written responses to literature, research report writing, and the elements of discourse are emphasized in this course. Laboratory 100 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits. **Prerequisite:** None.

**117
ENGLISH 12B**
0 Units

DSL 117 meets the requirements of the second semester of 12th grade high school English. Further practice in literary analysis, written responses to literature, research report writing, and the elements of discourse are included in the course. Laboratory 100 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits. **Prerequisite:** None.

**147
WORLD GEOGRAPHY 1A**
0 Units

DSL 147 is designed for students who wish to earn high school credit for World Geography. The course presents information about the world and its resources, surveys the basic principles of geography, and explores how such physical factors as climate and natural resources influence the cultural, economic and political life of people in the United States, Canada, Latin America, Europe, Russia, and Eurasia. Laboratory 100 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of the entire course results in 5 high school credits. **Prerequisite:** None.

**148
WORLD GEOGRAPHY 1B**
0 Units

DSL 148 is designed for students who wish to earn high school credit for World Geography. The course presents information about the world and its resources, surveys the basic principles of geography, and explores how such physical factors as climate and natural resources influence the cultural, economic and political life of people in Africa, Asia, Australia, and Antarctica. Laboratory 100 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of the entire course results in 5 high school credits. **Prerequisite:** None.

**149
ART HISTORY 1A**
0 Units

DSL 149 is a high school level course designed to give an overview of art and architecture from prehistory times up to the Renaissance. The course includes the art of Europe, Asia, Africa, and the Americas. Laboratory 100 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of the entire course results in 5 high school credits. **Prerequisite:** None.

150
ART HISTORY 1B
 0 Units

DSL 150 is a high school level course designed to give an overview of art and architecture from the early Byzantine era through modern times. The course includes the art of Europe, Asia, Africa, and the Americas. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of the entire course results in 5 high school credits. *Prerequisite:* None.

ENGLISH AS A SECOND LANGUAGE (ESL)

001
ENGLISH AS A SECOND LANGUAGE LITERACY
 0 Units

ESL 001 is designed for students who need to acquire fundamental literacy and communicative skills in English to successfully participate in everyday situations. Instruction emphasizes recognizing, printing, and using the alphabet; learning sound/letter relationships to read, write and spell; developing basic vocabulary, recognizing, writing, and using the numbers 1-100; and acquiring the language structure and communicative skills necessary in basic life skills competencies. Instruction integrates listening, speaking, reading, and writing skills. Lecture 224 hours. *Prerequisite:* None.

005
ENGLISH AS A SECOND LANGUAGE FOR OLDER ADULT LEARNERS
 0 Units

ESL 005 is designed for older adult learners at the high-beginning level of English acquisition. This course provides instruction in reading, writing, sentence structure, spelling and phonemic correspondences, verbal communication skills, and emphasizes oral and written activities. Students read and listen to dialogs and compose and practice original dialogs. Other activities include reading of short stories or paragraphs, writing sentences and short paragraphs, role playing of everyday situations, listening comprehension, dictation, and life skills competencies. Lecture 224 hours. *Prerequisite:* None.

010
ENGLISH AS A SECOND LANGUAGE LEVEL 1
 0 Units

ESL 010 is designed for students at the low-beginning level of English acquisition. This course provides instruction in simple reading and writing, basic sentence and paragraph structure, spelling and phonemic correspondences, and listening and oral communication skills. Students read and listen to dialogs and compose and practice original dialogs. Other activities include reading of short stories or paragraphs, writing sentences and short paragraphs, role playing of everyday situations, listening comprehension, dictation, and life skills competencies. Lecture 224 hours. *Prerequisite:* None.

020
ENGLISH AS A SECOND LANGUAGE LEVEL 2
 0 Units

ESL 020 is designed for students at the high-beginning level of English acquisition. This course provides instruction in reading and writing, basic sentence and paragraph structure, spelling, verbal communication skills, listening, comprehension of everyday spoken English, and development of life skills competencies. Emphasis is placed upon the study of grammar and vocabulary necessary for everyday life and general understanding of spoken English. Lecture 224 hours. *Prerequisite:* None.

030
ENGLISH AS A SECOND LANGUAGE LEVEL 3
 0 Units

ESL 030 is designed for students at the low intermediate level of English acquisition. This course provides instruction in reading and writing, sentence and paragraph structure, verbal communication skills, comprehension of everyday spoken English and development of life skills competencies. Instruction integrates all four skills and stresses the grammatical study of verbs and vocabulary development. Emphasis is placed upon a general understanding of spoken and written English and overall communicative effectiveness. Lecture 224 hours. *Prerequisite:* None.

040
ENGLISH AS A SECOND LANGUAGE LEVEL 4
 0 Units

ESL 040 is designed for students at the high intermediate level of English acquisition. This course provides instruction in reading and writing, sentence and paragraph structure, verbal communication skills, comprehension of everyday spoken English, and development of life skills competencies. Instruction integrates all four skills and stresses the grammatical study of clauses, review of all tenses, and vocabulary development. Emphasis is placed upon the direct study of English grammar appropriate for academic settings and overall communicative effectiveness. Lecture 224 hours. *Prerequisite:* None.

050
ENGLISH AS A SECOND LANGUAGE LEVEL 5
 0 Units

ESL 050 is designed for students at the advanced level of English acquisition. This course provides instruction in reading and writing, paragraph and essay structure, verbal communication skills, comprehension of academic, professional, and everyday spoken English, and development of life skills competencies. Instruction integrates all four skills with special attention given to the development of writing skills. Emphasis is placed upon the direct study of English grammar appropriate for academic settings and overall communicative effectiveness. Lecture 224 hours. *Recommended preparation:* Eligibility for ENGL 120 or ESL 151.

080
BEGINNING CONVERSATION
 0 Units

ESL 080 is designed for students who cannot effectively communicate in most everyday situations. Controlled dialogs and free conversations are presented as students participate in role plays of common, everyday topics including family life, working conditions, consumer issues, and academic goals. Clear speaking and listening comprehension are stressed in classroom drills and activities. Laboratory assignments may be added by the instructor based on individual student needs. Lecture 112 hours. *Prerequisite:* None.

**081
INTERMEDIATE CONVERSATION**
0 Units

ESL 081 is designed to help intermediate students improve their oral communication, listening comprehension, and vocabulary. Pronunciation of individual sounds, word and sentence stress, and intonation patterns are practiced. Students participate using role plays and dialogs in paired and small group activities. Class discussions are also used. Laboratory assignments may be added by the instructor based on individual student needs. Lecture 112 hours. *Prerequisite:* None.

**082
ADVANCED CONVERSATION**
0 Units

ESL 082 stresses fluency and clarity in formal and informal communicative activities. Activities may involve the preparation and presentation of reports, summaries, and persuasive speeches. Students are encouraged to use the vocabulary and grammatical structures appropriate to formal settings. Cultural subtleties such as body language are reviewed to maximize the production of efficient communication. Listening comprehension and lecture skills are also practiced. Laboratory assignments may be added by the instructor based on individual student needs. Lecture 112 hours. *Prerequisite:* None.

**083
ACCENT REDUCTION**
0 Units

ESL 083 concentrates on reducing foreign accents in the speech of non-native students. Practice in the production of individual sounds, rhythm, stress, intonation and phraseology helps students communicate more effectively and helps prepare them for everyday activities where communication is required. Students learn to use formal diction by making oral presentations and participating in class discussions. They practice expressive speaking, appropriate facial expressions, and hand and body gestures. Laboratory assignments may be made at the discretion of the instructor. Lecture 64 hours. *Prerequisite:* None.

**090
CITIZENSHIP**
0 Units

ESL 090 is designed for students at the high-beginning level of English acquisition. This course provides instruction in reading and writing, sentence structure, verbal communication skills, and comprehension of everyday spoken English. Emphasis is placed on oral and written English necessary to pass the United States citizenship exam. The course content includes instruction in the history and government of the United States, and educates students in the steps to becoming a United States citizen. Lecture 64 hours. *Prerequisite:* None.

**LIFELONG LEARNING
SEMINARS**

**010
CONTEMPORARY WORLD ISSUES**
0 Units

LLS 010 centers on discussion of current social, political, and cultural issues around the world. This class is an opportunity for seniors to discuss, share opinions, and gain insight into the complex events of today's world. Lecture 36 hours. *Prerequisite:* None.

**021
QUALITY OF LIFE**
0 Units

LLS 021 is an interactive class focusing on improving the quality of life, increasing social outlets, and clarifying life issues. Lecture 32 hours. *Note:* This is a course designed for the older adult. *Prerequisite:* None.

**024
PHILOSOPHY AND ETHICS FOR
EVERYDAY LIVING**
0 Units

LLS 024 examines the philosophies and ethics of a variety of historical and modern thinkers. This class is designed for the older adult and discussion centers on the application of these theories to the life challenges faced by mature adults. Lecture/Discussion 30 hours. *Prerequisite:* None.

**027
WHERE'S MY MEMORY?**
0 Units

LLS 027 explores the far reaches of the human mind - the processes of remembering and forgetting, with special emphasis on age-related memory loss and strategies for memory enhancement. Lecture 12 hours. *Prerequisite:* None.

**030
DISCOVERING YOURSELF
THROUGH MEMOIR WRITING AND
MORE**
0 Units

LLS 030 provides the opportunity for mature adults to recall, discuss and translate their memories into written memoirs by application of varied writing techniques and shared oral expression. Lecture 8 hours, laboratory 24 hours. *Note:* This is a course designed for the older adult. *Prerequisite:* None.

**044
DIET AND NUTRITION FOR SENIORS**
0 Units

LLS 044 covers nutritional basics as a foundation for personalizing a healthy, simple, and effective diet plan that is best for each mature adult student. Lecture 12 hours. *Prerequisite:* None.

**072
FILM CRITICISM**
0 Units

LLS 072 provides exposure to an academic curriculum of film history and criticism for older adults. This class helps students to maintain linkages to both the past and the contemporary world. The discussion of film history and theory develops both analytic and verbal skills. Emphasis is placed on how films historically reflect their time and how social issues have evolved. Selected film clips will be shown. Lecture 12.5 hours. *Note:* Each session will focus on five different films. *Prerequisite:* None.

**090
ART HISTORY**
0 Units

LLS 090 promotes an understanding of the role of art in human development. A variety of periods, geographical areas, and artists will be presented, one school of art per each session. This course is designed for the older adult and will emphasize analyzing the art from the perspective of having lived through the richness of youth, early adulthood, and middle age. Lecture 14 hours. *Prerequisite:* None.

**095
WORLD RELIGIONS**
0 Units

LLS 095 provides a general introduction to human religious nature, ancient religions, Judaism, Christianity, Islam, Hinduism and Buddhism. This course is designed for the older adult and focuses on the awareness of the student's spiritual experience from the senior perspective. Lecture 32 hours. *Prerequisite:* None.

130 SEMINARS AT CONVALESCENT FACILITIES

0 Units

LLS 130 provides speakers, film, and discussion to stimulate the mental, social, and emotional health of convalescent home residents and to promote lifelong learning. Lecture 36 hours. *Note:* This course is designed for older adults in convalescent facilities who have some type of physical and/or mental impairment. *Prerequisite:* None.

141 ANCIENT CIVILIZATIONS OF THE WORLD

0 Units

LLS 141 explores the history, archaeology and influence of civilizations in the ancient world. Each session explores a different civilization. This course is designed for the older adult who wants to recharge their interest in and sharpen their awareness of how ancient civilizations laid the groundwork for our contemporary world. Lecture 32 hours. *Note:* Each session will focus on a different civilization. *Prerequisite:* None.

OFFICE BUSINESS TECHNOLOGY

011 BEGINNING KEYBOARDING

0 Units

OBT 011 is an individualized class that covers keyboarding by touch. All students will work on computers. Extensive accuracy and speed development is offered. Students may enter at any time throughout the semester, and the curriculum is individualized. The course is self-paced. Lecture/Demonstration 50 hours. *Prerequisite:* None.

012 INTERMEDIATE KEYBOARDING

0 Units

OBT 012 is an individualized class that covers keyboarding by touch through the production of business documents. All students will work on computers and learn MS Word as they advance. Extensive accuracy and speed development is offered. Students may enter at any time throughout the semester, and the curriculum is individualized. The course is self-paced. Lecture/Demonstration 150 hours. *Prerequisite:* None.

013 ADVANCED KEYBOARDING

0 Units

OBT 013 is an individualized class that applies keyboarding and MS Word skills to business documents through the application of advanced features in a variety of specialized situations. All students will work on computers and learn Advanced MS Word functions as they progress. Extensive accuracy and speed development is offered. The course is self-paced. Students may enter at any time throughout the semester, and the curriculum is individualized. Lecture/Demonstration 100 hours. *Prerequisite:* None.

014 KEYBOARDING/HS CREDIT

0 Units

OBT 014 is an individualized class that covers keyboarding by touch through the production of business documents. All students will work on computers and learn MS Word as they advance. Extensive accuracy and speed development is offered. Students may enter at any time during the first half of the semester, and the course is self-paced. Successful completion of this course (60 lessons) is worth 5 high school credits. Lecture/Demonstration 100 hours. *Prerequisite:* None.

021 BUSINESS MATH AND CALCULATORS

0 Units

OBT 021 increases students' basic math skills. The course includes instruction in basic arithmetic, calculators by touch, speed development on calculators, and calculator functions. Students may enter at any time, and the curriculum is individualized. The course is self-paced. Students may complete one or more sections. Lecture/Demonstration 160 hours. *Prerequisite:* None.

022 BEGINNING ACCOUNT CLERK

0 Units

OBT 022 students will study full cycle accounting, financial statements, payroll, and accounts receivable and payable in both manual and computerized formats (QuickBooks and Peachtree). Students may enter at any time, and the curriculum is individualized. The course is self-paced. Lecture/Demonstration 140 hours. *Prerequisite:* None.

023 ADVANCED ACCOUNT CLERK

0 Units

OBT 023 students will study advanced accounting, financial statements, uncollectible, notes payables and receivables, accruals, inventory, and advanced accounts receivable and payable in both manual and computerized formats (QuickBooks and Peachtree). Students may enter at any time, and the curriculum is individualized. The course is self-paced. Lecture/Demonstration 160 hours. *Prerequisite:* None.

031 BUSINESS WRITING: EMAIL

0 Units

OBT 031 covers email writing including English essentials and email etiquette rules. Lecture/Demonstration 32 hours. *Prerequisite:* None.

032 BUSINESS WRITING: MEMOS

0 Units

OBT 032 focuses on inter office memorandum writing. It also covers English essentials along with other forms of workplace documents, i.e., news release. Lecture/Demonstration 32 hours. *Prerequisite:* None.

033 BUSINESS LETTER WRITING

0 Units

OBT 033 covers business letter composition, English essentials, and the production of other workplace documents such as agendas and minutes. Lecture/Demonstration 32 hours. *Prerequisite:* None.

034 FILING FUNDAMENTALS

0 Units

OBT 034 covers the use of indexing rules to file alphabetically, numerically, geographically, and by subject. Timed exercise practices, handouts, and quizzes are designed to assist students to be prepared for employment tests and to be competent to perform on-the-job filing. Computerized software provides hands-on review of filing fundamentals. Lecture/Demonstration 48 hours. *Prerequisite:* None.

035
ON-THE-JOB COMMUNICATION
0 Units

OBT 035 emphasizes workplace interaction and avoiding barriers to communication as well as understanding and adapting to a variety of personal communication styles. Included are communication strategies for getting along with coworkers, supervisors, and clients. Other topics covered are overcoming negative behaviors in teams/groups, decision making, and problem solving. Oral skills are stressed through practical application of telephone techniques. Lecture/Demonstration 32 hours. *Prerequisite:* None.

040
21ST. CENTURY EMPLOYMENT STRATEGIES
0 Units

OBT 040 prepares students for success in gaining employment. Topics to be covered include resume development, cover letters, interviewing techniques, thank you notes, job search strategies, employment applications, and job retention. Lecture/Demonstration 87.5 hours. *Prerequisite:* None.

055
OFFICE EQUIPMENT
0 Units

OBT 055 prepares students for office tasks that require the use of office equipment. Students who have successfully completed the necessary competencies will be assigned in-house job shadowing where they will interact with co-workers and 'learn-by-doing' in a real-world setting under the direct supervision of an instructor. Lecture/Demonstration 32 hours. *Prerequisite:* None.

061
MEDICAL FRONT OFFICE
0 Units

OBT 061 provides the participant with a comprehensive understanding of medical front office duties. Emphasis will be on mastering medical terminology, handling problem situations involving patients over the phone or in person, and learning basic billing and transcription techniques and software. Lecture/Demonstration 200 hours. *Note:* Student should be able to keyboard at a minimum rate of 20 wpm and perform alpha/numeric filing. *Prerequisite:* None.

062
DENTAL FRONT OFFICE
0 Units

OBT 062 provides the participant with a comprehensive understanding of dental front office duties. Emphasis will be on mastering dental terminology, handling problem situations involving patients over the phone or in person, and learning basic billing and transcription techniques and software. Lecture/Demonstration 140 hours. *Note:* Student should be able to keyboard at a minimum rate of 20 wpm and perform alpha/numeric filing. *Prerequisite:* None.

070
INTRODUCTION TO COMPUTERS
0 Units

OBT 070 provides an introduction to computer concepts for students with no previous exposure to computing. The course focuses on the microcomputer(PC). Lecture/Demonstration 16 hours. *Prerequisite:* None.

071
COMPUTER BASICS/ESL LEARNERS
0 Units

OBT 071 is a computer literacy course especially created for ESL students. The course will familiarize students with computer vocabulary and will cover an introduction to keyboarding and educational software programs, using the Internet, e-mail, and word processing applications. Students should become more confident in using a computer so they can continue their education in basic computer business classes and improve their independent computing skills. Lecture 64 hours. *Prerequisite:* None.

080
WINDOWS
0 Units

OBT 080 provides students with a basic introduction to the Windows environment. Topics covered include managing the desktop, the mouse, using pull-down menus, managing files (create folders, delete, move, copy files, etc), and learning system information. Lecture/Demonstration 16 hours. *Prerequisite:* None.

090
MICROSOFT EXCEL
0 Units

OBT 090 provides students with a basic introduction to spreadsheet software using Microsoft Office Excel. This is a beginning level course that teaches the student how to create a worksheet, use formulas and functions, insert charts, and more. Lecture/Demonstration 48 hours. *Prerequisite:* None.

091
MICROSOFT ADVANCED EXCEL
0 Units

OBT 091 introduces spreadsheet software using Microsoft Office Excel. This is an intermediate level course that teaches the student advanced formatting techniques, use of templates and workspace, and advanced functions. Lecture/Demonstration 48 hours. *Prerequisite:* None.

095
QUICKBOOKS AUTOMATED ACCOUNTING
0 Units

OBT 095 is an automated accounting program using QuickBooks software. This is an introductory course that teaches students to input basic business information and transactions, such as entering customers/vendors and chart of accounts, as well as writing checks, entering/paying bills and making deposits. Lecture/Demonstration 28 hours. *Prerequisite:* None.

097
PEACHTREE/SAGE AUTOMATED ACCOUNTING
0 Units

OBT 097 is an automated accounting course using Peachtree Complete Accounting software. This is an introductory course that teaches students to input basic business information and transactions, such as entering customers/vendors and chart of accounts, as well as writing checks, entering/paying bills and making deposits. Lecture/Demonstration 28 hours. *Prerequisite:* None.

100
BEGINNING MICROSOFT WORD
0 Units

OBT 100 is a basic introduction to word-processing using Microsoft Word. This is a beginning level course that teaches students how to create, edit, print, and store simple documents. The course also includes, formatting, search and replace, creating columns, and headers/footers. Lecture/Demonstration 48 hours. *Prerequisite:* None.

101
ADVANCED MICROSOFT WORD
0 Units

OBT 101 is an advanced course in word processing using Microsoft Word. This course teaches the student how to mail merge, format with special features, add visual appeal to documents, format with macros and styles, and protect forms. Lecture/Demonstration 43 hours. *Prerequisite:* None.

**111
MICROSOFT POWERPOINT**
0 Units

OBT 111 provides students with a basic introduction to presentation software using Microsoft PowerPoint. Topics covered include: using a design template, auto layouts to create a presentation, running a slide show, inserting Clip Art, and creating organizational charts. Lecture/Demonstration 32 hours. *Prerequisite:* None.

**113
MICROSOFT ACCESS**
0 Units

OBT 113 is a basic introduction to database using Microsoft Office Access. This is a beginning level course that teaches the student how to create tables, define fields, open and close tables, create relationships between tables, sort tables, and create reports and forms. Lecture/Demonstration 48.0 hours. *Prerequisite:* None.

**138
MICROSOFT OUTLOOK**
0 Units

OBT 138 provides students with a basic introduction to a Personal Information Management (PIM) program using Microsoft Office Outlook. This is a beginning level course that involves teaching the student how to communicate by e-mail, manage contacts, plan tasks, schedules, and manage the inbox. Lecture/Demonstration 32 hours. *Prerequisite:* None.

**140
INTERNET**
0 Units

OBT 140 provides students with a basic introduction to accessing and using the Internet. Topics covered include how to connect to the Internet, use of web browsers, use of search engines, and how to access services and information on the Internet. Lecture/ Demonstration 16 hours. *Prerequisite:* None.

**150
INTEGRATED TECHNOLOGY**
0 Units

OBT 150 provides students with a basic introduction to integrated technology concepts needed in the business world. The course focuses on microcomputer(PC) software and peripheral devices used to enhance input, output, and storage capability. Student will move data between applications (Word, Excel, PowerPoint, and Access), and install and use devices such as a FAX/Modem, scanner, DVD+R/RW, Digital Cameras and Memory Readers. Lecture/Demonstration 32 hours. *Prerequisite:* None.

**PARENT EDUCATION -
CHILD OBSERVATION**

**010
INFANTS (0-6 MONTHS)**
0 Units

PARED 010 focuses study on parenting children from birth through 6 months of age. Parents (or caregivers) attend class with one or more children of the designated age. Lecture 16 hours, laboratory 16 hours. *Prerequisite:* None.

**011
INFANTS (7-12 MONTHS)**
0 Units

PARED 011 focuses study on parenting children from 7 to 12 months of age. Parents (or caregivers) attend class with one or more children of the designated age. Lecture 16 hours, laboratory 16 hours. *Prerequisite:* None.

**012
TODDLERS (13-19 MONTHS)**
0 Units

PARED 012 focuses study on parenting children from 13 to 19 months of age. Parents (or caregivers) attend class with one or more children of the designated age. Lecture 24 hours, laboratory 16 hours. *Prerequisite:* None.

**013
TODDLERS (20-26 MONTHS)**
0 Units

PARED 013 focuses study on parenting children from 20 to 26 months of age. Parents (or caregivers) attend class with one or more children of the designated age. Lecture 24 hours, laboratory 16 hours. *Prerequisite:* None.

**020
TWO-YEAR OLDS**
0 Units

PARED 020 focuses study on parenting the two-year old child. Parents (or caregivers) attend class with one or more child of the designated age. Lecture 24 hours, laboratory 24 hours. *Prerequisite:* None.

**021
TWO OR THREE-YEAR OLDS**
0 Units

PARED 021 focuses study on parenting the two or three-year-old child. Parents (or caregivers) attend class with one or more children of the designated age. Lecture 24 hours, laboratory 24 hours. *Prerequisite:* None.

**022
TWO, THREE, OR FOUR-YEAR OLDS**
0 Units

PARED 022 focuses study on parenting children from age two through the pre-kindergarten years. Parents (or caregivers) attend class with one or more children of the designated age. Lecture 24 hours, laboratory 24 hours. *Prerequisite:* None.

**030
THREE-YEAR OLDS**
0 Units

PARED 030 focuses study on parenting the three-year-old child. Parents (or caregivers) attend class with one or more children of the designated age. Lecture 24 hours, laboratory 24 hours. *Prerequisite:* None.

**031
THREE OR FOUR-YEAR OLDS**
0 Units

PARED 031 focuses study on parenting the three or four-year old child. Parents (or caregivers) attend class with one or more children of the designated age. Lecture 24 hours, laboratory 24 hours. *Prerequisite:* None.

**041
PRE-KINDERGARTEN**
0 Units

PARED 041 focuses study on parenting the pre-kindergarten aged child (4 to 5 years of age). Parents (or caregivers) attend class with one or more children of the designated age. Lecture 32 hours, laboratory 32 hours. *Prerequisite:* None.

**050
MULTI-AGE**
0 Units

PARED 050 focuses study on parenting children from birth through the pre-kindergarten years. Parents (or caregivers) attend class with one or more pre-school age child. Lecture 24 hours, laboratory 24 hours. *Prerequisite:* None.

**051
FATHERING SKILLS**
0 Units

PARED 051 focuses study on the father's role in parenting children from birth through the pre-kindergarten years. Fathers attend class with one or more pre-school age child. Lecture 16 hours, laboratory 16 hours. *Prerequisite:* None.

**054
WORKING PARENTS**
0 Units

PARED 054 focuses study on the working parent's role in parenting children from birth through the pre-kindergarten years. Special attention is given to the challenges of raising a child while working full-time. Parents attend class with one or more children of the designated age. Lecture 16 hours, laboratory 16 hours. *Prerequisite:* None.

**060
POSITIVE PARENTING SKILLS**
0 Units

PARED 060 is designed for parents who seek instruction in positive, alternative parenting methods that will redirect inappropriate behavior of children and adolescents of all ages. If needed by the students enrolled, this class may also address single parenting issues. Court referred parents are welcome. Lecture 32 hours. **Note:** This class is for the parent only. No children may attend. Lecture 1-3 hours/Laboratory-Studio 2-9 hours. **Prerequisite:** None.

**070
THE POLITICS & PRACTICE OF
PARENT ASSOCIATIONS**
0 Units

PARED 070 is designed for students who wish to learn about the parent's role in parent/teacher associations. Practical experience is provided in areas of volunteerism, designing school based family enrichment activities, parent association management and participation, as well as organization of school-based newsletters. Lecture 16 hours. Laboratory/Studio 16 hours. **Note:** This class is for parents only. No children may attend. **Prerequisite:** None.

**103
ANGER MANAGEMENT AND
DISCIPLINE**
0 Units

PARED 103 is designed for parents who seek assistance in managing their expressions of anger in order to parent more effectively and use appropriate discipline strategies. Lecture 16 hours. **Note:** This class is for adults only. No children may attend. **Prerequisite:** None.



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Academic Rank is granted based on Administrative Regulation 4133 and the process is overseen by the Academic Senate

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BUILDINGS

- AA AVIATION / ART Bldg.
- AD JOHN A. DAVITT ADMINISTRATION Bldg.
- AS ARROYO SECO Bldg.
- AT ADVANCED TECHNOLOGY CENTER
- AU AUDITORIUM Bldg.
- BK BOOKSTORE
- CDC CHILD DEVELOPMENT CENTER
- CR CAMINO REAL Bldg.
- CS CIMMARUSTI SCIENCE CENTER
- D DUPLICATING
- EA EOPS ANNEX
- G ART GALLERY
- HS BHUPESH PARIKH HEALTH SCIENCES & TECHNOLOGY Bldg.
- LB LIBRARY Bldg.
- LS LIFE SKILLS Bldg.
- M&O MAINTENANCE & OPERATIONS
- SA SANTA ANITA Bldg.
- SB SANTA BARBARA Bldg.
- SC J.W. SMITH STUDENT CENTER
- SF SAN FERNANDO Complex
- SG SAN GABRIEL Bldg.
- SM SIERRA MADRE Bldg.
- SN SIERRA NEVADA GYM
- SR SAN RAFAEL Bldg.
- SV SIERRA VISTA Bldg.
- VG VERDUGO GYM
- VGT VERDUGO GYM Trailers

PARKING

- PARKING STRUCTURE Student Permit/Staff Permit (LOT C)
- LOT A Under Construction
- LOT B Student Permit
- LOT D Staff Permit
- LOT E Staff Permit
- LOT F Disabled Drop-Off/Pickup & Metered Guest Parking
- LOT G Staff Permit
- LOT H Staff/Disabled Student Permit
- LOT I Staff Permit
- CIRCLE DRIVE Staff Permit
- Civic Auditorium Parking Structure and LOT 31 Semester Permits Only
- LOT 32 Student Permit/Metered
- LOTS 30, 33, & 34 – Metered Lots

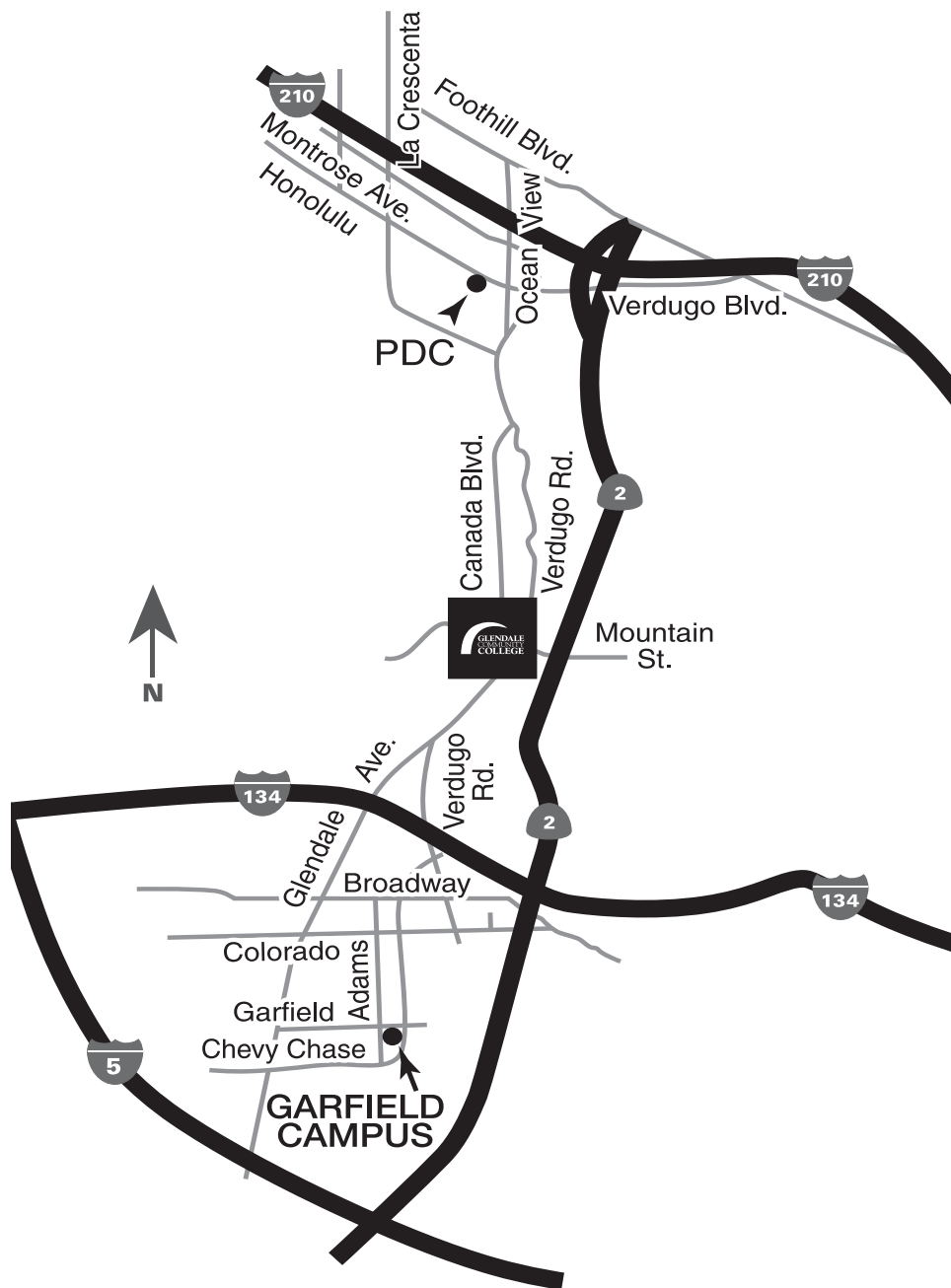
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- Academic Counseling
- Admissions & Records
- ASGCC Business Office
- Assessment Center
- Baja Field Studies Program
- Bookstore
- Box Office
- CalWORKs Parents Program
- Career Center/Adult Re-Entry Services
- Center for Students with Disabilities
- English Lab
- EOPS
- ESL Lab
- Fees, Tuition & Refunds
- Financial Aid
- Food Services
 - Cafeteria
 - The Bean
 - Milky Way Cafe
- Health Center
- Instructional Services
- International Student Services
- Kreider Hall
- Learning Center
- Lost & Found
- Outreach
- Police Department
- Scholars Office (Lounge)
- Scholarship Office
- Service Learning Center
- Student Affairs
- Student Employment Services
- Study Abroad
- Job Placement Center
- Transfer Center
- Tutoring Center
- Veterans Office
- The Writing Center

BUILDING

- SV, third floor
- SV, third floor
- SC, first floor
- SV, third floor
- SA
- SC, first floor
- AU 106-A
- SF 114
- SV, third floor
- SV, first floor
- AD 238
- SV, third floor
- SG 135
- SV, third floor
- SV, third floor
- SM, 1st & 2nd floor
- SR Plaza
- SG Plaza
- SR, first floor
- AD 145
- SV, third floor
- SR 138
- AD 232
- SM 153
- SM 266
- SM 153
- SM 256, CR 141
- SC, second floor
- SM, second floor
- SC, second floor
- SV, third floor
- AD 145
- SV, third floor
- SV, third floor
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