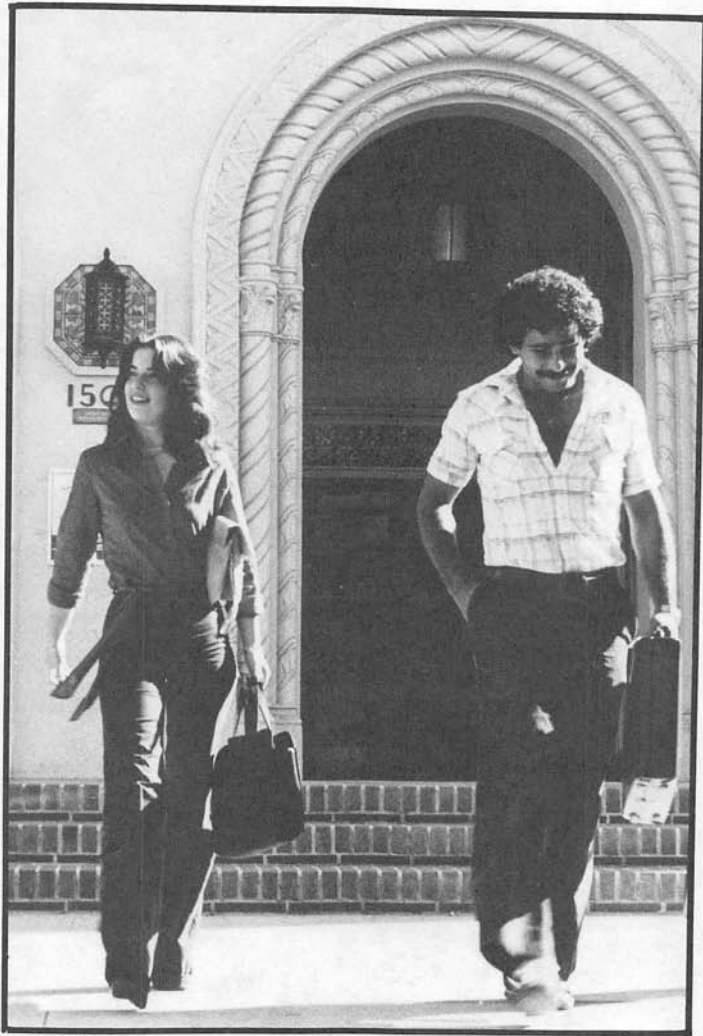


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**CATALOG**  
**1981-82**

**GLENDALE COMMUNITY COLLEGE**  
**1500 North Verdugo Road**  
**Glendale, California 91208**  
**(213)240-1000**



# GLENDALE COMMUNITY COLLEGE

Glendale Community College was founded in 1927 to serve the needs of the people in the Glendale Union High School District which included La Crescenta, Glendale City, and Tujunga School Districts. The school was founded as Glendale Junior College and from 1927 to 1929 conducted classes in the buildings of Glendale Union High School at Broadway and Verdugo in the City of Glendale. In 1929 the junior college moved to the Harvard School plant of the Glendale Union High School District where it remained until 1937. In this year a new plant, part of the present one, was completed and occupied. The year before, in 1936, the Glendale Junior College District was dissolved as such and became a part of the new Glendale Unified School District. The name of the school was changed to Glendale College in 1944. On July 1, 1970 Glendale College became a part of the Glendale Junior College District. On April 20, 1971 the Board of Education adopted a resolution changing the District name to Glendale Community College District.

In 1936 twenty-five acres were acquired for the present site of the College. The Campus now consists of 119 acres and thirteen permanent buildings. It is beautifully located on the slopes of the San Rafael Mountains overlooking the valleys in the Glendale area. An enlarged Women's Physical Education Building and a new Library were completed in the fall of 1967.

Glendale Community College has a day enrollment of about 5200 and an extended day enrollment of over 5000. In addition the College administers an adult education program which contacts about 10,000 students each year.





# GLENDALE COMMUNITY COLLEGE

## Board of Education

Sharon Beauchamp  
Blanch M. Greenwood  
Phillip Kazanjian  
Kenneth N. Sweetnam  
Ted W. Tiffany

## Superintendent

Burtis E. Taylor

## Administration

John A. Grande: President—Assistant Superintendent

John A. Davitt: Administrative Dean—Instruction

\* (Vacant): Administrative Dean—Student Personnel

A. Nelson Rasmuson: Dean—Extended Day

Harold B. Cochrane: Dean—Guidance and Counseling

Dwain O. Reinbolt: Dean—Admissions and Records

J. Walter Smith: Dean—Student Activities

Griffin R. McKay: Dean—Career Education

Patricia A. Lienhard: Dean—Student Support Services

Lani Edie McGinn: Dean—Adult Education

William J. Strange: Director of Library Services

Cora de Rowe: Director—Learning Center / Tutorial Center Coordinator

\* (Vacant): Director—Instructional Support Services

Barbara N. McGuire: Coordinator—Parent Education and Home Arts

\* Address all correspondence to Administrative Dean of Instruction

## Division Chairpersons

Allied Health..... Ruth Davidson  
Aviation &

Transportation..... William L. Mallory  
Biology..... Kindra L. Girard

Business..... Evelyn Speiser

Fine Arts..... Robert D. Belknap

Health & Physical Education

Men—Athletic

Director..... C. William Reinhard

Women..... Blanche K. Donovan

Language Arts..... Cyril B. Janicki

Physical Science &

Mathematics..... Chester B. Lynch

Social Science..... Wallace S. High

Technical Education..... Frances Shaw

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## GLENDALE COMMUNITY COLLEGE COLLEGE CALENDAR 1981-82

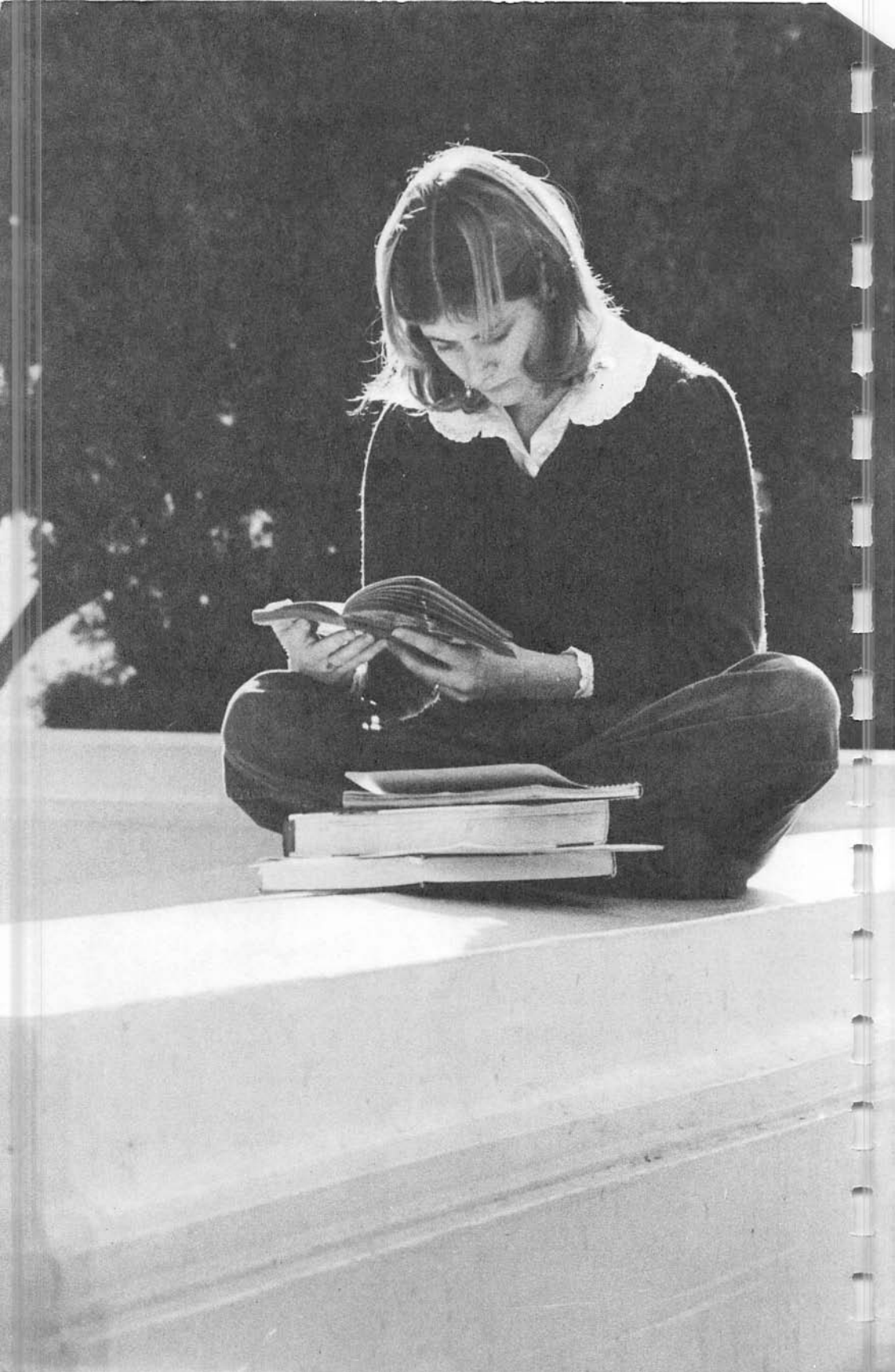
### 1981

June 4	PRE-REGISTRATION EXAMINATION, 5:00 p.m.-8:30 p.m.*
June 12	Last day to drop semester classes
June 13	Baccalaureate and Commencement Exercises
June 16-18, 22-25	Summer Session Registration
June 22	End of Semester II
June 25	PRE-REGISTRATION EXAMINATION, 8:00 a.m - 11:30 a.m.
June 28	Residence Determination Date — Summer Intersession
June 29	Summer Session Begins
June 29-July 2	Summer Session Late Registration
July 3	Legal Holiday (Independence Day)
July 10	Last day to apply for Credit-No Credit
July 17	PRE-REGISTRATION EXAMINATION, 8:00 a.m. - 11:30 a.m.*
July 24	Last day to drop a class
August 7	Summer Session Ends
August 21	PRE-REGISTRATION EXAMINATION, 8:00 a.m. - 11:30 a.m.*
August 24	PRE-REGISTRATION EXAMINATION, 5:00 p.m. - 8:30 p.m.*
Aug. 24-Sept. 10	Registration — Semester I
September 4	PRE-REGISTRATION EXAMINATION, 8:00 a.m. — 11:30 a.m.*
September 7	Legal Holiday (Labor Day)
September 13	Residence Determination Date — Semester I
September 14	Class Instruction begins for Semester I
September 14-17	Late Registration — Semester I
September 18	Last day to add classes without special permission
September 18	No applications for semester-length classes accepted after this date
October 1	Last day for International Students to complete admission requirements for semester II
October 2	Last day to register Last day to add classes Last day to drop a semester class or withdraw from College with no notation made on the permanent academic record of the student.
October 9	Last day to apply to take a course on Credit-No Credit basis
October 23	Last day to drop 1st 8-week classes Last day to drop 1st 9-week classes
November 2-5	Registration for 2nd 8 and 9-week classes
November 6	1st 8-week classes end
November 9	2nd 8-week classes begin
November 11	Legal Holiday (Veterans' Day)
November 13	1st 9-week classes end
November 16	2nd 9-week classes begin

	Mid-semester grade deficiencies due
November 26-27	Thanksgiving Holidays
December 18	Last day to drop a semester class (See Catalog statement on Withdrawal from Class or College)
	Last day to drop 2nd 8-week classes
Dec. 21-Jan. 1	Christmas Vacation
December 24, 25, 31	All College offices closed
December 28	PRE-REGISTRATION EXAMINATION, 8:00 a.m. - 11:30 a.m.*
	PRE-REGISTRATION EXAMINATION, 5:00 p.m. - 8:30 p.m.*
<b>1982</b>	
January 1	Legal Holiday — All College offices closed
January 8	Last day to drop 2nd 9-week classes
	PRE-REGISTRATION EXAMINATION, 12:00 Noon — 3:00 p.m.*
January 15	2nd 8-week classes end
Jan. 18-Feb. 4	Registration for Semester II
January 25	PRE-REGISTRATION EXAMINATION, 8:00 a.m. - 11:30 a.m.*
Jan. 25-Feb. 1	Final Examinations for Semester I
January 29	2nd 9-week classes end
February 1	End of Semester I
February 7	Residence Determination Date — Semester II
February 8	Class Instruction begins for Semester II
February 8-11	Late Registration — Semester II
February 11	Last day to add classes without special permission
	No applications for semester-length classes accepted after this date
February 12	Legal Holiday (Lincoln Day)
February 15	Legal Holiday (Washington Day)
February 26	Last day to register
	Last day to add classes
	Last day to drop a semester class or withdraw from College with no notation made on the permanent academic record of the student.
February 27	PRE-REGISTRATION EXAMINATION, 8:00 a.m. - 11:30 a.m.*
March 1	Last day for International Students to complete admissions requirements for Semester I
March 5	Last day to apply to take a course on a Credit-No Credit basis
March 19	Last day to drop 1st 8-week classes
	Last day to drop 1st 9-week classes
March 20	PRE-REGISTRATION EXAMINATION, 8:00 a.m. - 11:30 a.m.*
Mar. 29-Apr. 1	Registration for 2nd 8 and 9-week classes
April 2	1st 8-week classes end
April 5-9	Spring Vacation
April 12	2nd 8-week classes begin
April 16	1st 9-week classes end
April 19	2nd 9-week classes begin
	Mid-semester grade deficiencies due
April 23	PRE-REGISTRATION EXAMINATION, 12:30 p.m. - 3:30 p.m.*

- May 1 Petitions for Graduation and/or Certificate due in office of Admissions and Records
- May 8 PRE-REGISTRATION EXAMINATION, 8:00 a.m. - 11:30 a.m.\*
- May 21 Last day to drop a semester class (See Catalog statement on Withdrawal from Class or College)  
Last day to drop 2nd 8-week classes
- May 28 Last day to drop 2nd 9-week classes
- May 31 Legal Holiday (Memorial Day)
- June 3 PRE-REGISTRATION EXAMINATION, 5:00 p.m. - 8:30 p.m.\*
- June 4 2nd 8-week classes end
- June 12 Baccalaureate and Commencement Exercises
- June 14-22 Final Examinations for Semester II
- June 18 2nd 9-week classes end  
End of Semester II
- June 23 PRE-REGISTRATION EXAMINATION, 8:00 a.m. - 11:30 a.m.\*
- July 16 PRE-REGISTRATION EXAMINATION, 8:00 a.m. - 11:30 a.m.\*
- August 19 PRE-REGISTRATION EXAMINATION, 8:00 a.m. - 11:30 a.m.\*
- August 23 PRE-REGISTRATION EXAMINATION, 5:00 p.m. - 8:30 p.m.\*
- September 3 PRE-REGISTRATION EXAMINATION, 8:00 a.m. - 11:30 a.m.\*

\*All Pre-Registration Examinations will be held in the Auditorium Building unless otherwise noted.



# COLLEGE INFORMATION

## GENERAL INFORMATION

### EDUCATIONAL PHILOSOPHY

As a public institution founded to serve the community in a variety of ways, Glendale Community College is dedicated to the education of its students as productive individuals and responsible citizens in a changing world. It extends a range of educational opportunities to all who can profit from its offerings. Its students, teachers, and administrators join in the task of developing and improving curricula which will best meet the personal, academic, and vocational needs of each individual. It furnishes both general and specialized education designed to help each student reach the maximum development of his or her full potential. The College subscribes to the principle that each person has worth, integrity, and dignity and that each can grow in the attainment of intellectual curiosity, creativity, appreciations, and moral and spiritual values. Students have the opportunity to explore the humanities, the pure sciences and technology, and various career interests. This philosophy is intrinsic to the development of the purposes and programs of Glendale Community College.

Statements of the philosophy of Glendale Community College are disseminated through many channels of publicity, including the following:

- a. The College Catalog and Semester Schedule of Classes
- b. The Faculty Manual
- c. Counselors who visit area high schools
- d. Advisory committees that meet to assist in planning for vocational offerings
- e. Presentation of purposes at meetings of the Board of Education, civic groups, professional organizations, service clubs, chambers of commerce, and other appropriate groups
- f. Activities of the Placement Officer include orientation of business and industrial personnel to the functions of the college
- g. Discussion with students in group guidance classes and in individual counseling sessions about the functions and purposes of community college education
- h. Talks to the Glendale Community College Patrons Club
  - i. Special programs for community groups
  - j. Personnel involved in the direction of the New Horizons program engage in an extensive orientation program for student groups and for groups within the community.

## OBJECTIVE AND FUNCTIONS

Pursuant to its stated philosophy, Glendale Community College has one objective: education. Four primary functions support this objective:

- a. *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 Colleges, 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 Glendale Community College provided that the work meets the specific requirements of the college or university to which the student transfers.
- b. *Education beyond the high school level for vocational competence.* Training programs are offered for many occupations in business and industry. 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.
- c. *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, Glendale Community College offers a diversity of courses in the performing arts, fine arts, applied arts, social sciences, humanities, and mathematics and the sciences, which satisfy intellectual curiosity and provide knowledge about and appreciation for the cultural heritage.
- d. *Education below the lower division level.* A comprehensive program is offered in the College's Adult Education Division, which 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. *Guidance and counseling.* Guidance and counseling services assist students in becoming personally integrated and self-reliant. To this end, counselors encourage students to explore their own needs and the satisfactions of those needs which may accrue from their educational experiences and their choices of life style. They 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. They are involved, also, in such other support services as administration of the Extended Opportunity Programs and Services, financial aids, job placement, a broad testing program, tutoring, and correction of learning deficiencies. Glendale Community College offers seminars for the mature and older adults on their role in society.
- b. *Health Services.* First Aid emergency care, health appraisal and counseling, referral services, and assistance with accident and medical insurance claims are provided by the Health Center.
- 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 A.A. degree and, if desired, to upper division standing at a four-year institution.

- d. *Refresher education.* Any member of the community has the opportunity to refresh, as well as, to update his or her knowledge in classes offered at Glendale Community College.
- e. *Continuing Education.* Persons wishing late afternoon, evening, or Saturday classes may enroll in the Extended Day program. Extended Day courses parallel and expand the daytime offerings. In addition, non-credit classes, short-term classes, and lecture series designed to meet the interests and needs of adults in the community, are offered both during the day and in the evening under the Adult Education program.
- 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. *Community services.*
- h. *Education for creative use of leisure time.* The college encourages students to develop skills and an appreciation for creative use of leisure time.
- i. *Preparation for the future.* The college urges students to become more sensitive to world crisis 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.
- j. *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 fully accredited by the Western Association of Schools and Colleges, and approved under the regulations of the California State Department of Education and the California Community Colleges.

## ADVISORY COMMITTEES

The Advisory Committee procedure is widely used as a method of bringing members of the College and community into a cooperative working situation so that the offerings of the College will meet the needs of the community as seen by people charged with specific community responsibilities.

## ARMY ROTC

### California State University, Long Beach

### University of California, Los Angeles

The Army Reserve Officers Training Corps (ROTC) program is available to qualified Glendale Community College students through the UCLA program. Classes are conducted at UCLA and CSULB.

Four-, three-, and two-year programs leading to a commission as a Second Lieutenant in the U.S. Army Reserve or Regular Army are offered. Participants must be physically qualified full-time students at the undergraduate or graduate level. Courses consist of two academic hours once a week, plus a leadership laboratory one Saturday per month. Academic credits earned in the program may normally be counted as electives within degree requirements. All students enrolled in the final two years of the program receive an allowance of \$100 per month during the school year.

The FOUR-YEAR PROGRAM consists of the Basic and Advanced Courses. The Basic Course (MS I and MS II) is normally taken in the freshman and sophomore years, with no military obligation. The Advanced Course (MS III and MS IV) covers the final two years, and includes a summer Advanced Camp with pay.

The THREE-YEAR PROGRAM enables a student with three academic years remaining in college to complete the program by taking two Military Science courses (half courses) per term the first year plus a 1-hour weekly laboratory.

The TWO-YEAR PROGRAM (Advanced Course only) is available to students who have two years remaining toward a baccalaureate or a graduate degree.

The student attends a six-week Basic Camp (with pay) the summer before enrolling in the Advanced Course, with application by March of that year. Camp attendees are under no obligation. They may compete for two-year scholarships during Basic Camp.

VETERANS may qualify to enter the Advanced Course without Basic Camp. They are eligible to receive the \$100 per month allowance as well as GI Bill benefits to which they are entitled.

The ADVANCED CAMP is prerequisite to commissioning; conducted at Fort Lewis, Washington, normally between the first and second years of the Advanced Course. The Camp is a six-week summer practicum with emphasis on leadership development. The cadet is paid approximately \$500, plus transportation costs.

SCHOLARSHIPS are available competitively, in addition to the monthly allowance for all Advanced Course students. Scholarship recipients receive full tuition, required fees and books, plus the \$100 monthly allowance for the term of the scholarship. High School seniors apply by December 1 of the year preceding college entrance for 4-year scholarships; winners must attend an institution offering the four-year Army ROTC program. Three-, two-, and one-year scholarships are available to students enrolled in Army Senior ROTC; students cross enrolled while attending Glendale Community College are eligible.

*MS I* (First year): The U.S. Defense Establishment; Theory of Warfare. Evolution of Defense Department and the Military Services with emphasis on U.S. Army; military institutions, other elements of national policy/strategy. Theory, nature, causes and elements of warfare; evolution of weapons/tactics.

*MS II* (Second year): U.S. Military History. In-depth study of U.S. Military History from 1755 to present. Emphasis on leaders, actions, opposing strategies, and related considerations.

*MS III* (Third year): Psychology of Leadership; Psychology of Learning Applied to Teaching. Concepts in behavioral sciences for leadership/management; problems in directing and controlling. Learning theories, application of learning theories to teaching, lesson planning, testing, evaluation, student teaching.

*MS IV* (Fourth year): Decision-making; Military Legal Systems; Military-societal Relations. Decision-making process, optimizing decisions, information/systems management,



operations research. Military law and legal systems. U.S. Army as professional organization, relationship to society, professional ethics, social problems.

For further information, contact the Counseling Office, or the Department of Military Science, UCLA, Los Angeles, CA 90024; phone (213) 825-7384 or 831-7463.

## AIR FORCE ROTC

### University of Southern California

Through arrangements with the University of Southern California, two-, three-, and four-year Air Force Reserve Officers Training Corps (AFROTC) programs are available to all qualified full-time students. Academic units earned in this program are counted as elective units toward fulfillment of graduation requirements. Successful completion of the AFROTC program leads to a commission as a Second Lieutenant in the Air Force Reserve. Two- and three-year scholarships are available to qualified students on a competitive basis. Four-year scholarships for incoming students must be applied for before December 15 in the year prior to entering college. All scholarship recipients receive full tuition, required fees and books, and \$100 a month. All qualified cadets are provided 25 hours of flying training during their final year in the program. For additional information contact the Department of Aerospace Studies (AFROTC) at the University of Southern California, Los Angeles, California 90007, (213) 741-2670.

## CONTINUING EDUCATION

The Continuing Education services of Glendale Community College include two programs primarily designed for adults in the community: Extended Day and Adult Education. Late afternoon, evening and Saturday Extended Day college credit classes are provided by the Extended Day Division of Glendale Community College. Many of these courses parallel day courses in prerequisites, content, time devoted to preparation of assignments, and examinations. In addition, there are programs in such areas as administration of justice, management, and real estate. The regular facilities of the College, including the library, bookstore, auditorium, laboratories, counseling center, career center, and shops, are available to Extended Day students. Attendance, registration and withdrawal rules, probation and dismissal regulations, scholarship standards, and requirements for graduation with the Associate in Arts Degree and the Associate in Science Degree are the same as for the day college.

The teaching staff is made up of persons highly qualified to instruct these classes. Many of the Extended Day faculty also teach on the regular day staff of Glendale Community College as well as other colleges. Business, professional, and industrial persons of the community who have obtained proper teaching credentials also give the benefit of their knowledge and skills to the students.

Specialized guidance and counseling, in addition to advisement through instructional contacts in classes, are available through the Guidance and Counseling Office evenings. Counseling appointments may be arranged by telephone, 240-1000, extension 304.

Any student who complies with established registration procedures may enroll in Extended Day classes. Placement Examinations are required for enrollment in certain courses such as English, social sciences, and speech. Pre-registration Examinations are given by the College in May, June, July, August, September, December and January. Prior to the opening of each semester these will be given in the evening on dates to be announced. An adult who is not a high school graduate may petition for transfer of college credits to fulfill high school graduation requirements.

No tuition is charged at Glendale Community College for any student whose legal residence is in California; however, students pay for books and personal supplies. A non-resident tuition fee is charged students whose legal residence is outside California. A tuition fee is paid by adults taking non-credit courses not exempted by State regulations.

### A SEPARATE PROGRAM OF NON-CREDIT ADULT EDUCATION COURSES

A Separate Program of Non-credit Adult Education Courses also provides educational opportunities for those seeking personal and occupational improvements. Adult non-credit courses include business and distributive education, clothing, pre-school parent education, English, naturalization, basic education, history, government, Spanish, German, biology, mathematics, music, parent education, and physical science. Other courses may be developed to meet the special needs of those desiring general interest studies. Classes are scheduled at various locations throughout the school district.

Included in its program is the opportunity to earn a high school diploma. The minimum requirements for a high school diploma from the Glendale Unified School District (grades 9-12) are as follows:

English (9, 10, 11) .....	(30 sem. hrs.)	3 cr.
Mathematics (9 or higher) .....	(10 sem. hrs.)	1 cr.
Science (10 or higher).....	(10 sem. hrs.)	1 cr.
American History 11.....	(10 sem. hrs.)	1 cr.
American Government (12) .....	(5 sem. hrs.)	½ cr.
Elective (including First Aid and Driver Education) .....	(95 sem. hrs.)	9½ cr.
TOTAL .....	(160 sem. hrs.)	16 cr.

A minimum of 1½ credits (15 sem. hrs.) must be completed in residence, at least ½ credit (5 sem. hrs.) of which shall be completed during the semester in which the diploma is issued. Courses completed in the high schools of Glendale Unified School District and courses completed at Glendale Community College may be counted as courses completed in residence.

### FURTHER SOURCES OF HIGH SCHOOL CREDITS

(1) High School credits, applicable toward a diploma of high school graduation, may be earned by completing courses offered in the Glendale Adult Education program. High school elective credits may be earned by completing courses offered by the Adult Education Department of the Glendale Community College District; however, students who desire such credit should consult with an evening adult counselor to be sure that such credits will satisfy graduation requirements and must make this fact known to the instructor at the time of enrollment. Where there is no designation of credit allowance, credit may be earned at the rate of ½ credit (5 sem. hrs.) for a class that meets once a week, or 1 credit (10 sem. hrs.) for a class that meets twice per week.

(2) Credits toward a diploma of high school graduation may be earned in other accredited secondary schools and transferred to the Glendale Adult Education Division. No credit will be allowed for correspondence of extension courses where the examinations have not been monitored or proctored by acceptable school officials or teachers.

(3) Credits may be granted for work achievement having educational value provided the individual has been employed for a year or longer by the same employer in an activity which could be considered equivalent to, or parallel to, some high school subject; and original letters from the employer are submitted verifying the dates and length of employment, detailing the nature of the work performed, and rating the quality of the work completed. Not more than four credits (40 sem. hrs.) of work achievement credit may be counted toward high school graduation.

(4) Credits may be granted for regular training courses completed at a military base during a term of military service, based on the recommendations of the American Council on Education, and for approved courses completed with the United States Armed Forces Institute.

(5) Credits earned at Glendale Community College or at any other accredited college may be converted into high school credits by petition at the rate of three college units for one high school credit (10 sem. hrs.).

(6) Credits may be granted according to the results of the General Educational Development Tests (G.E.D.) taken by those who qualify. See special statement below. Neither college nor high school courses that have a content the same as, or are of a lower level than, courses already taken and passed in the same subject area may be taken for high school credit. If there is any question regarding the acceptability of a course, the student is to confer with a counselor or the Dean of Adult Education.

High School credits may not be earned through repetition of a subject for which credit has been granted previously.

### G.E.D. TESTING

Adults, 18 years of age or older, may register for the General Educational Development Test in the Adult Education Office at Glendale High School. The G.E.D. Test is designed to measure the equivalence of educational achievement in a person and favorable results reduce considerably the number of courses required for a high school diploma. The Test is given by appointment after registration has been completed at the Adult Education Office, Room B-117, Glendale High School, from 9 a.m. to 9 p.m. Monday through Thursday. Further information may be obtained by calling 243-3184 or 240-1000, ext. 261.

### HANDICAPPED STUDENTS

Students who have a disability, handicap, or some health impairment which may interfere with their scholastic attainment are eligible for assistance or special services through the coordinator for students with special needs, a faculty coordinator-counselor. Such eligible students include those who, because of being hard of hearing, deaf, learning disabled, speech impaired, blind, visually handicapped, seriously emotionally disturbed, mobility impaired, or otherwise health impaired, or developmentally disabled cannot succeed in college courses without some assistance or special services.\*

The kind of assistance or services that may be provided an eligible student is indicated by each such student's individual need. Provision may be made for tutors, attendants, readers, interpreters, notetakers, etc.; also for books in Braille, large print, or converted to audio tape; and for financial aids. The aim is to provide the assistance and special services necessary to enable every health impaired student to succeed in each course attempted.

Many classes are made accessible to wheelchair-bound and others by ramps. Other adaptations have been provided for the convenience of disabled persons.

Numerous items of equipment and educational materials are available to students with special needs, including: Braille dictionary, large-print dictionary, Pelco electronic TV magnifier, vernier magnifier, IBM electric Braille typewriter, standard IBM electric typewriter, Braille, variable-speed tape recorder, talking-book machine, high-intensity lamp, slate and stylus, a highpowered battery-operated commuter (wheelchair), etc.

The coordinator for students with special needs also serves as liaison with the State of California Department of Rehabilitation. The Department offers various assistance and services to prepare handicapped persons to become employable. Included are vocational counseling, assistance with payment for books, supplies, tuition, fees, etc.; and aid in obtaining employment. In some circumstances, students may also receive assistance with medical needs, transportation, and incidental expenses.

An initial appointment at the Department can be made for a student by the faculty coordinator, or the student may communicate directly to the Department of Rehabilitation, 3452 East Foothill Boulevard, Pasadena, California 91106, telephone 793-0651, or to the branch office, Department of Rehabilitation, 500 Olive Avenue, Room 340, Burbank, California 91501, telephone 843-4810.

Every student who has a disability or health impairment of any kind which may interfere with scholastic attainment should communicate with the "coordinator" immediately at the time of first making application for admission to the College. Arrangements for needed special services often must be initiated well in advance of registration for classes. Telephone the College at 240-1000 for referral to the coordinator.

\* Full time learning disabilities specialist.

## INFORMACIÓN EN ESPAÑOL

El Colegio, de la Comunidad de Glendale es una institución pública de enseñanza post-secundaria que ofrece varios tipos de cursos a los ciudadanos de la comunidad: los dos primeros años de universidad; certificados ocupacionales en ciertas materias; cursos para obtener un diploma de A.A., y cursos para completar los requerimientos para un diploma de Educación Secundaria. También ofrece cursos a través del Departamento de Educación Adulta en varios lugares de la comunidad, tales como Educación para los Padres, Inglés como Segundo Idioma y muchos otros cursos de interés general.

Para ser admitidos los estudiantes deben de vivir dentro del área del Colegio y desear continuar su educación. La aplicación necesaria se puede hacer en las oficinas administrativas del Colegio de 8 a.m. a las 9 p.m. No hay que pagar cuota alguna con excepción de libros y seguro de accidente, este último de sólo \$5 semestrales. Con la excepción de las clases de Español, todas las clases son en Inglés; consecuentemente si el Inglés del estudiante no está a cierto nivel, clases para aprender Inglés deben de ser elegidas al principio de los estudios.

El Colegio ofrece ayuda económica a aquellos que la necesiten para continuar sus estudios. En todo caso, aplicaciones para esos programas se deben hacer una vez que se haya registrado en el Colegio. Becas, préstamos, trabajo-estudios otras formas de ayuda serán combinadas para ayudar a aquellos que demuestren necesidad económica y capacidad para estudios escolares. El programa de EOPS es uno de los mayores instrumentos de ayuda para estudiantes; ellos tienen personal de habla española. Su teléfono es el 240-1000, extensión 320.

El Colegio también ofrece ayuda en varias áreas tales como: educación autoprogramada; cursos cortos para refrescar conocimientos de secretaría; ayuda individual a través de tutores, consejo educacional y personal en Español, consejo en grupo en Español, Centro para Mujeres con personal de habla Española. También el Colegio ofrece cursos en el arte e historia de América Latina, así como cursos en Historia del México-Americano, Estudios Chicanos, Historia de California y seis cursos de Español. Un equipo de soccer representa al Colegio en la liga estatal.

Le invitamos a que nos visite o escriba al Glendale Community College 1500 North Verdugo Road, Glendale, California. O llama al teléfono 240-1000.

## INTERNATIONAL STUDENTS

Glendale Community College welcomes students from countries all over the world who desire to study in the United States. At any one time there are approximately 350 International Students in attendance at Glendale Community College representing approximately 50 foreign countries. International Students who desire to enter Glendale Community College may receive application materials from the Office of Admissions and Records. In order to be admitted to Glendale Community College, International Students must submit copies of all records of previous schools translated officially into English, submit results of the TOEFL test, obtain a United States citizen living in the Los Angeles area who will act as the student's sponsor, and complete certain health requirements. In addition, all International Students seeking admission must have on deposit one semester's tuition. They should check carefully the deadline dates as published in the College Catalog. It should be noted that all requirements must be completed before a decision is made as to acceptance. Those students not accepted will receive a refund of their tuition deposit. Selection of International Students is based upon previous school records, TOEFL test scores, and the desire to have as many nationalities represented in the student body as possible. Special academic programs for International Students are available. All International Students are assigned to a Foreign Student Advisor who offers a wide range of assistance services.

## LIBRARY

The Glendale Community College Library is housed in a modern, airconditioned building near the center of the Campus. It is planned to meet the curricular needs of students and to provide attractive and functional facilities.

Its collection includes more than approximately 70,000 volumes as well as journals on microfilm and over 400 current periodical titles.

Students have direct access to the book collection located on both floors in three major reading rooms with many individual study stations. An outdoor reading patio provides an informal study area with a scenic view of the mountains and valley in the distance.

On the main floor, in addition to part of the general circulating collection, are the card catalogs, a reference desk, main circulation desk, a map, collection, and photocopiers. Preparation areas for learning materials are in the back of the building.

On the second floor is another part of the general circulating collection, the reference collection, reserve desk and collection, periodicals collection, microfilm and microfiche readers and microform, a typing room with typewriters, and a pamphlet collection.

Students are invited to visit the Library and to acquaint themselves with its many resources and services. Professional librarians are on duty for consultation regarding location and use of learning materials and for help in many other ways. A library handbook is available free to students, faculty, and other library users. It describes library services, facilities, and staff and includes a detailed floorplan of the library building.

Library hours are 7:30 a.m. to 10:00 p.m. Mondays through Thursdays, 7:30 a.m. to 5:00 p.m. on Fridays, and 12:30 p.m. to 4:30 p.m. Saturdays and Sundays.

Note: Grades, transcripts and registration privileges, or any combination thereof, shall be withheld from any student or former student properly charged with the possession of library books or other library materials not returned to the library when due. Education Code Section 72237.

## NEW HORIZONS PROGRAM

The New Horizons Program for women and men has a major goal of providing the opportunity to expand views and increase their personal, academic and vocational self-fulfillment in an educational environment which is both flexible and accessible. The development of the New Horizons Program has been extended to include special college credit seminars as offered by the counselors. The seminars consist of vocational and educational exploration and decision making, personal development, study skills, and individual and group counseling concerning the problems of family responsibility, time scheduling and academic pressures of mature students who have recently returned to college.

## NEW HORIZONS RESOURCE CENTER

The New Horizons Resource Center is located in the Campus Center, Room 108, and is open to all students at Glendale Community College as well as all interested persons in the community. It is staffed by specially-trained peer counselors. It is an informal spot for students to get together for information and friendship.

## NON-DISCRIMINATION POLICY

Glendale Community College is in full compliance with Title VI of the Civil Rights Act of 1964. No person will, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Education.

Glendale Community College is in compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, and is an Affirmative Action and Equal Opportunity Employer.

Students may obtain information in AD 107 regarding grievance procedures for the Title IX from Dean Patricia Lienhard. Grievance procedures for Section 504 are available in CB

114 from Allan Grimsby. Students may obtain information in AD 124 regarding grievance procedures for the Title VI from Dean N. Arthur Rasmuson.

### **TRANSFERS TO FOUR-YEAR COLLEGES AND UNIVERSITIES**

Students may take programs at Glendale Community College which will qualify them for junior standing in most of the four-year colleges and universities of the United States. The requirements of colleges vary so greatly that it is not possible to prescribe a program of work which will apply to all of them. Two procedures are recommended:

1. Students should consult the catalog of the college or university to which they intend to transfer. They should choose their courses at Glendale Community College in accordance with the lower division (Freshman and Sophomore) requirements of the college or university of their choice as outlined in its catalog. See General Education Requirements for graduation from colleges and universities in this Catalog page 203.
2. In addition, it is advisable for students to submit their high school transcript plus their proposed lower division program to the registrar of the chosen college or university for tentative approval.

Catalogs of schools, colleges and universities are on file in the Guidance and Counseling Offices, the Office of Admissions and Records, the Career Development Center, and the Library for reference purposes. Students are urged to obtain catalogs directly from the college or university by writing the registrar of the institution in which the individual is interested.

### **VETERAN EDUCATION**

Veterans are invited to avail themselves of the guidance services and the educational training offered by Glendale Community College. Returned servicemen are helped and encouraged to secure the training necessary to realize their vocational aims. In order that this may be achieved, Glendale Community College cooperates with the Veterans Administration and with the California Department of Veterans Affairs.

The Federal educational assistance allowance payable to Veterans is as follows:

Full time — 12 units or more

¾ time — 9-11½ units

½ time — 6-8½ units

Continuing and returning students who were previously enrolled for Veterans benefits must submit to the Admissions Office each semester a Request to be Entered Under Training form if they wish to continue to receive benefits.

New students desiring entitlements must file an Application for Program of Education or Training (VA Form 22-1990). These applications may be obtained from the Veterans Office at Glendale Community College.

It is the veterans' responsibility to notify the College Veterans' Clerk in the Admissions Office, and the Veterans' Administration of any change of program which would affect their subsistence. Such changes must be reported promptly.

Veterans taking a course which lasts less than a semester will be paid *only* for the actual enrollment period.

### **COOPERATIVE EDUCATION**

Glendale Community College, under a State-approved plan, cooperates with local students, businesses and industries in the Cooperative Education-Work Experience program. Each community college in California has the responsibility within the limits of their resources to maximize and utilize all possible educational experiences which are advantageous to the students. One method is through Cooperative Education-Work Experience program. Through the cooperation of business, industry, and government, students earn credit for supervised off-campus employment. Occupational Cooperative Education-Work Experience must be directly related to the student's two year career college program. Coordinated classroom instruction is included to help the student understand and appreciate the problems of business and industry. The student must maintain an enrollment of no less than seven (7) units including Cooperative Education.



## **STUDENT SERVICES**

### **CAMPUS CENTER**

These facilities provide offices and conference rooms for the Associated Students as well as a place where student clubs and other organizations may meet for social and business functions. Arrangements for the Campus Center are to be made with the Dean of Student Services in Administration Building, Room 106.

### **CAMPUS EMPLOYMENT/WORK STUDY (CWS)**

The College maintains an employment service to assist current students and former students in securing part-time and full-time employment. Applications should be made in person at the Placement Office in the Student Services Trailer.

Referrals for placement are made on the basis of the student's ability to fulfill the requirements of the positions, experience, training, and where desirable, approval of faculty members.

Employment opportunities exist on the College campus. Glendale Community College participates in the Federal College Work Study Program, as well as having a program totally funded by the College. Positions such as clerical aide, library aide, and lab technician are available. Information concerning student employment on the College campus is available in the Student Services Trailer. Students are required to complete a Student Aid Application.

Since it is not always possible to secure employment immediately, the student who plans to be self-supporting should not begin his/her college course without sufficient funds to cover the major expenses of at least the first semester.

## **EXTENDED OPPORTUNITY PROGRAM AND SERVICES**

The Glendale Community College Extended Opportunity Program and Services (EOPS) was established at Glendale Community College in 1972 and is jointly funded by the State of California and the Glendale Community College District. EOPS provides programs and services designed to provide students handicapped by educational and economic disadvantages the opportunity to enroll at Glendale Community College and to participate fully in the educational program of the College.

The EOPS program at Glendale Community College provides to those students who qualify for EOPS assistance according to State of California guidelines the following services: financial assistance in the form of grants and/or employment, specialized counseling, tutorial services, and four-year college transfer counseling. In addition to four certificated (counselor, student personnel workers, etc.) staff members, a number of peer counselors are a part of the EOPS program. Peer counselors assist prospective students with enrollment procedures, financial aid application procedures and pre-academic counseling. In addition, the EOPS staff offers a variety of courses in multi-cultural studies, including courses in Hispanic, Armenian and Asian studies.

EOPS is a vital component in assisting Glendale Community College achieve the goals of the college student affirmative action plan. Glendale Community College is committed to serving all the communities of the district. EOPS conducts an active student recruitment program in the multi-ethnic communities and has become a viable service in assisting the individuals from these communities to enroll in and benefit from the Glendale Community College educational program.

## **BASIC EDUCATIONAL OPPORTUNITY GRANT PROGRAM (BEOG)**

Glendale Community College participates in the Basic Educational Opportunity Grant Program which provides grants of up to \$762 per year for resident students, and \$1688 for non-resident students, depending upon the financial ability of the family or individual to contribute to the cost of higher education. To receive the grant, students must enroll in a minimum of six units. Applications are available in the Financial Aid Office.

## **SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)**

Glendale Community College participates in the Supplemental Educational Opportunity Grant Program funded by the Federal Government under the Higher Education Act. Grants are available up to \$1,000 per year for students who qualify under the provisions of the act. Students who receive such grants are required to earn an equal amount under the College Work Study Program. Interested students may file applications in the Financial Aid Office.

## **NURSING STUDENT SCHOLARSHIP PROGRAM (NSSP)**

The NSSP is funded by the federal government and provides grants to students enrolled in the Registered Nursing (RN) program. The grants range from \$200. to \$1500. per year. Applications are available in the Financial Aid Office.

## **CAL GRANTS**

The California Student Aid Commission offers three grants for which Glendale Community College students may apply. The deadline for the 1981-82 academic year is February 11, 1981. Please inquire at your high school or at the College Financial Aid Office for more information.

## **FINANCIAL AID**

To apply for the CWS, BEOG, SEOG, NSSP and Cal Grant Programs you must complete the Student Aid Application for California (SAAC) 1981-82. This application is available at the local high schools and the Financial Aid Office on campus.

Priority for CWS, BEOG, SEOG and NSSP will be given to students who have completed the SAAC 1981-82 and all support documentation required by the College by July 31, 1981.



## GUARANTEED STUDENT LOANS

Commercial lending institutions make loans up to \$2500.00 per school year. The funds are guaranteed by the federal government and state agencies. Payments which include 9% interest are due six months after you cease being a half-time student. Applications are available in the Financial Aid Office.

## HEALTH CENTER

Through payment of the Health Services Fee, a College Health Center is operated from 7:00 a.m. to 10:00 p.m. Monday through Thursday, 7:00 a.m. to 3:30 p.m. Friday. The Health Center is located in the Health Services Trailer, just east of the Auditorium.

This center is staffed by a certificated registered nurse, two health clerks, and part-time physicians. The Center provides first aid, primary health care, health counseling and referral, health appraisal including hearing, vision and blood pressure tests, and assistance with accident and medical insurance. Physicians can be seen by appointment.

## HOUSING

Glendale Community College has no housing facilities for its students, most of whom reside with members of their immediate family or relatives. A limited number of housing accommodations are available in private homes. It is possible for some students to work for room and/or board.

Any student interested in obtaining a place to live should review the listing in the Administration Building, Room 106.

## LEARNING CENTER

The Learning Center is a well-equipped professionally-staffed facility located in rooms 215 and 216 of the administration building. Two types of materials are available for students:

1. Materials which have been placed there by faculty members for class projects and assignments.
2. Materials for student skill development in reading, English, mathematics, science, vocational studies, music, slide rule fundamentals, aviation program, foreign languages, shorthand, accounting and more.

The Learning Center provides:

1. Individualized Diagnostic Testing — Any instructor or counselor may request diagnostic testing for any student in mathematics; reading level, rate or comprehension; English; spelling; vocabulary; or a special diagnostic screen for learning disabilities.
2. Classes in the Center — The Learning Center offers individualized and group instruction through English and guidance classes that meet in the Center. These credit classes use programmed materials and multi-media to enable students to strengthen their skills in: English, writing, reading comprehension, word analysis, vocabulary development, listening skills and speed reading. Guidance 194 teaches survival skills for college, study skills, taking exams, taking notes, and how to concentrate.
3. Individualized Module Package Programs — Any student may use the tremendous variety of individualized programs either because (1) a module was assigned by an instructor or (2) the student requested help at the Center in certain skills and the Center staff made a prescription for the student after diagnostic screening. Packages are self-paced, complete programs with cassette-taped instruction, filmstrips and workbooks for English, reading, vocabulary development, speed reading, reading comprehension, vocational and business courses, spelling, basic mathematics, metrics, writing, phonics and literature. New programs are added all the time as this is a popular service.

## LOANS

A loan fund for worthy and needy students is administered by the Financial Aid Officer. Students in need of an emergency loan may apply for such loans in this office. These loans usually do not exceed \$25.

## SCHOLARSHIPS

Any student who has completed 12 units of college work may file an application for a scholarship in the Scholarship Office, Administration Building, Room 106. Selection is made by the Glendale Community College Scholarship Committee or the donors on the basis of academic achievement, financial need, integrity of character, chances of success, and fulfillment of the particular criteria stipulated by the donors.

### **Air Force Association Scholarship**

A \$50 scholarship donated by the Pasadena Chapter of the Air Force Association and awarded to an outstanding student in the Aviation Program as recommended by the aviation faculty.

### **Aleta Rutter Memorial Scholarship**

A scholarship awarded to a student majoring in either Art or Art History. The winner is nominated by the faculty of these departments. Funds for this scholarship have been donated in memory of Aleta Rutter, a former student at Glendale Community College.

### **Alpha Gamma Sigma Scholarship**

The Glendale Community College Chapter of Alpha Gamma Sigma State Scholarship Society awards scholarships to its current members. The candidates must have a minimum grade point average of 3.4 and must have displayed an active interest in club activities.

### **American Association of Retired Persons, Foothill Chapter No. 497**

An award presented to a senior citizen, who has returned to College, and nominated by the New Horizons Advisory Committee.

### **American Association of University Women Scholarship**

A scholarship of \$300 is awarded by the Glendale Branch to an outstanding sophomore who plans to enter a four-year college or university. Academic achievement is given first consideration but leadership, participation in school activities, a well-adjusted personality, and financial need are also considered.

### **American Business Women's Association, Verdugo-Glen Chapter**

A number of scholarships are awarded each year to help students defray their expenses while attending Glendale Community College.

### **American Savings and Loan Scholarship**

A \$500 scholarship donated by the American Savings and Loan Association to be awarded to an outstanding student majoring in Business Administration and transferring to upper division.

### **Angeles Antiquers Scholarship**

A \$50 scholarship award each semester to an outstanding student in the Aircraft Power Plant Maintenance Program.

### **Assistance League of Glendale Scholarship**

The Assistance League of Glendale awards \$150 each to three continuing students for expenses while attending College.

### **Associated Student Body Scholarships**

A number of \$150 awards to students continuing at Glendale Community College or transferring to upper division and selected by the Associated Student Body are awarded each semester.

**Associated Women Students Scholarship**

Each year the Associated Women Students make awards to students who have been members of the board for a minimum of two semesters, have good scholastic records, and who plan to continue their education at Glendale Community College or at an institution of higher learning.

**August Boyles Memorial Scholarship**

In memory of August Boyles, former instructor in the Aircraft Power Plant and Maintenance Program, a scholarship is awarded to an outstanding second year student in the Aircraft Power Plant and Maintenance Program.

**Bank of America**

The Bank of America awards four scholarships to outstanding students in the fields of Business, Technical-Vocational, Social Science-Humanities, and Science-Engineering. Glendale Community College winners are eligible to compete for statewide awards.

**Bonnie Koploy Memorial Scholarship**

An annual scholarship awarded to an outstanding Biology student in memory of Biology Professor, Bonnie Koploy, and donated by the faculty of the college and other friends of Ms. Koploy.

**Building Contractors' Association of Glendale**

A \$250 scholarship is awarded to a student continuing his education at Glendale Community College majoring in the field of Architecture.

**Chevy Chase Estates Garden Club**

A scholarship is awarded to a student transferring to an upper division in a four-year institution and planning to major in Botany, Ornamental Horticulture, or Landscape Architecture and other related fields.

**Cindy Lee Hudspeth Memorial Scholarship**

A scholarship established by the friends and family of Cindy Lee Hudspeth to be awarded yearly to a student majoring in Psychology and who has completed 30 units of college work with at least a 3.0 grade point average.

**David Anderson Memorial (Teresa Cortey) Scholarship**

In memory of Dr. Teresa Cortey's father, a scholarship for a continuing foreign student to help defray Glendale College expenses.

**David Leek Award**

A \$100 award donated by the Patrons Club in honor of David Leek, former Administrative Dean of Continuing Education, Glendale Community College.

**Dean McKennon Memorial Scholarship**

An annual award is made to a transferring student majoring in Theater Arts (stage design, makeup, technical stage, etc.), nominated by the Theater Arts Department.

**Delta Kappa Gamma Epsilon Epsilon Chapter**

One \$200 scholarship awarded biennially to a woman transferring to a four-year college or university, with teaching as her goal.

**Donald Spagnoli Scholarship**

In memory of Donald Spagnoli, former instructor at Glendale Community College, a scholarship is awarded to an outstanding student in the field of history.

**Edvard Grieg Norwegian Scholarship**

Six \$50 scholarships are awarded each year to help defray Glendale Community College expenses donated by the members of the Norwegian Lodge, Edvard Grieg Chapter 74, Song of Norway.

### **Eleanor Kentner Kohler Memorial Scholarship**

An award of \$250 is made annually to a student having a special talent in art or poetry to help defray expenses while a student at Glendale Community College. Selection is made by the Scholarship Committee from recommendations submitted by the fine arts and language divisions.

### **Elizabeth Rowley Memorial Scholarship**

An award is presented each year to a woman student planning to transfer to a four-year college or university with a Glendale Community College grade point average of at least a 3.0. This award is made from funds contributed by the Glendale Community College faculty to a memorial fund in honor of Elizabeth Rowley, a former Dean of Women at Glendale Community College. Selection is made by the Scholarship Committee.

### **Ella Woodrow Scholarship**

A \$50 scholarship is awarded annually in memory of Mrs. Ella Woodrow, former fashion design instructor at Glendale Community College. The scholarship is to help defray expenses for a student continuing his/her education at Glendale Community College in the field of Fashion Design.

### **Elsie Bishop Scholarship**

The Glendale Community College Patrons Club awards a \$150 scholarship to a graduate selected as the outstanding graduating woman by the graduating class. This scholarship is in honor of Mrs. Elsie Bishop, former Dean of Students at Glendale Community College.

### **Ernest Jaramillo Memorial – Patrons Club Scholarship**

The Jaramillo family and the Glendale Community College Patrons Club award a scholarship to an outstanding football player as selected by the Athletic Department.

### **Food Services Special Scholarship**

Two awards, initiated by Yeimei Wang, Food Services Instructor, to honor outstanding students majoring in Food Services.

### **Fourth District Dental Assistants Association Scholarship**

A scholarship awarded to an outstanding student in either the Dental Assistants Program or preparing for a career in Dental Hygiene. The scholarship is awarded annually.

### **Gateway Kiwanis Scholarship**

The Gateway Kiwanis Club of Glendale each year awards two \$300 scholarships to outstanding sophomore students who are planning to transfer to a four-year institution.

### **Glendale Academy of Dentists Scholarship**

The Glendale Academy of Dentists makes a scholarship award to a student who has been accepted for admission to the Dental College of the University of Southern California.

### **Glendale Area Schools Federal Credit Union**

One \$200 scholarship awarded to a student continuing at Glendale Community College or transferring to a four-year college or university.

### **Glendale Art Association**

One \$200 scholarship for an outstanding art student chosen by the Glendale Art Association from three candidates recommended by the Art Department of Glendale Community College.

### **Glendale Bar Association Scholarships (Legal Secretary)**

Two \$100 scholarships are awarded to students majoring in the legal secretarial program. One scholarship is to be awarded to the outstanding first-year student continuing at Glendale Community College. The second scholarship is to the outstanding graduating student in the program. Awardees are selected by the Business Division faculty.

**Glendale Board of Realtors Scholarship**

An annual scholarship donated by the Glendale Board of Realtors to be awarded to an outstanding student preparing for the Real Estate profession and continuing his or her education at Glendale Community College.

**Glendale Braille Transcriber's Guild Scholarship**

One scholarship awarded to visually handicapped students either continuing at Glendale Community College or transferring to a four-year college or university.

**Glendale College of Law Scholarship**

A \$1500 award to be utilized for first year tuition at the Glendale College of Law with the awardee being selected by that institution's Scholarship Committee.

**Glendale Community College Cafeteria Employees' Scholarship**

Two \$50 scholarships donated by the cafeteria employees of Glendale Community College to be awarded to students majoring in Food Services.

**Glendale Community College Classified Personnel Association**

A scholarship awarded to a student employed on campus in need of financial assistance and to be utilized for college expenses.

**Glendale Community College Dental Alumni Fund**

This scholarship is awarded by alumni of the College who are practicing dentists. A necessary criterion is acceptance into a college of dentistry.

**Glendale Community College Faculty Award for Academic Excellence**

The faculty of Glendale Community College annually awards a plaque and a monetary award to the student with the highest grade point average. A minimum grade point average of 3.5, at least 60 units, 45 of which must have been taken at Glendale Community College, and a well-rounded program are the main requirements.

**Glendale Community College Patrons Club Scholarships**

Scholarships of \$100 each are available to both men and women for use at Glendale Community College. These are awarded primarily on the basis of financial need. An amount of approximately \$3000 is donated yearly by this club.

**Glendale Community College Patrons Club 50th Anniversary Scholarship**

A scholarship awarded yearly by the Patrons Club to an outstanding student transferring to upper division who has been active in college affairs.

**Glendale Schools Management Association**

A scholarship of \$100 is awarded annually to an outstanding student in need of financial assistance and to be utilized for college expenses.

**Glendale Women's Classified Service Clubs**

One \$150 scholarship is awarded to a student transferring to an upper division institution. Funds for this scholarship are donated by the Pilot, Soroptimist, and Zonta Clubs of Glendale.

**Grosvenor Family Scholarship**

One \$100 scholarship donated by the Inez Grosvenor family to an outstanding student in the Aerospace Technology Program

**H. Park Arnold Memorial Scholarship**

A \$500 award donated by the Glendale Kiwanis to honor H. Park Arnold who epitomized the goals, standards and ideals of Glendale Kiwanis. This scholarship is awarded to an outstanding sophomore student who is planning to transfer to a four-year institution.

### **Harry L. Beck Memorial Scholarship**

A scholarship donated by the friends and relatives of Harry L. Beck to be awarded to a student in the Adult Education/Extended Day Programs.

### **Hughes Journalism Scholarship**

One \$250 scholarship donated by Mr. Tom Hughes to an outstanding first-year journalism student who is continuing at Glendale Community College for a second year.

### **Institute of Internal Auditors**

The Los Angeles Chapter, Institute of Internal Auditors awards an annual scholarship in the amount of \$400 and two honorable mention awards of \$50 each to students majoring in accounting and transferring to an upper division institution.

### **International Club Scholarships**

Scholarships are awarded to assist International Students in meeting their expenses at Glendale Community College. Funds are raised by the Glendale Community College International Club.

### **J. Lee Gregg Memorial Scholarship**

The Fiel Foundation has established a scholarship in memory of Mr. J. Lee Gregg, prominent Glendale citizen. For two years \$200 per month for the nine school months will be paid to an outstanding student upon his transfer to a four-year college or university. Nominations are made by the Scholarship Committee of Glendale Community College, and final selection of the recipient is made by the Gregg family. In addition, an alternate award is made.

### **J. W. Smith Scholarship**

The Glendale Community College Patrons Club awards a \$150 scholarship to the outstanding graduating man selected by the graduating class. This scholarship is in honor of Mr. J. Walter Smith, Dean of Student Activities at Glendale Community College.

### **John A. DeAngelis Memorial Flight Training Scholarship**

One \$125 scholarship will be donated by Mr. and Mrs. John DeAngelis to a student each semester to help defray flight training expenses.

### **John and Janet Delmonte Scholarship**

Two \$100 scholarships are awarded through the generosity of the Delmonte family. Preference is given to international students to assist them in continuing their education at Glendale Community College.

### **John E. Kienle Scholarship in Sociology**

Three \$500 scholarships are awarded for superior achievement in sociology and/or anthropology to a student in these areas. This scholarship is given in memory of a former teacher of sociology at Glendale Community College.

### **John Kreider Award**

A \$100 award donated by the Patrons Club in honor of John Kreider, former Administrative Dean of Instruction at the Glendale Community College.

### **Judy Rossal Scholarship**

A scholarship awarded annually to a student who has demonstrated outstanding performance in the area of student government. The scholarship is named in honor of the former Secretary to the Dean of Student Activities.

### **Kathryn G. Hanson Memorial Scholarship**

A scholarship fund has been established by the family of Mrs. Kathryn G. Hanson in order to assist continuing older women students who have returned to Glendale Community College to resume their educational careers.

**Little Theater of the Verdugos Award**

The Little Theater of the Verdugos each year awards \$200 to an outstanding student in theater arts. Consideration by the Scholarship Committee for this award is made each spring upon the recommendation of the faculty of the theater arts classes.

**Los Angeles Association of Professional Mortgage Women**

One \$200 scholarship to a student majoring in real estate or finance who has completed 24 units of college work with at least a 3.0 grade point average.

**Los Angeles County Medical Association (4th District) Scholarship**

Awards are made annually to students majoring in the health careers field to be utilized for college expenses.

**Matt Gillespie Memorial Scholarship**

A perpetual scholarship in the amount of \$100, granted through a fund established by Mr. and Mrs. Michael Gillespie, in honor of Matt Gillespie, former football player at Glendale Community College and awarded to an outstanding defensive lineman from the College football team and awarded annually in the Fall at the close of the football season.

**Medical Secretary, Transcription, Administrator Scholarship**

A \$250 scholarship donated by the Verdugo Hills Hospital is awarded to a student pursuing a career as a Medical Secretary, Transcriber, or Administrative Assistant.

**Mikey Montante Memorial Scholarship**

A \$100 Scholarship for a continuing student with a 3.5 gpa, majoring in Language Arts (English, foreign language, philosophy, history or fine arts).

**National Charity Leagues, Inc.**

A scholarship donated by the Glendale Branch of the National Charity Leagues, Inc. to be awarded to a student transferring to an upper division institution.

**National Secretaries Association**

The San Fernando Valley Chapter of the National Secretaries Association will award a \$100 scholarship to an outstanding student who plans to become a secretary.

**Oakmont League of Glendale Scholarship**

The Oakmont League awards a \$1,000 scholarship annually to a transferring student to assist him in completing his education at a four-year accredited college or university. The selection is based on financial need, academic achievement, integrity of character, and chances of success. The scholarship is not restricted to any one field, but the candidate must have determined his occupational goal. An award is also made to an alternate. Candidates are selected by the Glendale Community College Scholarship Committee, and final selection of the recipient and the alternate is made by the Scholarship Committee of Oakmont League.

**Owen Marsh Meredith Memorial Scholarship**

An award of \$100 is given annually to a student transferring to a four-year college or university in memory of a former Glendale Community College student, Owen Marsh Meredith, from funds contributed by his mother.

**Panhellenic Scholarship**

Each year, the Glendale Area Panhellenic Association awards a \$100 scholarship to a graduating woman who plans to continue her education at a four-year college or university where there are national sororities.

### **Pasadena Home Economist in Homemaking Scholarship**

A \$250 scholarship donated by the Pasadena Association of Home Economists to be awarded to a displaced homemaker completing her education at Glendale Community College and transferring to upper division standing.

### **Patrons Club Food Services Scholarship**

A scholarship donated by the Patrons Club to an outstanding student in the Food Services Program as recommended by the Food Services faculty.

### **Presidents' Advisory Council of Glendale Scholarship**

A \$100 scholarship to be awarded each year at the New Horizons Conference to a woman who has returned to college and who has maintained an exemplary academic record.

### **Professional Nurses Bureau Scholarship**

A yearly scholarship of \$100 awarded to a second semester LVN student continuing the LVN Program at Glendale Community College. To be awarded at the June capping ceremony.

### **Professor Derrill Place Memorial Scholarship**

One \$50 scholarship is awarded to the outstanding graduating student majoring in journalism. The award is to be utilized at a four-year college or university. Funds for this scholarship have been donated in memory of Prof. Derrill Place, former instructor in journalism at Glendale Community College.

### **Richard Fritch Memorial Scholarship**

A scholarship donated by the Associated Student Body in memory of Mr. Richard Fritch in recognition of the long support of the college by Mr. and Mrs. Richard Fritch, including the many years of leadership given by Mrs. Fritch for the Glendale College Patrons Club.

### **Richard W. Tang, Jr. Memorial**

Each year, \$50 is awarded to the outstanding male athlete of Glendale Community College.

### **Ruth L. Memmler Scholarship**

A \$2,000 scholarship donated by Dr. Ruth L. Memmler of Glendale is awarded every other year to an outstanding student transferring to upper division and following a pre-medical or pre-dental curriculum.

### **San Fernando Valley Association of Professional Mortgage Women Scholarship**

Three \$200 awards are made to continuing students in the Business Division.

### **Sandie Myers Memorial Scholarship**

Two \$250 awards donated by the Xi Pi Theta Chapter-Beta Sigma Phi for students enrolled in the LVN or RN program.

### **Southern California Restaurant Writers, Inc. Scholarship**

Four scholarship awards each in the amount of \$300 are awarded annually to outstanding students majoring in Food Services and Restaurant Management.

### **Stuart Palmer Memorial Scholarship**

One \$50 scholarship will be awarded to a student who shows talent in creative writing. Contributions for this scholarship will come from friends of Stuart Palmer, who are in a large degree, writers themselves.



### **Tim Richards Foundation Scholarship**

An annual award of \$3,000 to fund one or more scholarships for physically handicapped students with the awardees being selected by the Board of Trustees of the Tim Richards Foundation.

### **Tuesday Afternoon Club Scholarships**

Each year, the Tuesday Afternoon Club makes an award of \$200 to an outstanding woman student transferring to an upper-division institution.

### **Valley National Bank Scholarship**

Four scholarships are donated by the Valley National Bank, Glendale's home-owned banking institution. Awardees must be business majors continuing their education at Glendale Community College.

One \$250 scholarship will be donated. The award is made to a business major transferring to upper-division.

### **Wayne Striker Scholarship**

An annual scholarship awarded to the outstanding second year Botany student as nominated by the Botany Department. The scholarship fund was established in memory of Wayne Striker, former Botany student.

### **William Wessly Scholarships**

Three \$500 scholarships are awarded annually to students transferring to an upper division institution and planning a career in a medical or para-medical field. These scholarships have been donated by Dr. William Wessly, Glendale Physician, in memory of Charlotte Wessly and Ernestine Rose. (Formerly Aesculapian Scholarship.)

### **Women's Athletic Club Study Grant**

The Women's Athletic Club of Glendale makes two \$300 scholarship awards to two outstanding students in the graduating class who plan to make a career in physical education.

### **Women's Committee of the Glendale Symphony Association**

This organization awards an annual scholarship to a student selected by the music department and the Scholarship Committee of the Association. Candidates must have completed 48 units of work at Glendale Community College, have a 3.0 grade point average in music, and be prepared to present a recital.

## **TUTORIAL CENTER**

The Tutorial Center is a specialized service of the Learning Center. It is located in room AD 205 near the Learning Center in the Administration Building. A tutorial coordinator assigns tutors to any student who feels the need for tutoring in any college subject.

The Tutorial Center provides:

1. In-Center Tutoring — Through the assistance of various funding programs, tutors are provided and appointments are made for tutoring in the Tutorial Center. The atmosphere is congenial and the tutorial coordinator or an aide is always there to greet you and offer assistance.
2. In-Class Tutoring — Funds from vocational education make it possible to provide tutoring in classrooms for vocational courses. The instructors request tutors for their class and the tutors work closely with the instructors to meet the specific needs of the subject.
3. Tutorial Training — Tutors are trained in a specially designed paraprofessional course, Guidance 190 — Tutorial Experience, for a maximum of 3 units of credit. This provides the tutors with more understanding of the learning and teaching process.

## STUDENT GOVERNMENT AND ACTIVITIES

The Associated Student Body of Glendale Community College is the official student organization. Numerous opportunities are provided students to participate in its activities. The Student Legislature is elected each semester and meets each Tuesday at 7:00 a.m. in the Conference Room of the Campus Center for the purpose of discussing and determining policies, procedures, and expenditures of student government. This meeting is open to all members of the Associated Student Body. Social and athletic programs and an accounting office for student funds are maintained. A well-stocked bookstore is operated under the supervision of a business manager and any net income is used to promote the program of the Associated Students. In addition, the Associated Women Students and the Associated Men Students have programs of activities.

### A.S.B. MEMBERSHIP

The Student Services card is required of all students who participate in any activity, program, or event which is financed in part or wholly by the Associated Students. In order that all students become acquainted with this regulation, those students not purchasing a Student Services card will be requested to sign a waiver form during the registration period, forfeiting the right to participate in A.S.B. sponsored activities.

### ACTIVITY PERIOD

No classes are scheduled Tuesday and Thursday at 11:00 a.m. These hours are reserved for A.W.S. and A.M.S. Board meetings, club meetings, student committee meetings, student assemblies, College Orientation Seminars, and other all-college functions.

A Master Calendar is maintained in the Business Services Office and all Campus groups are required to register their activities two weeks in advance of the event.

### ATHLETIC PROGRAM

A complete program of men's and women's athletics is sponsored by Glendale Community College. The College is a member of the Western State Intercollegiate Athletic Conference and participates in most sports programs sponsored by the Conference.

Members of the Associated Student Body are offered the opportunity to join the intramural sports program. Most competition is between Campus organizations, but individuals are encouraged to participate.

### CLUBS

Opportunity to render service to Glendale Community College or to pursue a special interest is provided through participation in the club program offered on the Campus. (For a list of clubs see Organization Roster.) All students are urged to affiliate with at least one organization. Club policies are coordinated by the Inter-Club Council.

### HAZING

According to the State Education Code, Article VIII, no club, group, organization, or individual may participate in any activity that involves hazing. Hazing includes any method of initiation or any pastime of amusement which causes, or is likely to cause, bodily danger or physical harm to any student or other person attending any educational institution in this State.

Further, hazing also includes any act that *tends* to injure, degrade, or disgrace any fellow student attending Glendale Community College.

Any Glendale Community College student who participates in hazing of any kind shall be suspended from College for further discipline by authorities, and if a member of an on-campus club, shall be suspended from the club of which he is a member. Also, the club shall be placed on probation or suspended.

## HONORS

Superior scholarship and distinguished service to the College are recognized by various awards presented at the Honor Awards Banquet.

## HONOR SOCIETIES

The following honor societies function at Glendale Community College: Alpha Gamma Sigma — State Scholarship Society; Beta Phi Gamma — National Inter-Collegiate Journalism Fraternity; Delta Psi Omega — Drama Club; Epsilon Omega — Women's Honorary Club; Sigma Xi Sigma — Honorary Physics and Chemistry Club.

## ORIENTATION OF NEW STUDENTS

Sponsored by the Associated Women Students, the "Welcome Hour" and "Dungaree Dinner" are two added features of the Orientation Program for students. They help the student to become better acquainted with other students and with the purposes and activities of the Associated Students and Service Clubs.

## CAMPUS SPEAKERS AND DISTRIBUTION OF LITERATURE

Glendale Community College endeavors to promote the widest dissemination of opinion in harmony with state and federal regulations and district policies. Students who desire to present speakers on campus or distribute literature on campus may follow the procedures outlined for such activities. These procedures are available in the office of the Dean of Student Personnel Services in the Administration Building, Room 106.



## ORGANIZATION ROSTER

<b>A.S.B. Government</b>		
A.S.B. Legislature	Governing Body	Both
A.S.B. Executive Board	Governing Body	Both
A.M.S. Board	Governing Body	Men
A.W.S. Board	Governing Body	Women
Inter-Club Council	Governing Body	Both
<b>Interest Clubs</b>		
American Society of Engineers and Architects	Architecture	Both
American Inst. of Aeronautics and Astronautics	Aerospace Aviation	Both
Armenian Club of GCC	Armenian Heritage	Both
Black Student Union	Interest	Both
Chess Club	Chess	Both
Chinese Club of GCC	Chinese Speaking Students	Both
Computer Club of GCC	Interest in Computers	Both
Disabled Student Coalition	Interest in Educational and social factors of disabled	Both
Ecology Club	Interest	Both
Food Services Club	Scholarships, employment	
French Club	Interest	Both
Glendale Community College Music Club	Music	Both
Glendale College Republicans	Political	Both
German Club	Interest	Both
International Students Association	World Friendship	Both
Intervarsity Christian Fellowship	Bible Study	Both
Korean Students Club	Interest	Both
Manne Biology	Interest in manne ecosystems	Both
Modern Dance	Development in dance	Both
Organization of Arab Students	Arab-U.S. Understanding	Both
Photography Club	Photography	Both
Pre-Dental Club	Dentistry	Both
Soccer	Soccer	Men
Vietnamese Club	Interest	Both
Young Democrats	Political	Both
<b>Honorary Organizations</b>		
Alpha Gamma Sigma	Scholarship	Both
<b>Service Organizations</b>		
Circle K	Service	Men
Delta Chi Delta	Service	Women
Lambda Delta Sigma	Service	Women

Interest clubs may be joined by attending the meetings

Application for membership in Women's Service Club may be made through the Office of the Dean of Student Support Services, Administration Building, Room 107.

## ADMISSION, COUNSELING, AND REGISTRATION

### ADMISSION REQUIREMENTS

Applicants who are high school graduates or are over 18 years of age and give evidence that they will profit from the instruction given at Glendale Community College may be admitted. When considering applications for admission of persons having exhibited a questionable standard of citizenship, the basic test will be how other students will be affected by contact or association with these persons. Each case will be considered on an individual basis by the Petitions Committee after consultations between the applicant and the Dean of Student Activities.

International students applying for student visas must meet special requirements. For a statement of these, inquiries should be made of the Dean of Admissions of Records.

## APPLICATION

All applications for admission should be presented at the Office of Admissions and Records, Glendale Community College, 1500 N. Verdugo Road, Glendale, California 91208.

## 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 76200-76240 of the Education Code of the State of California; and of the provisions of Sections 54600-54662 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 Office (FERPA) 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 and Records.

## TRANSCRIPTS

Glendale Community College reserves the right to evaluate work completed in other colleges or universities if transcripts are submitted by an applicant. Transfers with acceptable grades will be granted advanced standing insofar as the work completely corresponds with that of Glendale Community College. Transfers accepted with previous college academic records below a "C" average will be placed on academic probation upon admission.

Failure to file transcripts may delay registration unless the applicant has taken the Pre-registration Examination.

Transcripts should be sent directly from the high school or college to Glendale Community College. All transcripts become the property of Glendale Community College and will not be returned.

## PRE-REGISTRATION EXAMINATIONS

Each applicant as a matriculated student must take Pre-registration Examinations which are given in May, June, July, August, September, December, and January (see College Calendar for dates and hours). Failure to take these Examinations will delay or prevent registration; applicants are advised to take them at the earliest date possible. The form (CGP answer sheet) for admission to the Examination must be requested at the Testing Office, AD 112, when applying. This form must be completed and presented for admittance on the day of the Examination. No student will be admitted to the testing area without the completed Examination admission form.

The results of these Examinations are not used to disqualify any person seeking admission, but are used to help the student and his counselor in arranging a satisfactory program of studies.

The Comparative Guidance and Placement Program is a group of tests, questionnaires, and related services designed to meet the unique guidance and placement needs of two-year colleges. The program is sponsored by the College Entrance Examination Board and was developed by the Board in cooperation with Educational Testing Service. The basic instruments of the CGP are two questionnaires and six tests. One questionnaire provides an inventory of student's interests in 11 academic and vocational areas; the other is a biographical questionnaire concerned with background, attitudes, plans, and needs. Three

of the tests measure the student's verbal and mathematical skills; three are non-traditional measure of special abilities.

*Interest and Background Measures* designed to collect and summarize information about a student's educational plans, aspirations, previous work, high school background, financial needs, and academic and vocational interests. Questionnaires are named Biographical Inventory and Comparative Interest Index.

*Placement Tests*, designed with particular emphasis on identifying deficiencies in reading, English usage, and fundamental mathematics, all of which are basic skills necessary for success in almost any educational endeavor. Tests included are Reading, Sentences, and Mathematics. The results of this Examination will also be used to determine for the student his eligibility for enrollment in courses offered by the Social Science Division as well as the Language Arts Division. The Pre-registration Examination yields a score on the mathematics section evidencing the student's proficiency in mathematics required for graduation.

*Special Abilities Tests*, designed to provide the student with information about his special abilities so that he can see his own abilities in relation to the kinds of abilities necessary for success and satisfaction in various curriculums. Tests include Year 2000, which measures ability to follow directions; Letter Groups, which requires the student to form and try out hypotheses; and Mosaic Comparison, which tests perceptual speed and accuracy.

The Test of English as a Foreign Language (TOEFL) Examination is required of all applicants seeking admission as International Students. Information concerning these examinations is available at the Admissions Office, Glendale Community College or from the Educational Testing Service, Box 899, Princeton, New Jersey 08540, and from the local office in Eagle Rock, California (213) 254-5236.

*Experimental Tests*, designed for the development of new tests, particularly non-verbal tests, which will enable the student who does not fit the traditional collegiate pattern to demonstrate his competencies. (Students and colleges do not receive scores on these tests). Diagnostic/placement tests are also administered in the Learning Center to determine the English as a Second Language and reading proficiency of students wishing to enroll in English 163, 164, 165, 167, 171, 172, 177, 188, 190, 191, 192. Based upon the students' test scores, recommendations are made for enrollment in the appropriate level of ESL or reading classes.

## RESIDENCE REQUIREMENTS

The following statement of the rules regarding residency is intended for general information only.

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 Glendale Community College, the student may be denied registration privileges in accordance with the residence requirements.

A "resident student" means any person who has been a bonafide legal resident of the state of California for one year or more on the day preceding the first day of instruction of a semester or session during which the person proposes to attend.

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

The residence requirements are applied as follows:

1. A "resident student" whose residence is in the Glendale Community College District which is composed of Glendale, Montrose, La Crescenta, Verdugo City and a small portion in the western part of La Canada/Flintridge may attend Glendale Community College.
2. A "resident student" whose residence is in California but outside the Glendale Community College District and not in another community college district in California may attend Glendale Community College.

Residents of the Pasadena area, to include all but a very small portion of western La Canada/Flintridge, will be required to have a permit from the Pasadena Community College District if enrolled for 10 class hours or more per week.

Most residents of the Los Angeles Community College District are required to have an interdistrict permit to attend Glendale Community College for more than 8 units per semester. The exception to this is the Eagle Rock-Highland Park area where some residents may attend for unlimited hours without a permit. Eagle Rock-Highland Park residents should contact the Residence Clerk in the Office of Admissions and Records for specific instructions regarding permit requirements.

All other applicants who reside in districts other than Glendale should contact the Residence Clerk in the Office of Admissions for information regarding interdistrict regulations for their particular area.

3. A "resident student" whose residence is in California and in a community college district other than the Glendale Community College District may attend Glendale Community College if inter-district attendance restrictions, if any, imposed by the district of residence have been satisfied.
4. A "nonresident student" may be admitted to Glendale Community College, 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 Office of Admissions and Records.

The principle rules for residence determination are:

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 one returns in seasons of repose.
3. A residence cannot be lost until another is gained.
4. The 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 derivative from that of her husband.
6. The residence of the parent with whom an unmarried minor child maintains his place of abode is the residence of the unmarried minor child. When the minor lives with neither parent his residence is that of the parent with whom he maintained his last place of abode, provided the minor may establish his 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 the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

### **GUIDANCE AND COUNSELING**

Glendale Community College includes within the structure of its administrative organization a guidance program with a counseling service providing skilled assistance for:

Helping the students to understand themselves and to plan the best use of their abilities and opportunities.

Advising with and assisting the students to implement decisions which they make in working out solutions to their personal problems.

Aiding the individual for college life adjustment by providing group guidance, as well as group and individual counseling.

Assisting the individual to achieve success in and beyond college by making available guidance and counseling services such as course planning, financial aid, placement, health, and follow-up.

Prior to registration and according to a vocational interest, every student is assigned a counselor who will assist with the preparation of the Study List to be used in formal registration. It is the responsibility of all students to plan their own course and make their own decisions; the counselor will help with suggestions based upon the information derived from

the student's high school record, the ability and placement tests given at the Pre-registration Examination, and other special interest and personality tests administered as the need arises. After the initial interview, the counselor will be available at scheduled hours for conferences to give personal assistance to individuals about careers, education, student activities, employment, and personal and social problems that may arise with the adjustment to college life.

### COUNSELING SERVICES

Counseling Services are available in the Administration Building which houses the Counseling Center and in the Career Center, Extended Opportunity Program Services (EOPS), Disabled Student Center, Financial Aid Office, New Horizons Resource Center, Comprehensive Employment and Training Act Offices (CETA) and may be arranged for through the office of the Dean, Guidance and Counseling, Room 112 or with the Dean, Student Support Services, Room 107 or with the appointment secretary in the appropriate office where a set time for an interview with the assigned counselor may be made. Drop-in counseling is available in all areas.

### GROUP COUNSELING

Students may arrange with their assigned counselor to participate in a group, scheduled primarily to help students cope with the problems incidental to academic achievement.

### GUIDANCE ASSESSMENT

In addition to the tests included in the Pre-registration Examinations, the counseling staff has available a variety of assessment instruments to assist the students with their vocational and educational planning. Among these or other tests of ability, vocational interest, and achievement, as well as tests for various aptitudes, special skills and personality.

The Testing Office is located in Room 112 of the Administration Building. The tests are administered in the Career Development Center.

### LEARNING RESOURCE CENTER

A laboratory provides students with the opportunity to increase their efficiency in the classroom. Auto-instructional machines, programmed texts, and devices for improving study skills, writing skills, listening skills, and reading skills are available to students in the Developmental Studies Program, English 190, 191, 192, and Guidance 190, 191, 192, 194, 196. Aides receive training as student aides, tutors, and para-professionals. This training involves learning, testing and prescription techniques, taking Super 8 movies for use in the classroom, as well as methods of producing film loops, and minicourse learning packages. Students taking this course are given first consideration as aides and tutors in the Learning Resource Center.

### ELIGIBILITY FOR COURSES

Students are eligible to enroll in any course offered at Glendale Community College provided they have fulfilled the stated prerequisites for the course. Students may occasionally have had outstanding experience in a given area which they may feel will substantially satisfy the stated prerequisite for a course. Where it is desired to offer such experience for the regular prerequisite, the student must have a 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.** Many courses have no stated prerequisite. Here students should realize that it may be assumed that they have previous successful experience with related subjects, they have the ability to read with speed and understanding, and they have the ability to express themselves in clear and concise English.



These factors are considered by counselors when assisting students with their Study List from which they will select courses as they make out their programs during the registration period.

A student with a poor scholastic record in any subject field should not expect to carry advanced work in that field.

## REGISTRATION

Each student must officially register in classes chosen from a Study List. These classes constitute the official program of the student. Changes to this program may be made by completion of a Program Change form.

All Day students whether continuing, new or returning and all new or returning Extended Day students register by appointment. The appointment time is assigned by the office of Admissions and Records.

All continuing Extended Day students register according to the times published in the semester Schedule of Classes.

All continuing Extended Day students and designated Continuing Day students may register by mail. For information concerning this process consult the semester Schedule of Classes or call the office of Admissions and Records, 240-1000.

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.

Registration for the purpose of auditing is not permitted.

## COSTS

No tuition is charged at Glendale Community College for students whose legal residence is in California. A non-resident tuition will be charged students whose legal residence is in a state other than California. The tuition is \$69 per semester unit.

A full tuition refund will be given for withdrawal from the college or reduction in unit-load during the first three weeks of the semester for semester-length classes. The tuition refund period for other than semester-length classes is the close of the first week of the class. No tuition refunds are made after the close of the tuition refund periods defined above.

All F-1 visa students must maintain enrollment in at least 12 units of credit classes and no refunds will be given for students who drop below this total irrespective of the time of the semester.

Applications for refund as well as refund guidelines are available in the Office of Business Services, Room 109, AD Bldg.

Students are held responsible for any loss or breakage of College equipment.

At registration time, students will have the expenses of purchasing textbooks, supplies, and other incidentals. Students should bring about \$75 at the time of registration to cover these expenses. There will be need for additional supplies during the semester but the amount varies with the course taken. Flight training is contracted for at the student's expense.

A Health Services fee is required of all students. This fee provides various health services on the College campus as well as an on-campus accident insurance policy. The fee is \$5 per semester or Summer session. This charge is *mandatory*. It is payable at the time of registration.

The Student Services fee is \$5 per semester for both day and extended day students. This fee provides membership in the Associated Student Body and funds various College activities, such as: a scholarship program, the emergency loan fund, the College Bookstore, the Business Office, the newspaper, intercollegiate athletics, and assemblies. In addition, students who pay this fee receive free admission to various College programs and are entitled to a discount in approximately 30 Glendale retail establishments.

### ASSOCIATED STUDENT BODY MEMBERSHIP

Membership fees for the Associated Student Body are set yearly by the Legislature of that Body. Inquiries concerning the fee should be directed to the Office of the Dean of Student Activities, Administration Building, Room 106. Current fees are also shown in the class schedule issued for each college semester. Students who withdraw from college the first two weeks of school may receive a refund of 50% of the purchase price. Application for refund must be made in the A.S.B. Business Office — Bookstore Building. No refunds will be made for students who withdraw after the second week of instruction.

Identification pictures will be taken of all students who register at Glendale Community College for the first time. In the event the picture must be replaced for any reason, the replacement cost is four dollars (\$4).



# SCHOLASTIC INFORMATION AND REGULATIONS

## 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. The normal program for a student at Glendale Community College is 16 units. 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.

A first semester student, one who has not completed at any college one semester of resident study of 12 semester units of credit or a quarter of resident study of 8 semester units of credit, should not register for more than 16 units plus one unit of music performance and a physical education activity. Advanced students should not register in more than 18½ semester units. These unit limitations apply to the total of day and extended day courses.

## NORMAL ACADEMIC PROGRESS

Full Time: Completion of at least 12 units each semester with a maximum of five semesters to complete the A.A. or A.S. Degree requirements.

Three Quarter Time: Completion of 9-11 units each semester with a maximum of seven semesters to complete the A.A. or A.S. Degree requirements.

Half Time: Completion of 6 to 8 units each semester with a maximum of ten semesters to complete the A.A. or A.S. Degree requirements.

Students receiving financial aid from Basic Grant, College Opportunity Grant, College Work Study, EOPS, Occupational Education and Training Act, Supplemental Educational Opportunity Grant, Bureau of Indian Affairs Grant and Guaranteed Student Loan Program must maintain the Scholarship Standards set by Glendale Community College. In addition, the Financial Aid Policy Committee has recommended that they strive to meet the standards set for Normal Academic Progress.

## SCHOLARSHIP STANDARDS

Glendale Community College interprets a "C" average as a satisfactory scholarship standard — which means that the student should receive grade points equal to twice the number of units attempted (See section on Grades, Grade Points and Grade Point Average).

Students who fail to maintain satisfactory scholarship may be placed on academic probation and may be dismissed.

1. Academic Probation. A student will be placed on academic probation if the student's cumulative grade point average for all units attempted at accredited postsecondary institutions is less than 2.0. Glendale Community College recognizes academic probationary status assigned by another college or university.
2. Progress Probation. A student who has enrolled in a total of at least nine (9) units shall be placed on progress probation if the percentage of all units in which a student has enrolled at accredited postsecondary institutions for which grades of "W", "I" and "NC" are recorded reaches or exceeds fifty percent (50%). Glendale Community College recognizes progress probationary status assigned by another college or university.
3. Dismissal. A student on probation (academic, progress or a combination of both) who earns any form of probationary status in two consecutive semesters or intersessions shall be dismissed and not be reinstated until at least one semester has elapsed after the dismissal. Glendale Community College recognizes academic dismissal assigned by another college or university. Students dismissed from other colleges or universities must abide by the procedures for students dismissed from Glendale Community College with respect to seeking readmission after dismissal.

For purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment (i.e., a fall semester followed by a fall semester shall be considered consecutive even though the student was not enrolled in the intervening spring semester).

A student having been readmitted on probation after dismissal must maintain a semester grade point average of at least 2.0 and must not be placed on a semester progress probation. If either the semester grade point average falls below 2.0 or the student is assigned the progress probation status that student will again be dismissed for one semester.

### 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 — Passing, less than satisfactory	1 grade per unit
F — Failing	0 grade points
	(cannot be removed by examination)
CR — Credit	(at least satisfactory — units awarded, not counted in G.P.A.)
NC — No Credit	(less than satisfactory or failing — units not counted in G.P.A., included in computation of progress probation)

### NON-EVALUATIVE SYMBOLS

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

- I — Incomplete (Included in 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

An incomplete grade may only be given when an unforeseen emergency prevents a student from completing the work in a course. The incomplete grade must be removed by

the end of the sixth school week after the beginning of the semester subsequent to the one in which the incomplete grade was received, regardless of whether the student re-registers. The nature of the unforeseen emergency and the conditions for removal of the "I" shall be stated by the instructor in a written record. The record shall indicate the grade to be assigned in lieu of the removal of the "I". The student and the office of Admissions and Records must be furnished copies of the record. A final grade shall be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed.

A student may file a Petition to the Executive Committee for a time extension due to unusual circumstances.

### COURSE REPETITION

Although cumulative-credit courses; such as, Music 130 (Chorus) or Music 151 (Orchestra), are designed to be continued for additional credit, most Glendale Community College courses are not so designed. Enrollment in courses, other than cumulative credit courses as designated in the course description, in which a grade of "C" or better has been earned may not be repeated without specific permission. Students desiring to repeat classes for reasons such as grade improvement should request the required permission by submission of a Petition to the Executive Committee.

Students who repeat a course should file a Petition to Count Only the Highest Grade Earned. This should be filed in the Office of Admissions and Records. For computation of grade point average, the units *attempted* and grade points earned are counted only once and according to the higher or highest grade earned in the course. If the grade is the same in both or all cases, the units *attempted* and grade points will be counted only once. This applies to computation of grade point average, as well as toward the completion of a curriculum or the requirements for the Associate Degree.

The grade point average is computed by dividing the number of units *attempted* into the total number of grade points earned. The units *attempted* is the sum of the units earned in classes taken with passing grades and, when the recorded grade is an "F", "WU", or "WF" the units which would have been earned if a passing grade had been recorded. A "W" grade does not enter into such computation. Also, such computations do not include the unit value of courses for which only credit (CR) is allowed *either* on satisfactory completion of the course or on satisfactory completion of an examination taken under the regulations established for Credit by Examination. If a course is repeated for improvement of grade point average, the units *attempted* and grade points earned are counted only once and according to the higher or highest grade earned in the course. If the grade is the same in both or all cases, the units *attempted* and grade points will be counted only once. An "Inc" made up carries the grade points per unit appropriate to the grade given on makeup. An "Inc/F" not made up (see time limitation) automatically becomes a grade of "F" if the student was failing at the time the incomplete grade was recorded and a grade of "Inc/F" was reported. It is computed as such in units *attempted* and grade point computation. An "Inc/W" not made up (see time limitation) automatically becomes a grade of "W" if the student was passing at the time the incomplete grade was recorded and a grade of "Inc/W" was reported. Units of "W's" are not counted in the units *attempted*.

Students are entitled to two (2) copies of their college record for their own use.

### 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 two consecutive semesters of work accomplished at Glendale Community College) through a petition to the Executive Committee.
2. If and when the petition is granted, the student's permanent record will be annotated so that it is readily evident to all users of the record that no units for work taken during

the disregarded term (s) even if satisfactory, will apply toward units for graduation or other unit commitment. However, all work will remain legible on the permanent record to insure a true and complete academic history.

3. Although none of the units completed during such semesters could count toward a degree, passing work could satisfy a major or general education requirement.
4. The student seeking academic renewal is responsible for presenting evidence to the effect that the previously recorded work was substandard academic performance (semester GPA less than 2.0) and is not reflective of more recently demonstrated academic ability.
5. Evidence of recent academic ability may include, but is not limited to, one of the following:
  - a. 15 semester units with at least a 3.00 GPA
  - b. 30 semester units with at least a 2.50 GPA
  - c. 45 semester units with at least a 2.00 GPA
6. There must be at least 24 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 semester 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 semesters, in computation of the cumulative GPA toward honors at graduation.

For further information regarding Academic Renewal please contact the Office of Admissions and Records.

### CREDIT FOR ADVANCED PLACEMENT-EXAMINATIONS

Glendale Community College recognizes the high level of achievement of the student who has successfully completed one or more Advanced Placement Examinations as authorized by the College Entrance Examination Board (CEEB) and shall award credit based upon the criteria established by the College. Credit may be applied to the appropriate breadth requirements. Currently credit is granted as follows:

Credit awarded for a grade of 3, 4, 5 (from a scale of 1 to 5) units awarded in an amount equal to units for the same or similar course at College.

#### TEST

Biology (2 courses in Life Science)  
 English  
 Foreign Language

Biology 122  
 English 101, 102  
 French 103, 104  
 German 103, 104  
 Spanish 103, 104  
 History 117, 118  
 History 109 or 101  
 Math 103  
 Physics 110  
 Art 113 and Art 116

History-American (2 courses in Social Science)  
 History-European (1 course in Social Science)  
 Mathematics (2 courses in Physical Science)  
 Physics (2 courses in Physical Science)

→ Studio Art (Credit awarded for grade of 4, 5) (Review of portfolio and approval by the Art faculty)

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

### CREDIT FOR MILITARY TRAINING

Glendale Community 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.

Applicants desiring credit for military training will be required to prove their capability by earning fifteen units with "C" average at Glendale Community College before credit for military service can be granted. Credit awarded for military training will include subject credit for Hygiene toward the Associate in Arts Degree.

### CREDIT BY EXAMINATION

Upon consent of the instructor and under special circumstances students who are regularly enrolled and in good standing 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 examination 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. If a student is enrolled in a higher level course and wishes to receive credit by examination for a lower level course, the examination must be completed and the results of the examination received in the office of the Dean of Admissions and Records no later than Friday of the fourth week of the semester in which the student is enrolled in the higher level course. For example, students enrolled in Spanish 102 must have completed the examination and the results certified in the Admissions and Records office by Friday of the fourth week of the semester if the student is to receive credit by examination for Spanish 101.

Students wishing to challenge courses approved for credit by 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.

This procedure as outlined applies to all examinations approved to translate experiential learning into formal unit credit and administered by the division on campus or by a testing service sponsored by another collegiate institution.

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

Courses open to Credit by Examination include the following:

Administration of Justice 101, 108  
 Armenian 101  
 Art 101, 102, 103, 106, 107, 108, 113, 116, 180  
 Aviation and Transportation 114 (Student must hold a Commercial Pilot Certificate)  
 Aviation and Transportation 117 (Student must hold a Flight Instructor Certificate)  
 Aviation and Transportation 119 (Student must hold a Private Pilot Certificate)  
 Aviation and Transportation 120 (Student must hold a Private Pilot Certificate)  
 Aviation and Transportation 122 (Student must have an Instrument Rating)  
 Aviation and Transportation 125 (Student must have an Instrument Rating)  
 Chemistry 101, 102, 110, 141  
 Educational Media Technology 101, 102, 103, 104  
 Electronics 171, 172  
 English 101  
 Family and Consumer Studies 105  
 French 101, 102, 103  
 Geology 101, 105, 110  
 German 101, 102  
 Graphics and Design 165  
 Health 101, 103, 107  
 History 117-118  
 Italian 101  
 Music 101, 104, 105, 106, 107, 120, 125, 126  
 Political Science 101, 105  
 Spanish 101, 102

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

## COLLEGE LEVEL EXAMINATION PROGRAM POLICY

The College Level Examination Program is designed to award academic credit to students who have completed 12 or more semester units in residence at Glendale Community College with a cumulative grade point average of at least 2.0 and have gained the equivalency of college course work through means other than enrollment in a formal college program. Six (6) units of elective credit will be granted in each of five subject areas to students who achieve a percentile rank of fifty (50) or higher on each examination. The maximum credit is thirty (30) units. The five general areas are: English composition, humanities, mathematics, natural sciences and social sciences — history. Further information concerning the CLEP is available in the Guidance and Counseling office.

Units for which credit is given pursuant to this program will not be counted in determining the 12 semester hours of credit in residence required for graduation.

## CREDIT-NO CREDIT COURSES

There are two categories of Credit-No Credit courses.

The first category consists of those courses which must be taken on a Credit-No Credit basis only. Courses which fall into this category include: Armenian 110; English 171, 172, 177, 181, 182, 183, 188; French 110, 111; German 110; Italian 110, 111; Mathematics 151; Russian 110; and Spanish 110, 111, 117, 118.

The second category consists of courses which may be selected at the student's option. The student must utilize the Petition for Credit-No Credit Class and have it on file in the office of Admissions and Records before Monday of the fifth week for a semester-length class or by Wednesday of the second week for all other classes.

Students electing to take classes on a Credit-No Credit 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 "CR". If the instructor-assigned grade is "D" or "F" the course grade is recorded as "NC".

All units earned on a Credit-No Credit basis in accredited institutions of higher education will be counted in satisfaction of Glendale Community College curriculum requirements.

Units earned on a Credit-No Credit basis will not be used to calculate grade point averages. However, units attempted for which "NC" is recorded shall be considered in progress probation and dismissal procedures.

Students not on probation and enrolled for six or more units may designate one course for Credit-No Credit. The course designated must be outside of courses required for the student's major. The number of Credit-No Credit units earned may not exceed twelve (12), exclusive of those earned in courses which are graded only on Credit-No Credit, with no more than one such course option during any semester or ~~summer~~ intersession.

Courses which may be selected for Credit-No Credit evaluation are as follows:

Accounting 110, 111, 150, 155	103, 104
Administration of Justice (all)	Electronics 171, 172
Anthropology 101, 102, 103	Engineering 101, 103, 104, 110, 142
Architecture (all)	English 103, 105, 106, 107, 108, 109, 110, 111, 112, 122, 123, 124, 125, 126, 128, 167, 190, 192, 199
Art (all)	Ethnic Studies 101, 102, 124, 164
Biology 139, 140, 149	Family and Consumer Studies (all)
Business Administration (all)	Fire Science (all)
Business General (all)	Food Service 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122
Chemistry 110, 112, 141, 143	Food Service Management 211, 212, 213, 214
Computer and Information Systems (all)	Geography 110
Drafting (all)	
Economics 101, 102, 107	
Educational Media Technology 101, 102,	



Geology 101, 105, 110	Philosophy (all)
German 125, 126	Photography (all)
Graphics and Design (all)	Physical Education 120-286, 288-293
Guidance (all)	Physical Science 131
Health 101, 103, 107	Physics 110
History 101, 102, 106, 107, 108, 109, 111, 112, 113, 115, 119, 120, 121, 151	Political Science 102, 104, 106, 110, 111, 151
Independent Studies 149	Psychology (all)
Machine Technology (all)	Real Estate (all)
Management (all)	Sign Language 101, 102, 103
Marketing and Distribution (all)	Social Science 102, 103, 122, 124, 125, 126, 160
Materials and Processes 146	Sociology (all)
Mathematics 140, 141, 150	Spanish 125, 126, 127, 128
Metals 115	Speech 121
Mineralogy (all)	Technical Education (all)
Multi-Media 190	Theatre Arts 101, 102, 103, 104, 109, 110, 121, 122, 123, 131, 134
Music (all except 163)	
Office Administration (all except 240, 245, 250)	
Paleontology 101	

\*If registered for 16 units, a four unit course may be designated for Credit-No Credit. If registered for 17 units, a five unit course may be designated for Credit-No Credit.

### **GENERAL CONDUCT**

Students are expected to maintain the highest standards of citizenship. In conformity with California State law the governing board of Glendale Community College has drawn up a statement of conduct and disciplinary procedures for Glendale Community College students.

These *Standards of Student Conduct* are stated below:

A student enrolling in Glendale Community College may rightfully expect that the faculty, administrators, and the legislature of the Associated Students of Glendale Community College will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities for learning in the classroom and on the campus. As members of the College community, students should be encouraged to develop the capacity for critical judgment, to engage in sustained and independent search for truth and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner.

Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violations of the laws of the city, county, state, and nation.

Student conduct at Glendale Community College must conform to the Glendale Community College Policy *Standards of Student Conduct*. Violations of such policy for which students are subject to disciplinary action include, but are not limited to, the following:

1. Failure to comply with directions of college officials acting in the performance of their duties,
2. Dishonesty including, but not limited to, cheating, plagiarism, or knowingly furnishing false information to the college,
3. Forgery, alteration, or misuse of college documents, records, or identification,
4. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including (but not limited to) its community service functions, or of other authorized activities on college premises,

5. Physical abuse of any person on college-owned or controlled property or at college-sponsored or supervised functions or conduct which threatens or endangers the health or safety of any such person,
6. Theft of or damage to property of the college or a member of the college community or campus visitor,
7. Unauthorized entry to facilities or use of college supplies or equipment,
8. Violations of college policies or regulations including campus regulations concerning student organizations, the use of college facilities or the time, place and manner of public expression,
9. Violation of judicial and statutory standards of obscenity.
10. Use, possession, distribution, or presence on a campus while under the influence of alcoholic beverages, narcotics, or other dangerous drugs, such as marijuana and lysergic acid diethylamide (LSD), except as expressly permitted by law,
11. Possession while on the college campus, or at a college-sponsored function, of any item ordinarily considered to be a weapon, which might inflict bodily harm, or be used to threaten the health and safety of members of the college community, is prohibited. This does not apply to members of law enforcement agencies; such as, police officers or other security personnel.

Violations of the *Standards of Student Conduct* may lead to probation, suspension, or dismissal from the College in accordance with the disciplinary action adopted by the governing board of Glendale Community College and administered through a system of due process. Students who feel that their rights have been abridged or infringed upon have access to a college-established grievance procedures. These procedures are available in the following offices:

Title IX Coordinator, Patricia Lienhard, Room AD 107, Ext. 253;  
Section 504 Coordinator, Allan Grimsby, Room CB 114 Ext. 352;  
Affirmative Action Coordinator, Room AD 124

### **ATTENDANCE AND PUNCTUALITY**

Students are expected to attend all classes regularly. There are no authorized cuts from classes, and irregular attendance may result in exclusion from classes or from college. Although absence may be unavoidable, such as subpoena requirements, illness of the student or serious illness or death of a member of the family, all work missed must be satisfactorily made up and responsibility for making up this work rests with the student.

### **TEMPORARY LEAVE OF ABSENCE**

Petition forms for a personal leave of absence may be obtained from the student's counselor. If a leave is for a school-sponsored activity, the faculty member in charge will issue the Petition.

### **WITHDRAWAL FROM CLASS OR COLLEGE**

Once students have registered for a class, they are not considered to have withdrawn from that class unless a Program Change form has been filed in the office of Admissions and Records. These forms are available in the office of Admissions and Records or in the Guidance and Counseling office. Failure to attend classes does not constitute withdrawal. The date of withdrawal is that date when the Program Change form is received in the office of Admissions and Records, not the last date of attendance in classes.

No notation will be made on the permanent academic record of a student who withdraws or is withdrawn from class or from college during the first three (3) weeks of a semester-length class or during the first (1) week of a class which is less than a semester in length.

Students who withdraw or are withdrawn from semester-length classes after the third (3) week and by the end of the fourteenth (14) week will receive an automatic "W" on their permanent academic record for such classes. The same notation will appear for students in

eight and nine-week classes who withdraw after the end of the first (1) week and by the end of the sixth (6) week.

In order to receive a "W" in a six-week summer intersession class, a student must withdraw by the end of the fourth (4) week.

Students not withdrawn from classes during the periods described above will not be eligible for a final grade of "W".

A final grade of "CR" or "NC" may only be assigned in classes described in the section on Credit-No Credit courses.

### **PHYSICAL EDUCATION**

Each first-time college student is required to enroll, to attend regularly, and to maintain a satisfactory record in physical education activity for his first two consecutive semesters of attendance at the Glendale Community College, except that persons may be exempt upon presentation of evidence that they (1) have attained the age of 21 years, or (2) are registered for 8 units or less, or (3) have a medical excuse on file, (4) are enrolled in special programs such as extended day only, licensed vocational nursing or block-unit occupational programs. It is recommended that a variety of activities be taken during a student's attendance at Glendale Community College. It may be possible to repeat the same class for more than one semester. Check the listing of Graduation Requirements elsewhere in this Catalog for physical education requirement for the Associate in Arts Degree.

### **FINAL EXAMINATIONS**

At the end of each semester a special Final Examination Schedule is followed. Students must attend all classes in accordance with the special 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.

### **PETITIONS PROCEDURE**

Students feeling in their case that there are circumstances warranting special consideration for adjustment or deviation from established procedures and policies of the College may file a petition with the Executive Committee.

### **CLEARANCE OF OBLIGATIONS**

All obligations to the College must be met before a student's record may be considered clear.

### **FORWARDING OF TRANSCRIPTS**

Upon the request of a student, a transcript of the student's record at Glendale Community College will be forwarded to a college or university, individual, firm, etc.

## **GRADUATION REQUIREMENTS**

### **ASSOCIATE IN ARTS DEGREE**

The Associate in Arts Degree is granted to persons who file in the Office of Admissions and Records a Petition for Graduation and who satisfactorily complete a college curriculum of 60 semester units with a "C" average and a minimum of 12 units taken at Glendale Community College, including all of the following:

1. A major leading to a well-defined objective. This requirement may be met by completing a 20 semester unit major in Humanities, or Science, or Applied Arts, or by completing the Glendale Community College general education breadth requirements for admission to the California State University and Colleges. See Page 235.

## HUMANITIES

Fine Arts  
Language Arts  
Social Sciences

## SCIENCE

Biology  
Mathematics  
Physical Science

## APPLIED ARTS

Allied Health  
Aviation and  
Transportation  
Business  
Health and Physical  
Education  
Technical Education

2. Two units in American Institutions are required. Courses which satisfy this requirement include History 117-118\*; Political Science 101, 105, 151\*\*\*; Social Science 125-126\*\*, 132\*\*\*.
3. One unit in State and Local Government is required. Courses which satisfy this requirement include Political Science 106, 151\*\*\*; Social Science 125-126\*\*, 132\*\*\*.
4. Two units in American History are required. Courses which satisfy this requirement include Economics 111; History 110, 111, 117-118\*, 151; Social Science 125-126\*\*, 131.
5. Evidence of proficiency in written English is required. This requirement may be fulfilled by the completion, with a grade of "C" or better, of English 101 or 120 or 131 or 165 or Business—General 110.
6. Satisfactory evidence of proficiency in mathematics must be given. This evidence may be a satisfactory score on the Mathematics Proficiency Examination, or a passing grade in at least two units of any mathematics course taken at any accredited college.
7. Two semester units of community and personal hygiene must be completed. Courses which satisfy this requirement include Health 103 or 104 or equivalent.
8. Two units of physical education activity classes must be completed unless exempted by established policy.
9. First-aid instruction. Health 101 satisfies this requirement.
10. Fifteen semester units of general education including at least one course in each of the following areas:
  - a. Natural Science. At least one course from physical science or from biological science must be selected: Anthropology 101; Astronomy 101, 102, 103; Aviation and Transportation 122; Biology 101, 102, 112, 120, 121, 122, 123, 124, 125, 126, 129, 130, 137, 138, 139, 140, 149, 151; Chemistry 101, 102, 103, 105, 106, 107, 110, 112, 115, 120, 121, 141, 143; Family and Consumer Studies 125; Geography 101; Geology 101, 102, 103, 104, 105, 110; Mathematics 100, 101, 102, 103, 104, 105, 106, 111, 112, 129, 130, 138; Mineralogy 141; Oceanography 115; Paleontology 101; Physics 101, 102, 103, 105, 106, 110, 111; Physical Science 131; Technical Education 145.
  - b. Social Science. Courses completed to satisfy requirements 2, 3, and 4 may not be used to fulfill the requirement in Social Science. At least one course from the Social Sciences must be selected: Administration of Justice 111; Anthropology 102, 103; Business Administration 110; Economics 101, 102, 105, 111; Ethnic Studies 101, 102, 124, 164; Geography 102, 105, 110; History 101, 102, 103, 104, 106, 107, 108, 109, 110, 111, 112, 113, 115, 117, 118, 119, 120, 121, 151; Political Science 101, 102, 103, 104, 105, 106, 108, 109, 110, 111, 151; Psychology 101, 102, 103, 105, 108, 110, 111, 112, 113, 131; Social Science 102, 103, 110, 121, 122, 123, 124, 125-126, 131, 132, 160; Sociology 101, 102, 105.
  - c. Humanities. Courses completed to satisfy the requirements in 5 may not be used to fulfill requirements in Humanities. At least one course from the Humanities must be selected: Art 101, 102, 103, 106, 107, 108, 109, 110, 111, 180, 202, 205; English 102, 105, 106, 107, 108, 109, 110, 111, 115, 121, 122, 123, 124,

125, 126, 127, 128, 129, 130, 135, 140, 198, 205; French 124, 125, 126; German 125, 126; International Field Study 148; Music 101, 102, 104, 105, 106, 107, 108, 109, 114, 120, 125, 126, 138, 205; National Field Study 148; Philosophy 101, 112, 113, 114, 116, 119, 120; Spanish 124, 125, 126, 127, 128; Theatre Arts 101, 102, 103, 104, 105.

- d. Learning Skills. Courses completed to satisfy the requirements in 5 may not be used to fulfill requirements in Learning Skills. At least one course from Learning Skills must be selected: Accounting 101, 102; Arabic 110; Armenian 101, 110; Art 160, 161, 162; Business Administration 120; Business—General 101, 105, 110, 115, 120; Computer and Information Systems 101, 110, 150, 160, 185, 190; Economics 107; English 101, 102, 103, 118, 119, 120, 131, 132, 163, 164, 165, 180, 188, 190, 191, 192, 199; Family and Consumer Studies 105, 123; Food Service 113-119; Food Service Management 211-214; German 110; Italian 101, 112, 113; Journalism 101, 102; Management 145, 150; Mathematics 109, 140, 141, 150, 151; Office Administration 260; Philosophy 117; Social Science 141; Spanish 111, 115, 116, 144, 146; Speech 101, 121, 141; Technical Education 142, 143, 144; All Foreign Languages (101 through 111 only).

\*This course satisfies requirements 2 and 4.

\*\*This course satisfies requirements 2, 3, and 4, (Both Social Science 125 and 126, must be completed to satisfy requirements 2, 3, and 4.

\*\*\*This course satisfies 2 and 3.

## ASSOCIATE IN SCIENCE DEGREE

The Associate in Science Degree is granted to persons who have completed satisfactorily a minimum of sixty (60) semester hours of work which shall satisfy all the requirements for an Associate in Arts Degree and shall include a major of twenty-four (24) units or more in the fields of engineering, physical and biological science, or occupational curriculums which has been approved by the appropriate Division.

The Certificate Programs which may serve as a major for the Associate in Science Degree are found on page 52.

Curriculums which may lead to the Associate in Arts Degree\* are the Certificate Programs and the Transfer Programs.

## CURRICULUMS

### 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 and to enrich their cultural backgrounds. 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.

Certificates of Completion are issued to those requesting them who complete the required Certificate courses with an average grade of "C" or better though they are strongly urged to meet the graduation requirements for the Associate in Arts Degree\*.

1. Certificates of Completion shall be issued upon request by the Office of Admissions and Records to students who qualify for them by completing one of the *occupation-centered curriculums*. The student must have an average grade of "C" in the required occupational courses.
2. To be eligible for the Certificate a student must *complete a minimum of 24 units of college work including the required courses.*

3. At least twelve units of the required courses must be completed in residence at Glendale Community College.

### TRANSFER PROGRAMS

Transfer Programs are for students planning to transfer to a university or a four-year college with full junior standing. Students planning to transfer with junior standing may, with thoughtful planning, complete the graduation requirements for the Associate in Arts Degree\* by taking courses in the lower division which will also satisfy the Baccalaureate Degree requirements.

The lower division requirements of colleges of most frequent transfer are printed under General Education Requirements For Graduation From Colleges and Universities in the section of this Catalog describing programs for transfer students.

\*For Graduation Requirements, see page 49.

## CERTIFICATE PROGRAMS

Certificate Programs which can be completed at Glendale Community College are:

### ADMINISTRATION OF JUSTICE

The required core courses (18 units) are: Administration of Justice 101, 103, 110, 118, 120 and 134.

In addition, a minimum of 9 units must be selected from the following: Administration of Justice 107, 108, 111, 113, 114, 116, 117, 129, 130, 150, 151, 152.

It is further *recommended* that students take Psychology 140 and/or Speech 101.

### ADVERTISING ART

The curriculum listed below is designed to prepare the student for employment in the commercial field. Students transferring to professional art schools for advanced training may receive credit for courses taken at Glendale Community College.

These courses are required: Art 103, 113, 114, 115, 116, 117, 122, 123 and 3 units from either Art 101 or Art 102.

A minimum of four units must be selected from the following: Art 101 or 102, 118, 124, 125, 134, 138, 140, 142, 144.  
Photography 107

### ARCHITECTURAL DRAFTING AND DESIGN

This two-year curriculum prepares a student to enter employment as an architectural draftsman in the building construction field.

These courses are required: Architecture 101, 102, 105, 109, 110, 111, 112; Art 113, 116, 180

Elective units from the following list are recommended: Architecture 103; Art 115, 117  
Cooperative Education 102

English 131 or 132

Materials and Processes 146

Mathematics 101-102

Metals 115

Technical Education 143-144, 145

art 117

### ARCHITECTURAL ENGINEERING DRAFTING AND DESIGN (COMMERCIAL)

This two-year curriculum prepares a student to enter employment as an architectural draftsman in the architects' offices.

These courses are required: Architecture 105, 191, 192, 193, 194  
Art 113, 116

Mathematics 101-102 or Technical Education 143-144

Elective units from the following list are recommended: Architecture 103

Art 111, 113, 115, 117, 180

Cooperative Education 102

English 131 or 132

Materials and Processes 146

Metals 115

Technical Education 145

### ART

For the students who are interested in art as a career.

These courses are required: Art 103, 113, 114, 115, 116, 117

A minimum of 11 units must be selected from the following: Art 101 or Art 102 (3 units) and Art 118, additional units from any remaining art courses.

### **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.

These courses are required: Aviation and Transportation 119, 120, 128, 130

Accounting 101 or 110

English 101

Psychology 101

Speech 101

A minimum of ten units must be selected from the following:

Aviation and Transportation 114, 121, 122, 123, 124, 125, 126, 127, 131

Accounting 102

Business Administration 120

Computer and Information Systems 101, 110

### **AVIATION AND TRANSPORTATION FLIGHT ATTENDANT**

*Flight Attendant* is for those who wish to become flight attendants.

*Note:* Students following the Flight Attendant Program should take Aviation and Transportation 129 prior to Aviation and Transportation 120. This program will not qualify for the Associate in Science Degree.

These courses are required: Aviation and Transportation 120, 129, 130

Family and Consumer Studies 133

Psychology 110

Speech 101 or Speech 121

A minimum of nine units must be selected from the following:

Aviation and Transportation 119, 121, 122, 123, 124, 125, 126, 127, 128, 131

Cooperative Education 102

Geography 105

### **AVIATION AND TRANSPORTATION — AIRCRAFT POWERPLANT MAINTENANCE AND OVERHAUL (FAA POWERPLANT LICENSE)**

These courses are required: Aviation and Transportation 141, 142, 143, 144

*Note:* This program will not qualify for the Associate in Science Degree.

## AVIATION AND TRANSPORTATION — AIRCRAFT AND POWERPLANT MAINTENANCE AND OVERHAUL (FAA POWERPLANT AND AIR FRAME LICENSE)

This program is designed for those students who wish to complete the work for the "A" and "P" certificates in the shortest possible time. Required courses to be taken in this order: Aviation and Transportation 141, 142, 143, 144, 145, 146.

Note: The Associate of Science Degree may be obtained in approximately three years along with the combined "A" and "P" course which requires four semesters by taking additional subjects required for graduation during the last two semesters.

### AVIATION AND TRANSPORTATION PILOT TRAINING

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 a professional pilot.
2. Basic Pilot Training: Prepares the student for the FAA Private Pilot Airplane written examination for the Private Pilots License. Required course is Aviation and Transportation 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 required the student satisfactorily complete Aviation and Transportation 120\*.

These courses are required: Aviation and Transportation 114, 119, 120, 121, 122, 123, 124, 125, 126, 127

\*Aviation and Transportation 120 may be taken credit by exam.

### BUSINESS — ACCOUNTING

The accounting curriculum provides comprehensive training for career employment as accountants.

These courses are required:

Accounting 101, 102  
Business Administration 101, 120, 150  
Business—General 140 (2 units)  
Business—General 101 or 120 or English 101 or English 120  
Computer and Information Systems 101 and either 110 or 150  
Economics 101-102  
Mathematics 101

Elective units from the following list are recommended:

Business Administration 125, 160  
Business—General 110, 150  
Computer and Information Systems 140, 170, 180, 185, 190, 210  
Cooperative Education 102  
Economics 107  
Mathematics 111

### BUSINESS — BANKING CREDIT

This certificate is designed for banking students who are pursuing a career in the lending segment of banking operations.

These course are required:

Accounting 101-110, 102 or 111  
Business—General 101 or 120 or English 101 or 120



Business—General 194, 196  
 Economics 101-102  
 Recommended electives:  
 Business Administration 120, 150  
 Business—General 130, 190  
 Computer and Information Systems 101  
 Cooperative Education 102

**BUSINESS — BANKING OPERATIONS**

This program is designed for students who are pursuing a career in a financial institution such as a bank, savings and loan, credit union, thrift company or a finance company.

These courses are required:

Accounting 101 or 110  
 Business Administration 110 or Management 101 or Psychology 101  
 Business Administration 120  
 Business—General 101 or 120 or English 101 or 120  
 Business—General 130 (2 units) or Mathematics 111  
 Business—General 190 ← *Extra*  
 Computer and Information Systems 101  
 Speech 101

Recommended electives:

Accounting 102  
 Business—General 194, 196  
 Cooperative Education 102

**BUSINESS — BOOKKEEPING**

The bookkeeping curriculum has been designed for students who wish to become bookkeepers in private industry or government service. Students who wish to become public accountants should take the accounting curriculum.

These courses are required:

Accounting 101 or 110, 102 or 111  
 Business Administrations 101, 120  
 Business—General 101 or 120 or English 101 or English 120  
 Business—General 130 (2 units) or Mathematics 101  
 Business—General 140 (2 units)  
 Computer and Information Systems 101

Elective units from the following list are recommended:

Business Administration 110, 140, 150  
 Business—General 105, 110, 135, 150, 160  
 Computer and Information Systems 110, 140, 150, 210  
 Marketing and Distribution 105  
 Office Administration 200, 205, 210

**BUSINESS — COMPUTER SCIENCE**

This program is designed for those students interested in scientific programming as an occupational area. Students planning to enter this field should have a knowledge of scientific or micro computer programming languages, basic electronics, and computer mathematics.

These courses are required:

Computer and Information Systems 101, 110, 130, 150 or Mathematics 130  
 Computer and Information Systems 160, 190  
 Electronics 177, 178  
 Mathematics 111

Electives units from the following list are recommended:

Business—General 101 or 110 or English 120 or English 131

Computer and Information Systems 120  
Cooperative Education 102  
Economics 107  
Mathematics 103 or 112

### BUSINESS — DATA PROCESSING

This curriculum is designed for those students interested in business data processing as an occupational area.

These courses are required\*:

Accounting 101 or 110

Business—General 101\*\*, 110 or Eng 101

Computer and Information Systems 101, 110, 140, 145, 180, 190, 210

Mathematics 111 or Business—General 130 (2 units) or Mathematics 101 or 141

Elective units from the following list are recommended:

Accounting 102 or 111

Business Administration 101, 120

Business—General 140

Computer and Information Systems 150, 185

Cooperative Education 102

Economics 107

Mathematics 112

Office Administration 200 or 205

Philosophy 117

\* Courses taken more than three years before the granting of the certificate must have the approval of the division chairperson for acceptance.

\*\* Or English 120 or English 165 or a satisfactory score on the English Placement Examination.

### BUSINESS — ESCROW

This curriculum is designed for either those students who are preparing to serve as escrow processing specialists or those students who are upgrading their skills in that field.

These courses are required:

Real Estate 150, 250, 251, 252, 253

Nine units must be chosen from among the following courses:

Accounting 101 or 110

Business Administration 120

Business—General 110, 130

Real Estate 140, 160

### BUSINESS — GENERAL

The general business curriculum is intended for students who prefer a broad, general education in the field of business administration, or for those who have not decided upon a particular specialization within the field of business.

These courses are required:

Accounting 110 or ~~101~~

Business Administration 101, 120, 140 or 150

Business—General 101 or 120 or English 101 or English 120

Business—General 130 (2 units) or Mathematics 101

Business—General 160

Computer and Information Systems 101

Marketing and Distribution 110 or 115

Elective units from the following list are recommended:

Accounting 102 or 111

Business Administration 125 or 130

Business—General 110, 135, 140, 150

- Computer and Information Systems 110
- Cooperative Education 102
- Economics 105
- Marketing and Distribution 105, 120
- Office Administration 200, 260
- Real Estate 101

**BUSINESS — INSURANCE**

In the following insurance curriculum attention is given to the license requirements in California.

These courses are required:

- Accounting 101 or 110
- Business Administration 101, 120 or 130, 140, 160
- Business—General 130 (2 units), 140 (2 units), 160
- Business—General 101 or 120 or English 101 or English 120
- Computer and Information Systems 101
- Marketing and Distribution 115

Elective units from the following list are recommended:

- Accounting 102 or 111
- Business—General 110, 135, 150
- Computer and Information Systems 110, 140, 150
- Cooperative Education 102
- Marketing and Distribution 105, 120
- Office Administration 200
- Real Estate 101, 120

**BUSINESS — MANAGEMENT**

A training program for foremen, supervisors, leadmen, and other group leaders in business and industry.

These courses are required:

Management 101 or Business Administration 101; and Management 145 or Speech 101 or Speech 121; and Management 150 or Business—General 110 or English 101; and 5 units selected from the following courses:

Management 110, 115, 120, 125, 130, 135, 140, 155, 160

Recommended electives:

Business Administration 120 or 125 and Cooperative Education 102

**BUSINESS — MARKETING AND DISTRIBUTION  
(Formerly Distributive Education)**

This curriculum is designed for those who plan careers in activities such as marketing, marketing research, public relations, selling, retail selling, retail store management, advertising, and a sole proprietorship.

These courses are required:

- Accounting 101 or 110
- Business Administration 101, 120
- Business—General 130 (2 units)
- Computer and Information Systems 101
- Marketing and Distribution 105, 110, 120
- Speech 121

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Electives units from the following list are recommended:

- Accounting 102 or 111
- Business—General 101 or 120, 110, 135
- Computer and Information Systems 110

Cooperative Education 102  
Marketing and Distribution 115  
Mathematics 101  
Office Administration 200

### **BUSINESS — MEDICAL ASSISTANT (ADMINISTRATIVE)**

This curriculum is designed for those students who are preparing to become administrative medical assistants in offices of physicians, medical clinics, hospitals, and allied facilities.

These courses are required:

Business Administration 110  
Business—General 101 or 120, 105, 110, 130 (2 units), 140 (2 units)  
Office Administration 180, 181, 185, 190, 215 (3 units)

Elective units from the following list are recommended:

Accounting 101 or 110  
Biology 112, 120 or 121  
Business Administration 120 or 130  
Business—General 160  
Computer and Information Systems 101  
Cooperative Education 102  
Family and Consumer Studies 133  
Office Administration 195, 230  
Sociology 101, 102

### **BUSINESS — MEDICAL TRANSCRIPTIONIST**

This curriculum is designed for those students who are preparing for a position as a medical transcriptionist in offices of physicians, medical clinics, hospitals, and allied facilities.

These courses are required:

Business Administration 110  
Business—General 101 or 120, 105, 110, 130 (2 units)  
Office Administration 180, 181, 185, 190, 195, 215 (3 units)

Elective units from the following list are recommended:

Accounting 101 or 110  
Biology 112, 120 or 121  
Business Administration 120 or 130  
Business—General 140, 160  
Cooperative Education 102  
Family and Consumer Studies 133  
Office Administration 120, 125, 135 or 140, 230, 245 or 250, 260  
Sociology 101, 102

### **BUSINESS — OFFICE ASSISTANT**

This curriculum is designed for students who wish to prepare for office work in commercial, industrial, and financial companies or in government service as typists, office machine operators, filing clerks, mailing clerks, or receptionists.

These courses are required:

Accounting 101 or 110  
Business Administration 110  
Business—General 101 or 120, 105, 110, 130 (2 units), 140 (1 unit)  
Office Administration 101, 105, 110 (2 units), 215 (3 units), 245 or 250 (2 units), 260

Elective units from the following list are recommended:

Business Administration 101, 120 or 130  
Business—General 135, 150 or Office Administration 120

Cooperative Education 102  
 Family and Consumer Studies 133  
 Marketing and Distribution 115  
 Office Administration 230, 245 or 250

**BUSINESS — OFFICE ASSISTANT (BILINGUAL)**

This curriculum is designed for students who wish to combine multi-language ability with office training to secure employment in offices serving bilingual clients.

These courses are required:

Accounting 101 or 110  
 Business—General 105, 110, 115, 120, 130 (2 units), 140 (1 unit)  
 Office Administration 101, 105, 110 (2 units), 215 (3 units)

Elective units from the following list are recommended:

Business Administration 101, 110, 120 or 130  
 Business—General 135, 150 or Office Administration 120 (4 units)  
 Cooperative Education 102  
 Family and Consumer Studies 133  
 Marketing and Distribution 115  
 Office Administration 230, 240 or 245, 250, 260  
 Spanish 103, 104, 105, 106, 115, 116

**BUSINESS — REAL ESTATE**

In the following real estate curriculum, special attention is given to the license requirements in California. Before applicants may take the State examination for the broker's license they must have completed college credit courses represented by Glendale Community College offerings in Real Estate 120, 140, 150 and 160 in addition to (1) either Accounting 101, 110, or Real Estate 130 and (2) Real Estate 101, Business Administration 120, or Real Estate 190. (Real Estate 101 may not be taken for college credit after the completion of any other Real Estate course.)

Glendale Community College will grant a Certificate in Real Estate to those who satisfactorily complete at least 18 units chosen from the list of required real estate courses and any additional recommended courses for a total of twenty-four units in all.

Required courses are to be chosen from the following:

Real Estate 101, 120, 130, 140, 150, 160, 190, 250

Recommended courses include the following:

Accounting 101 or 110  
 Business Administration 101, 120, 125, 140, 150, 160  
 Business—General 110, 130, 160  
 Business—General 101 or English 101 or English 102  
 Cooperative Education 102  
 Economics 101, 102  
 Marketing and Distribution 110, 115  
 Office Administration 205, 210  
 Real Estate 161, 251, 252, 275

**BUSINESS — SECRETARY, EXECUTIVE**

This curriculum is designed for those students who wish to prepare for positions as professional secretaries in commercial, industrial, and financial companies, as well as in government service.

These courses are required:

Business Administration 110  
 Business—General 101 or 120, 105, 110, 130 (2 units)  
 Office Administration 101, 105, 110 (3 units), 125 (3 units),  
 130 (3 units), 140 (2 units) \*, 215 (3 units), 240 or 245 or 250 (1 unit), 260

\* Minimum speed requirement of 100 wpm

Elective units from the following list are recommended:

Accounting 101 or 110  
Business Administration 101, 120, 125 or 130, 140, 150  
Business—General 135, 140, 160  
Computer and Information Systems 101  
Cooperative Education 102  
Economics 105  
Family and Consumer Studies 133  
Office Administration 135 or 140, 230, 240 or 245, 250  
Real Estate 101

### **BUSINESS — SECRETARY, GENERAL**

This curriculum is planned for students who wish to prepare for positions as secretaries in any of the major fields of business or government services.

These courses are required:

Business Administration 110  
Business—General 101 or 120, 105, 110, 130 (2 units), 140 (1 unit)  
Office Administration 101, 105, 110 (3 units), 125 (3 units), 140 (1 unit) \*  
215 (3 units), 240 or 245 or 250 (1 unit), 260

\*Minimum speed requirement of 80 wpm

Elective units from the following list are recommended:

Accounting 101 or 110  
Business Administration 101, 120 or 130  
Business—General 135, 160  
Computer and Information Systems 101  
Cooperative Education 102  
Family and Consumer Studies 133  
Office Administration 130, 135 or 140, 230, 240 or 245, 250

### **BUSINESS — SECRETARY, LEGAL**

This curriculum is designed for those students who are preparing for a secretarial position in a law firm, in a legal department in business, or in government organizations.

These courses are required:

Business—General 101 or 110 or 120, 105, 130 (2 units)  
Office Administration 101, 110 (3 units), 125 (3 units),  
130 (3 units), 140 (2 units) \*, 160, 161, 215 (3 units), 240 or 245 or 250  
(1 unit), 260

\*Minimum speed requirement of 100 wpm

Elective units from the following list are recommended:

Accounting 101 or 110  
Business Administration 101, 110, 120, 130, 150  
Business—General 110, 140, 160  
Computer and Information Systems 101  
Cooperative Education 102  
Economics 105  
Family and Consumer Studies 133  
Office Administration 105, 135 or 140, 165, 230, 240 or 245, 250  
Real Estate 101

### **BUSINESS — SECRETARY, MEDICAL**

This curriculum is designed for those students who are preparing for a secretarial position in offices of physicians, medical clinics, hospitals, and allied facilities.

These courses are required:

- Business Administration 110
- Business—General 101 or 120, 105, 110
- Office Administration 110 (2 units), 125 (3 units), 140 (1 unit) \*  
180, 181, 185, 190, 215 (3 units)

\*Minimum speed requirement of 80 wpm

Elective units from the following list are recommended:

- Accounting 101 or 110
- Biology 112, 120 or 121
- Business Administration 120 or 130
- Business—General 130, 140, 160
- Computer and Information Systems 101
- Cooperative Education 102
- Family and Consumer Studies 133
- Office Administration 130, 135 or 140, 195, 230, 240 or 245, 250
- Psychology 101
- Sociology 101, 102

### BUSINESS — WORD PROCESSING SPECIALIST

This curriculum is designed for those students who are preparing for a position to enter the new office occupational field of word processing in the capacity of word processing operators or managers/supervisors of a Word Processing Center.

These courses are required:

- Business Administration 110, 101 or Office Administration 160
- Business—General 101 or 120, 105, 110
- Office Administration 101, 105, 110 (3 units), 215 (3 units), 245 or 250  
(2 units), 260, 270

Elective units from the following list are recommended:

- Accounting 101 or 110
- Business Administration 120 or 130
- Business—General 130
- Computer and Information Systems 101, 110
- Cooperative Education 102
- Family and Consumer Studies 133
- Office Administration 161, 230, 245 or 250

### COMPUTER TECHNICIAN

Courses Required (22 units): C + IS 107 ✓

- Computer and Information Systems 110
- Electronics and Computer Technology 125, 126, 127, 171, 172

Minimum of 16 units from the following (equivalent or higher level course may be substituted):

- Computer and Information Systems 150 or Mathematics 130
- Drafting 129
- Electronics and Computer Technology 128, 173, 174
- Engineering 101, 103
- English 120, 131 ✓
- Materials and Processes 146
- Mathematics 141
- Physical Science 131
- Speech 121 ✓ 101

## COSMETOLOGY

Glendale Community College has contracted with two Glendale beauty colleges for the provision of cosmetology instruction to registered Glendale Community College men and women students. The completion of Cosmetology 111, 112, 113, and 114 provides 1,600 hours of theory and practice required by the State of California Cosmetology Act and by the Board of Cosmetology for licensing as a Cosmetologist. The 1,600 hours may be completed in four semesters; or a combination of three semesters and one ten-week summer session; or a combination of two semesters and two ten-week summer sessions.

These courses are required: Cosmetology 111, 112, 113, 114  
Recommended elective: Cooperative Education 102

## DRAFTSMAN (JUNIOR ENGINEER)

This course of study provides basic and advanced training in Technical Drawing.

These courses are required: Drafting 131, 132, 133, 134; English 131, 132 or equivalent; Engineering 103

Materials and Processes 146

Technical Education 142, 143, 144 or equivalent

Elective units from the following list are recommended:

Electronics 175

Machine Technology 107

Metals 115

Technical Education 145

Welding 117

## ELECTRONICS TECHNICIAN

Courses Required (22 units):

Computer and Information Systems 110 or equivalent or a higher course

Electronics and Computer Technology 125, 171, 172, 173, 174

Minimum of sixteen units from the following (equivalent or high level course may be substituted): Computer and Information Systems 150 or Mathematics 130

Drafting 129

Electronics and Computer Technology 126, 127, 128

Engineering 101, 103

English 120, 131

Materials and Processes 146

Mathematics 141

Physical Science 131

Speech 121

## ENGINEER — JUNIOR ENGINEER (SEE DRAFTSMAN)

### FASHION DESIGN

A curriculum designed to prepare persons for careers in the clothing industry includes training as pattern makers, and designers, layout workers, sample makers, inspectors, drapers, fitters, cutters and finishers. Stresses knowledge of textile merchandise and selling techniques of fashion goods.

These courses are required: Art 113.

Business—General 101

Family and Consumer Studies 105, 117, 118, 119, 120, 123, 133

Marketing and Distribution 125

The following courses are recommended:

Cooperative Education 102

Family and Consumer Studies 124

Theater Arts 123



## FIRE TECHNOLOGY

These courses are required: (3 units in each course)

Fire Technology 101, 103, 104; English 131; Administration of Justice 117 or Psychology 140.

In addition, a minimum of 12 units *must be* selected from the following:

Fire Technology 105, 107, 108, 109, 110, 111, 112, 114, 151.

It is recommended that students take Speech 101.

It is also *recommended* that students take Administration of Justice 101, 103, and 120.

## FOOD SERVICE

The Food Service Certificate Program is a two year curriculum designed to prepare students for employment in various positions of the food industry.

These courses are required: Food Service 111, 113, 114, 115, 116, 117.

Elective Units: Cooperative Education 102; Food Service 112, 118, 119, 120; Family and Consumer Studies 133; and Psychology 101.

## FOOD SERVICE MANAGEMENT

A Certificate of Food Management will be granted to those who satisfactorily complete a 24-unit program from the following:

These courses are required: Food Service 111, 113, 114, 116; Food Service Management 211, 212, 213.

Elective Units from the following are recommended:

Cooperative Education 102; Food Service 112, 117, 119, 120; Food Service Management 214; Psychology 101; and Management 101.

## HUMAN SERVICES AIDE

These courses are required: English 180, Guidance 196, Psychology 111-112, and Social Science 102-103\*

Elective units from the following are recommended: Family and Consumer Studies 135-136; Psychology 101, 110; Sociology 101, 102, 105.

For Foster Parenting option, PLEASE CONSULT YOUR COUNSELOR FOR SPECIFIC COURSES.

\*Human Services degree Certificate applicants must have completed field placement in four different agencies.

## JOURNALISM

These courses are required: English 101, 102, 105, 106; Journalism 102, 103, 104

A minimum of three units must be selected from the following: Economics 101 History 107, 108, 109, 110

Political Science 101

Recommended elective: Cooperative Education 102

## LIBRARY ASSISTANT

This program is for the student who wishes to prepare for work as a clerical assistant in a library of a college, high school, or public or private agency. Students wishing to become professional librarians should follow the Librarianship transfer curriculum.

These courses are required: Art 101 or 102

Biology 122

English 101

History 110 or 117-118 or Social Science 131-132

Office Administration 210

Psychology 101 or 110

Physical Science 131

\*Business—General 130 or Mathematics 150

Practical experience as a student assistant in the Glendale Community College Library for two semesters.

\* A satisfactory score on the Mathematics Proficiency Examination may be substituted.

## MANAGEMENT (SEE BUSINESS)

### MACHINE TECHNOLOGY (MACHINIST) \*

These courses are required: Drafting 129; Machine Technology 101, 102, 103, 104; Material and Processes 146

Elective units from the following list are recommended:

Cooperative Education 102

English 131, 132

Machine Technology 109

Mathematics 150; Technical Education 143 or equivalent

Technical Education 145

Welding 117, 118

## MANUFACTURING TECHNOLOGY

Students seeking careers in manufacturing engineering, tool engineering, or tool design at the professional level should investigate this training program.

These courses are required: English 101 or 120 or 191

Machine Technology 101, 102, 103

Mathematics 103, 104

Physics 105, 106

Speech 101

Elective units from the following list are recommended: Chemistry 101

Cooperative Education 192

Economics 101

History 110

Machine Technology 104, 109

Political Science 101

Psychology 101

## NURSERY SCHOOL

The Nursery School curriculum is designed to prepare men and women to teach in nursery schools, Head Start Child Development Centers, pre-school classes, and day-care centers.

These courses are required: Family and Consumer Studies 135, 136, 138, 140, 141, 142, 152

Electives (3 units) may be selected from any course listed in the current catalog.

## NURSING

### REGISTERED NURSING CAREER LADDER PROGRAM

#### I. ADMISSION REQUIREMENTS

Completion of an accredited VN program or equivalent.

Completion of the following courses with a grade of "C" or better:

English 101, Biology 112, 120, 121, Humanities Course

(Philosophy 101 recommended), Psychology 101, Speech 101.

Take two NLN standardized tests in nursing with a "C" or better.

Take the CGP test.

II. COURSE REQUIREMENTS TO COMPLETE THE ASSOCIATE DEGREE:

Any course or courses satisfying the American History, American Institutions, and State and Local Government requirements.

Note: A student may write the California State Board Examination prior to completion of course requirements for Associate Degree. (Students should consult counselor for information regarding state license.)

III. COURSE REQUIREMENTS FOR THE CERTIFICATE:

Allied Health 231, 233, 234, 240, 245, 246

**Vocational – Nursing**

A twelve month program in vocational nursing. Satisfactory completion of the program leads to the Glendale Community College Vocational Nursing Pin and Certificate, and to the California State Board Examinations in Vocational Nursing.

These courses are required: Allied Health 101, 103, 107, 108, 112, 114, 116, 118, 120, 122, 130, 132, 134, 136; Chemistry 115.

**OFFICE WORK (SEE BUSINESS CERTIFICATE PROGRAMS)**

**PHOTOGRAPHY**

These courses are required: Art 113

Photography 101, 102, 103, 105, 107, 108

Elective units from the following list are recommended: Art 115, 116, 122

Chemistry 141 or 143

Cooperative Education 102

English 101, 102

Journalism 101

Social Science 131-132

**REAL ESTATE (SEE BUSINESS)**

**RECREATION LEADERSHIP**

These courses are required: Health 101, 103, 107; Physical Education 120; Recreation Leadership 109

Badminton, Softball, Tennis, Volleyball, Basketball, Touch Football, Dance, Soccer.

A minimum of 13 units must be selected from the following:

Administration of Justice 101 or 118

Art 101 or 102 or 103 or 106

Biology 121, 122

Music 120, 130 or 131

Psychology 101 or 110

Speech 101 or 121

Recommended elective: Cooperative Education 102

**TEACHER AIDE**

These courses are required:

English 120 or 101

Family and Consumer Studies 135, 136

Office Administration 103, 210

Social Science 121 or 131

Elective units from the following are recommended:

Social Science 101, 102

A minimum of seven units must be selected from any course listed in the current catalog.

Recommended elective: Cooperative Education 102

### TECHNICAL GRAPHICS AND DESIGN

Technical Graphics and Design is a visual communication process of preparing art work for our existing age of science and technology. This curriculum is designed to prepare students to make technical illustrations pictorial renderings, drawings, brochures, publications, exhibits and models.

These courses are required: Graphics and Design 165, 166, 167, 168

A minimum of 10 units must be selected from the following: Art 113, 116, 122

Engineering 103 or Architecture 105

English 131 *Eng 101 3*

Graphics and Design 169, 172

Photography 101

Printing 101

Technical Education 145

Recommended electives: Computer and Information Systems 101, 110; Cooperative Education 102; Office Administration 205; Graphics and Design 173

### TELEVISION REPAIR

A curriculum designed to train persons in the fundamental skills and technical knowledge needed by the television repair serviceman. A total of 24 units as indicated below must be earned to qualify for the Certificate.

These courses are required: Television Repair 101, 102, 103, and 104

A minimum of six units must be selected from the following:

Drafting 129, 136, 137, 138, 139

English 101, 102, 105, 106, 120, 131, 132

Materials and Processes 146

Mathematics 101, 102, 103, 104, 105, 106, 150

Metals 115

Technical Education 143, 144, 145

Welding 117, 118

Recommended elective: Cooperative Education 102; Electronics 177, 178

### THEATER ARTS — GENERAL CERTIFICATE

These courses are required: English 101\* or 120; Speech 101\* or 121; Theater Arts 102, 103, 105, 109, 121, 123, and 131.

Elective units from the following list are recommended:

Art 101, 102, 113, 114, 118

English 102, 115, 120, 121, 125, 126

Physical Education 181, 182, 186

Theater Arts 101, 104, 110, 122, 134

\*These courses are transferable to Universities.

### WELDING, OCCUPATIONAL (COMBINATION WELDER)

Occupational welding is a two-year program designed to prepare the student for entry into the welding field as a combination welder, skilled in metallic arc, tungsten inert gas, flux cored wire, and oxy-acetylene welding of common metals. The emphasis will be on obtaining a welding certification at the completion of the required courses.

These courses are required: Welding 121, 122, 123, 124, Drafting 129

Elective units from the following list are recommended:

Machine Technology 101 or Machine Technology 105

Materials and Processes 146

Mathematics 150

Metals 115

Technical Education 142, 145  
Welding 125

## TRANSFER PROGRAMS

Transfer Programs which can be completed at Glendale Community College and lead to junior standing at a University or a four-year College.

### ADMINISTRATION OF JUSTICE

#### San Jose State University

Administration of Justice courses which are acceptable for transfer credit at San Jose State University to meet major requirements for the Bachelor of Science degree in Administration of Justice are Administration of Justice 101, 103, 116. Administration of Justice majors who plan upon graduation to continue their work at San Jose State should limit their program to the courses listed above. In addition, they should complete the General Education pattern at Glendale Community College.

### AERONAUTICS (BACCALAUREATE MAJORS)

#### San Jose State University

The curricula for the two Bachelor of Science degree programs in Aeronautics have been designed to prepare the graduate for entry into a wide range of positions in the aerospace industry. All students receive a thorough training in the fundamentals of aviation integrated with mathematics, science and general education courses especially chosen for their applicability to the aerospace field. The opportunity for specialization is presented in the form of the two degree curricula, aeronautical maintenance and aeronautical operations. Additional orientation towards such areas as space technology, commercial air transportation, or fixed base operations may be obtained by a proper selection of elective courses. The services of the advisor are available for this purpose.

A Federal Aviation Administration-approved school is operated as an integral part of the aeronautics curriculum and extensive laboratory facilities are available to all students. All aeronautical maintenance majors are required to obtain their airframe and powerplant rating as a part of the Bachelor of Science degree requirements.

*Required courses* — Maintenance: Aviation and Transportation 120, 123, 126, 141, 142, 143, 145, 146; Chemistry 101, 102; Economics 101; Engineering 103, 104; Speech 101; Physics 101, 102, 103; Mathematics 103, 104, 130; Psychology 101 is recommended.

*Required courses* — Operations: Accounting 101, 102; Aviation and Transportation 120, 123, 126, 141, 142, 143, 145, 146; Business Administration 120; Chemistry 101, 102; Computer and Information Systems 110; Economics 101, 102, 107; Engineering 104; Mathematics 112; Physics 105, 106; Psychology 101; Speech 101

#### Northrop University

Students in the Federal Aviation Administration approved Airframe and Powerplant Maintenance Course offered at Glendale Community College can receive up to 87 quarter units of transferable credit to apply directly towards a Bachelor of Science degree in Engineering Technology.

The Engineering Technology program is designed to give the student an engineering background which is more hardware oriented. Students build a practical educational foundation in mathematics and basic sciences without the rigor of the engineering curriculum. Additional exposure is given to the technical studies, design, drafting, communications, and the socio-humanistic courses.

## AGRICULTURE

### California State University, Fresno

Degrees are offered in Agriculture and Home Economics. A prospective transfer student should complete a minimum of 56 transferable units with an overall "C" average in all work. If possible, general education requirements should be certified. It is strongly recommended that the following Glendale Community College courses be completed as part of the lower division preparation: Chemistry 101, 102, 105; and Biology 137.

### California Polytechnic State University, San Luis Obispo

Agriculture students would find it advantageous to have completed the following courses in high school: Mathematics, including two years of algebra; chemistry, 1 unit; biology, 1 unit; vocational agriculture (if available), two years. Such high school preparation would serve to enhance the students' preparation for all agriculture majors. In the first two years of college, students should include in their course of study the following: Chemistry 101, 105; English 101, 102; History 110; Political Science 101; Mathematics 101, 102; Health 103. Recommended: Biology 137; Psychology 101; Speech 101; Welding 117.

## AGRICULTURAL ENGINEERING (SEE ENGINEERING)

## ARCHITECTURE, ARCHITECTURAL ENGINEERING, CONSTRUCTION

### California Polytechnic State University, San Luis Obispo

Students planning to enter the School of Architecture and Environmental Design would be encouraged to include the following course work in their programs: English 101; English 102 or Speech 101; Mathematics 103, 104; Physics 101; Political Science 101, 106; History 110; Economics 105; Philosophy 101 or 117; Art 116; Architecture 101, 102, 103, 105; Psychology 101.

## BIOLOGY

### California State University, Northridge

Biology 101, 102, Chemistry 101, 102, 106, and courses to fulfill requirements in one of the following options:

Option I, General Biology: Add Biology 120, 121, and Mathematics 103

Option II, Environmental Biology: Add Mathematics 103

Option III, Cellular and Molecular Option: Add Mathematics 103

Option IV, Medical Tech Option: Add Chemistry 103

Option V, Microbiology Option: Add Mathematics 103, 104

### California State University, Los Angeles

For all programs: 1 year of 1 foreign language recommended, Mathematics 101 required (may be met by satisfactory score on placement test)

General Option: Biology 101-102; Chemistry 101-102, 105-106; Physics 105-106 Environmental Biology Option: Same as above, add Geography 101, 110

## BUSINESS ADMINISTRATION

### University of California, Berkeley

A student transferring from a community college must have followed a program of study which includes the following: (These courses must be taken for Letter grades.)

Accounting 101-102, Computer and Information Systems 101 and 110 or 101 and 150 or 140; Economics 101-102, 107; English 101-102; Mathematics 103-104.

### University of California at Los Angeles

*Undergraduate:* Students preparing for a career in public accounting (CPA) or management accounting remain in the College of Letters and Science for their bachelor's degree

work, selecting a major in a department in that college, such as economics or political science, that recognizes certain management and accounting courses as part of the major. The baccalaureate program is followed by the Professional Master's Program in the Graduate School of Management which leads to the MBA degree. The Professional Master's Program provides a balance between broad background preparation in management and specialization in a professional field of concentration; such as accounting.

Students selecting this combination of programs should consult with an adviser in the Graduate School of Management when selecting management and accounting courses as part of his or her bachelor's program.

### **California State University, Fresno**

Students planning to enter the School of Business, California State University, Fresno, at the end of two years at Glendale Community College must complete a minimum of 56 transferable units and a maximum of 70 units, with an overall "C" average in all work. If possible, the general education requirements should be certified. The following Glendale Community College courses are highly recommended: Accounting 101, 102; Business Administration 120; Computer and Information Systems 101, 110; Economics 101, 102, and 107; Marketing and Distribution 105; Mathematics 111.

### **California State University, Long Beach**

The lower division requirements for the B.S. degree in the School of Business Administration are:

Accounting 101, 102  
 Business Administration 120  
 Computer and Information Systems 101, 110  
 Economics 101, 102  
 Mathematics 111-112  
 Philosophy 116 or 117  
 (Accounting majors must take Philosophy 116)

### **California State University, Los Angeles**

Students planning to enter the School of Business and Economics, California State University, Los Angeles, at the end of two years at Glendale Community College, must complete a minimum of 56 transferable units and may have a maximum of 70 units, with an overall "C" average in all transferable work. Courses should be included to satisfy the lower division core requirements for the major. The following courses are required: Accounting 101-102; Computer and Information Systems 101, and either Computer and Information Systems 110 or Computer and Information Systems 150, Business Administration 120; Economics 101-102, 107; Mathematics 111-112. See page 236 for general education requirements for California State University, Los Angeles.

Note: Option in Business Information Systems does not require Computer and Information Systems 101 and 128 or 150.

### **California State University, Northridge**

The lower division requirements for the various departments in the School of Business at California State University, Northridge are:

Accounting 101, 102  
 Business Administration 120  
 Computer and Information Systems 101, 110  
 Economics 101, 102  
 Mathematics 103, 104 or Mathematics 111, 112

Students planning to specialize in Office Administration or to prepare for teaching Business subjects in high school should consult the California State University, Northridge catalog and a Glendale Community College counselor for selection of appropriate additional courses in typing, shorthand, and office machines.

See page 236 for the General Education Requirements for California State University, Northridge.

### **San Jose State University**

Prerequisites and Core Requirements:

- I. General Education — 40 units
- II. Requirements in all Business Curricula (or other college requirements) :  
Mathematics 111 and 112; Economics 101 and 102; English 101.
- III. Required Business Core Courses: Accounting 101 102\*; Business Administration 120; Computer and Information Systems 101, 110; Economics 107.

\*Accounting majors only.

### **Loyola Marymount University**

The following curriculum represents the order, or sequence, in which it is expected that students will take the various courses required for the B.B.A. degree at LMU.

Freshman Year, Fall Term: Economics 101, English 101, Mathematics 111, Philosophy 113 or 114, History (History 102 or 109)

Freshman Year, Spring Term: Economics 102, English course (select from English 102, 107, 108, 109, 110), History course (select from History 104, 118, 120), Mathematics 112, Fine Arts (select from Art 101, 102, 103; Music 101, 120; Theater Arts 101, 102, 103)

Sophomore Year, Fall Term: Accounting 101, Business Administration 120, Economics 107, Psychology 101, 3 unit college-level science course

Sophomore Year, Spring Term: Accounting 102, \*Computer and Information Systems 101 and 110, Speech course (select from Speech 101, 102), Philosophy 101

\*Students must complete both Computer and Information Systems 101 and 110 to equal LMU BA 275

### **Northrop University**

The four-year Management Curriculum is designed to serve the needs of business and government for qualified management personnel. Students planning on continuing their education into this management curriculum can take the following courses for maximum transfer credit:

Accounting 101, 102; Business Administration 120; Business—General 110; Computer and Information Systems 101, 140, 180, 185, 190; Marketing and Distribution 105; Chemistry 101; Economics 101, 102; English 101, 102; History 117 or 118; Mathematics 111, 112; Physics 101; Psychology 102.

### **Pepperdine University**

The following are required or elective lower division course in degree programs:

Management

Accounting 101, 102

Business Administration 101

Economics 101, 102, 107

English 192

Mathematics 111-112

Psychology 101

Sociology 101

The above are required or elective lower division courses in the following Pepperdine degree programs: Management

Transfer students may also receive elective courses in certain Pepperdine programs for courses taken in the following fields: Aviation and Transportation; Business; Economics; Electronics; Police Science; Public Administration; Real Estate.



Students graduating from Pepperdine must also complete General Education requirements described in the catalog.

### University of Southern California

The University of Southern California offers a curriculum in Business Administration leading toward the Bachelor of Science degree. The following courses are required with minimum units shown.

- Accounting (6 units) Accounting 101 and 102
- Behavioral Science (6 units) : Anthropology 101, 102; Psychology 101, 102, 103, 110, 131; Sociology 101, 102
- Business Administration 120-125
- Economics (6 units) Economics 101-102
- English (6 units) English 101-102
- \*Humanities or Social Sciences (6 units) : Art, Music, Philosophy, Theater Arts (Drama), \*History, Geography, Journalism, Speech
- \*Literature (3 units)
- Mathematics 111-112
- \*Natural Sciences (6 units excluding mathematics and Computer Science)
- Political Science, Theater Arts, Foreign Languages
- \*See courses listed under these headings for The College of Letters, Arts, and Sciences on page 231.

\*A maximum of 12 units in Business courses will be accepted for transfer.

## CHEMISTRY

### College of Chemistry, University of California at Berkeley

Admission to upper division chemistry for a total of 90 quarter units is contingent upon a grade point average of at least 2.5 in courses basic to the major. Recommended courses include: Chemistry 101-102, 103, 105-106; Physics 101, 102, 103; Mathematics 103, 104, 105, 106; English 101 or Speech 101; Economics 101; German 101-102; History 117-118. A student may pursue the study of chemistry on any campus of the University by enrolling in the College of Letters and Science, with a major in chemistry earning a B.A. degree and in the College of Chemistry earning a B.S. degree. For details on College of Letters and Science breadth requirements refer to page 205 of this catalog. For the B.S. degree students should consult the catalog for the College of Chemistry.

## CHEMISTRY

### California State University, Los Angeles

Students should include chemistry, physics, German, geometry, trigonometry, and algebra (2 years) in high school preparation.

- B.S. Chemistry: Chemistry 101-103, Mathematics 103-105, 106 or 130.
- B.S. Biochemistry: Chemistry 101-103, Physics 101-103, Mathematics 103-105, Biology 101-102, 112
- B.A. Chemistry: Chemistry 101-103, Physics 101-103, Mathematics 103-105, Geology 110

### California State University, Northridge

Chemistry 101-102, 103; Mathematics 103, 104, 105, 106; Physics 101, 102, 103. (A modified Mathematics and Physics sequence may be taken by those seeking the B.A. degree rather than the B.S. degree. Consult the CSUN catalog.)

## CHICANO STUDIES

### California State University, Northridge

History 113, Spanish 127. CSUN Chicano Studies 270 will be taken after transfer.

## CHILD DEVELOPMENT

### California State University, Los Angeles

General Option (I): Psychology 107 or Political Science 107 or Sociology 107 Multi-Subject Credential Option (II): Block I, English 101, 102, Speech 101; Block II, select 10 semester units from natural science and/or quantitative reasoning areas of general education, taking care to fulfill natural science requirements in biological and physical sciences; Block III, History 117 or 118 Political Science 101-106, Economics 105 or Geography 102 or Sociology 102; Block IV, 8 semester units of 1 foreign language.

### California State University, Northridge

Biology 121; Psychology 101, 103, Economics 107 or Psychology 107 or Sociology 107

## CHIROPRACTIC

### Los Angeles College of Chiropractic

The pre-professional program of the student desiring to matriculate at the Los Angeles College of Chiropractic may be undertaken at Glendale Community College. Sixty (60) transferable units must be completed.

These courses are required:

Biology 101-102 or Biology 120-121

Chemistry 101, 102, 105,

English 101-102 or English 101 and Speech 101

(Physics 105, 106 will be required beginning September 1983)

Complete three semester units of each of the following:

Humanities (The same units in the Social Science will meet this requirement)

Psychology (Any Psychology course may meet this requirement but Psychology 101 is preferred).

Social Science (The same Humanities units may be substituted)

Recommended courses:

Biology 112, 120, 121

Chemistry 106, 107

Physics 105, 106

## COMPUTER SCIENCE

### California State University, Northridge

Glendale College students can partially satisfy lower division requirements for the CSUN Computer Science major by completing the following courses: Mathematics 103, 104. Areas of concentration are available in a variety of fields. Applicable on requirements in several areas are: Math 105, 106, Physics 101, 102. In addition to the courses listed, students will be required to complete several lower division computer science courses after transfer.

### California State University, Sacramento

Students may complete a Bachelor of Science in Computer Science with one of three orientations: scientific applications, systems programming, and data processing applications. Students planning to complete the degree with an emphasis in scientific applications or systems should include in their programs Mathematics 103, 104, 130. Mathematics 105 and 106 may be used for elective credit. For orientation in data processing applications students should include Mathematics 103, 104; Computer and Information Systems 140,

150; and Economics 107. In addition, one or more courses from Computer and Information Systems 101, 110, 170, 185, 190, Mathematics 111, are recommended to all students planning to major in Computer Science.

### **Northrop University**

Students interested in obtaining a Bachelor of Science degree from Northrop University in Computer Science can receive maximum transfer credit by taking the following courses:

Chemistry 101; Computer and Information Systems 140; Electronics 171; English 101, 102; History 117 and 118; Mathematics 103, 104, 105, 106, 130; Physics 101, 102; and four 3-unit courses chosen from the fields of Anthropology, Biology, Economics, History, Philosophy, Political Science, Psychology, Sociology.

## **CRIMINAL JUSTICE**

### **California State University, Long Beach**

Majors in Criminal Justice intending to transfer to California State University, Long Beach to continue work for a Bachelor of Science Degree in the law enforcement area are advised to familiarize themselves with the requirements of that University. California State University, Long Beach will accept for transfer credit to be applied toward the major a total of 24 units of lower division work in criminal justice. 12 units 101, 103, 110, 120 will transfer as subject matter units - 12 additional units will transfer as electives. (Total 24 units)

### **California State University, Los Angeles**

Criminal Justice majors intending to transfer to California State University, Los Angeles, to continue work for a Bachelor of Science Degree in the law enforcement area are advised to familiarize themselves with the entrance and degree requirements of that University. California State University, Los Angeles, will accept for transfer credit to be applied toward the major a total of 21 units of lower division work in Criminal Justice earned by the Criminal Justice major.

Criminal Justice courses which are acceptable for transfer credit at California State University, Los Angeles, to meet major requirements for the Bachelor of Science Degree are Administration of Justice 101, 103, 107, 110, 120; Political Science 101 and 106; Psychology 101; Sociology 101. Approved electives for major: Administration of Justice 116; Anthropology 101, 102; Economics 107; Photography 101 and 102; Sociology 107. (Students choose 11-13 semester units of electives, depending on option).

Criminal Justice majors who plan upon graduation to continue their studies at California State University, Los Angeles, should limit their program to the Administration of Justice courses listed above. In addition, they should complete as many as possible of the lower division General Education courses.

Units in Criminal Justice may be applied as elective credits toward completion of total degree requirements.

See page 236 for general education requirements.

## **DENTAL HYGIENE**

Dental Hygiene bears a relationship to dentistry similar to that which nursing bears to the medical profession. Students may complete the two-year Pre-dental Hygiene Curriculum at Glendale Community College and then transfer to a dental school for the remaining two years.

### **University of California, San Francisco**

These courses are required: Chemistry 101, 102, 105  
English 101-102  
Biology 101-102  
Physics 105, 106  
Psychology 101, 102 or 103 or 131

Four 3 semester unit courses chosen from the social sciences, humanities, and foreign languages. Courses from each area are not required. Completing the university requirement in American History and Institutions for the Bachelor of Science degree as part of this requirement is recommended.

Electives to total 60 semester units:

*Note:* Graduates of the UCSF Dental Hygiene Program are required to complete a Red Cross First Aid course. Although this course is not an admission requirement, it is strongly recommended that students take this course before enrolling in the dental hygiene curriculum.

### **University of Southern California**

Students may apply for admission to the School of Dentistry after completing a minimum of 60 units excluding courses offered in the dental hygiene curriculum and including the courses shown below. Application should be filed well in advance of February 1 of the year in which the student wishes to be admitted.

These courses are required: Chemistry 101-102, English 101-102

Science with Lab — Biology 101-102 recommended

Speech 101

Psychology 101

Sociology 102

Electives from: Biological Science

Chemistry

Foreign Languages

English Composition

English Literature

Philosophy

Social Science

Music or Art Appreciation

## **DENTISTRY, PRE-DENTAL CURRICULUM**

### **University of California, Los Angeles**

Those wishing to enter the School of Dentistry must have completed a minimum of three full academic years of college work, including the following courses: Chemistry 101-102, 105-106; Physics 105-106; Biology 101, 102; English 101-102; Psychology 101; and upper division embryology. Generally, the pre-dental student is advised to seek a sound liberal arts background in the humanities, social and behavioral sciences, in addition to the requirements listed above.

### **University of California, San Francisco**

The completion of 90 transferable semester units (exclusive of repeated and nontransferable courses) of all college work is a minimum requirement for admission to the School of Dentistry. Those who wish to enter the San Francisco School of Dentistry must have completed 90 units (at least 20 units of which must be completed at a senior college) These units must include the subjects in the following list:

General University Requirements\*

English 101-102

Chemistry 101-102, 105

Physics 105-106

Biology 101-102

Psychology 101-102 or 103

Four 3 semester unit courses chosen from — Social Sciences, Humanities

Foreign Languages, Psychology in addition to above.

Additional electives to bring the total number of units to at least 90 semester units.

(Recommended: Embryology, comparative vertebrate anatomy, advanced mathematics).

\*Students who plan to complete the requirements for the B.S. degree in dentistry must satisfy the English Composition and American History and American Institutions requirements.

### **Loma Linda University**

Although a three year pre-dental curriculum in an accredited liberal arts college is prescribed, a Bachelor of Arts Degree or the equivalent, is advantageous. Students may apply for admission to the School of Dentistry after completing 96 quarter units of college work including the following courses: Chemistry, a complete course with laboratory, English, a complete course, Physics, a complete course with laboratory, Biology or Zoology, a complete course with laboratory. Business Administration 101. Recommended: Art 151-152; Accounting 110; Chemistry 103; Family and Consumer Studies 125; Machine Technology 105; Mathematics 103, 104, 105; Psychology 101, 103.

### **University of Southern California**

The following are required courses: Chemistry 101-102, 105-106; Physics 105-106; Biology 101-102; English 101-102. The following courses are recommended: Art 151\*-152, 101 or 102 or Music 120; English Literature; History 107-108, 107-109, 108-109; Foreign Languages; Philosophy; Political Science 105-106 or 101-106; Psychology 101. Applications should be filed well in advance of October 31 of the year preceding that in which the student wishes to be admitted.

\*Art 151 is recommended in preparation for the Dental Aptitude test.

## **DIETETICS SEE NUTRITION AND FOOD**

### **ENGINEERING**

#### **University of California at Berkeley\*, Davis\*\*, Irvine\*\*\*, Los Angeles†, San Diego††, Santa Barbara§**

Engineering students should have completed the following courses in high school: Mathematics, 4 units; including two years of algebra and trigonometry; physics, 1 unit or chemistry, 1 unit; and mechanical drawing, 1 unit.†† Without this preparation it will be difficult to obtain an engineering degree in four years. In the first two years, students should include in the course of study: Chemistry 101-102§, Mathematics 103, 104, 105, 106; Physics 101, 102, 103; Engineering 103, 104, 110\*\*. Nontechnical electives including courses in biology, English, fine arts, humanities and social sciences. Community college transfer students are high priority if they have completed *all* prerequisites specified by the colleges of engineering.

Berkeley students would need to take 11 units of Engineering: Engineering 101, 103, 104 and 110 or 108 (11 or 12 units); Chemistry 101 and 102 (10 units); Physics 101 and 103 (14 units); Humanities or Social Science (at least 15 units); must include with the exception of the engineering science curriculum at least one two-semester sequence of one of the following: Anthropology 101-102; Economics 101; English 101-102; History 117-118; Philosophy 101-102; Political Science 101-102; Social Science 101-102.

\*Students planning to transfer to Berkeley should include Mathematics 130 which will satisfy the lower division required course on introduction to programming.

Lower division engineering courses in the University of California, Berkeley, curricula include: Civil Engineering: Engineering 103, 108, 110; Electrical Engineering and Computer Science: Engineering 108; Industrial Engineering and Operations Research: Engineering 108; Mechanical Engineering: Engineering 103, 108, 110; Materials Science and Engineering: Engineering 108, 110. Engineering Science students should include: English 101 or Speech 101, technical electives; Bioengineering students should include: Biology 101, 102, those in Engineering Geoscience: Geology 110; all others three (semester) units of Engineering 103, 108, 110. All double major programs between curricula are described in

the Announcement of the College of Engineering.

\*\* Students planning to transfer to the College of Engineering at Davis will need to have completed English 101, Speech 101, Mathematics 130, Engineering 110 (statics) and a circuits course which has a prerequisite differential equations. Ten semester units of Engineering electives are needed: Engineering 101, 103, 104, and 141 all count in this category. Civil engineering students should take a surveying course. Students planning to major in chemical engineering should take Chemistry 103 and 105 instead of Engineering 103, 104. Students for engineering are selected on an index correlated with required courses completed and grade point average.

\*\*\* Students planning to transfer to the School of Engineering at Irvine are required to complete Mathematics 103-104, 105-106, and 130 and the recommended sequence of Physics 101-102-103 and Chemistry 101-102.

† Students intending to enter the School of Engineering and Applied Science at Los Angeles should take Mathematics 130, which will satisfy a lower division requirement in computing. Students should take English 101 and one course in the life sciences, Biology 101 or Biology 122. Those planning to specialize in chemical engineering should take Chemistry 105, 106, and 107 instead of Engineering 103, 104, and 110.

†† Students bound for the Applied Mechanics and Engineering Science or Electrical Engineering and Computer Science majors at University of California at San Diego should decide which UCSD college they wish to enter, and work toward completing appropriate general education requirements — although requirements for the major should take first priority. No lower division engineering courses are required.

Students planning to enter the College of Engineering Santa Barbara are advised to include Mathematics 130 in their lower division programs. Chemical Engineering majors should include Chemistry 105 instead of Engineering 104. Mechanical Engineering majors should include Engineering 103, 104, 110. All engineering majors should complete English 101 and either English 102 or Speech 101.

### **California State University, Fresno**

Degrees are offered in civil, electrical, industrial, and mechanical engineering, and in surveying and photogrammetry. Students planning to complete the work for an Engineering degree should include the following courses: Chemistry 101, 102; Engineering 103, 110; Mathematics 103, 104, 105, 106, 130; Physics 101, 102, 103; History 117-118.

Students planning to complete the work for a degree in surveying and photogrammetry should include the following courses: Chemistry 110; Engineering 103; English 101; Geology 110; Mathematics 103, 104, 105; Physics 101, 102; Speech 101; History 117-118.

### **California State University, Fullerton**

The engineering curriculum requires completion of 132 semester units for graduation. The areas of concentration open to students are: Electrical engineering, mechanical engineering, civil engineering/engineering mechanics, and engineering science.

In General Education the engineering student will take 6 units minimum of Statutory Requirements of which 3 units must be Political Science and 3 units of History or Introduction to American Studies. Six units minimum in Basic Subjects of which 3 units must be writing skills in English and 3 units in language skills. Nine units minimum in Western Civilization of which 6 units must be in History and 3 units in Arts and Humanities\*. Six units minimum in Foundations of which 3 units must be in Arts and Humanities and 3 units in Social Sciences\*, for a total of 27 units.

\*Chosen from University-approved courses in the listed area and approved for General Education.

### **California State University, Los Angeles**

Engineering major includes the following options: Civil, Electrical, Mechanical, Special Option (individually planned program).

Students planning to complete the work for an engineering major (B.S. Degree) should include the following courses: Chemistry 101, 102; Engineering 103, 110; Mathematics 103, 104, 105, 130; Physics 101, 102, 103.

### California State University, Northridge

The engineering program is arranged to provide the student with a sound program in the fundamentals of engineering, preparing for a career in professional engineering or for continuing academic work toward an advanced degree, and at the same time to provide the broad academic program that constitutes a liberal education. The curriculum consists of 132 semester units and leads to the Degree of Bachelor of Science in Engineering. The curriculum is accredited by the Engineering Council for Professional Development. It is necessary that today's engineers have a sound education that enables them to adapt to the rapidly changing requirements of a developing technology rather than a narrow and inflexible training. At this Institution, the program has been developed by emphasizing the fundamentals common to all branches of engineering, postponing the study of engineering specialities to the final year.

Since contemporary science is developing with unprecedented speed into ever increasing areas of knowledge, an essential part of the program consists of a rigorous background in the mathematical and physical sciences. This theoretical study comprises most of the curriculum for the first two years.

The program is designed to accept the transfer students from community colleges at the sophomore or junior level.

The following courses should be taken in the first two years: Engineering 103; Computer and Information Systems 150; Chemistry 101, 102; Mathematics 103, 104, 105, 106; Physics 101, 102, 103.

Additional lower division computer science and engineering courses must be completed after transfer.

### California State Polytechnic University, Pomona

Students who plan to transfer to the School of Engineering at Cal Poly Pomona should complete approximately 70 semester units if they hope to receive the Bachelor of Science degree in a minimum of time. During April of the year the student becomes eligible to transfer they should contact the department of the Engineering discipline they wish to pursue.

All programs are accredited by the Accreditation Board for Engineering and Technology (ABET). Students should direct their technical studies toward a career of their choice.

The following are courses recommended for transfer. The first two years students should include them in their course of study.

*Aerospace Engineering:* Biology 122; Chemistry 101 and 102; Economics 101 or 102; Engineering 103, 110; English 101; Mathematics 103, 104, 105, 106, 130; Physics 101, 102, 103.

*Agricultural Engineering:* Biology 101, 102; Chemistry 101 and 102; Economics 101 or 102; Engineering 101, 110; English 101, 102; Mathematics 103, 104, 105, 106, 130; Physics 101, 102, 103.

*Chemical Engineering:* Chemistry 101 and 102, 105 and 106; Economics 101 or 102; Engineering 101, 110; English 101; Mathematics 103, 104, 105, 106, 130; Physics 101, 102, 103.

*Civil Engineering:* (With Environmental Engineering Option) Biology 122; Chemistry 101 and 102; Economics 101; Engineering 101, 110; English 101; Mathematics 103, 104, 105, 106, 130; Physics 101, 102, 103; Psychology 101.

*Electrical And Electronics Engineering:* Chemistry 101 and 102; Engineering 110; English 101; Mathematics 103, 104, 105, 106, 130; Physics 101, 102, 103.

*Engineering Technology:* Biology 122; Chemistry 101; Economics 101 or 102; Engineering 101 or Drafting 131, English 101; Mathematics 102, 103; Physics 105, 106.

*NOTE:* Technical elective patterns of emphasis within the Engineering Technology degree program are Aerospace, Mechanical, Construction, Electrical and Electronics, Manufacturing, and Plant.

*Industrial and Manufacturing Engineering:* Biology 122; Chemistry 101 and 102; Economics 101; Engineering 101, 110; English 101; Mathematics 103, 104, 105, 106, 130; Physics 101, 102, 103; Psychology 102.

*Mechanical Engineering:* Chemistry 101 and 102; Economics 101 or 102; Engineering 101, 104, 110; English 101; Mathematics 103, 104, 105, 106, 130; Physics 101, 102, 103.

*Ocean Engineering Minor:* The opportunity is available for students majoring in aerospace, electrical and electronics, and mechanical engineering to receive a minor in Ocean Engineering.

*NOTE:* Students who plan to pursue a minor in Ocean Engineering are encouraged to take the following courses: Biology 125-126; Chemistry 101, 102; Mathematics 103, 104; Oceanography 115, Physics 105, 106.

### **California State University, Sacramento**

Bachelor of Science degrees are offered in Civil, Electrical and Electronic, and Mechanical Engineering. All departments are fully accredited by the Engineer's Council for Professional Development. A very close working relationship exists between the School and local industry permitting students to gain engineering design experience while in school. The basic courses of the first two years are essentially common for the three departments making it possible for the student to change from one department to another with no loss of time. Students planning to complete the work for an Engineering Degree should include in their programs the following courses: Chemistry 101, Engineering 104, 110; Mathematics 103, 104, 105, 106, 130; Physics 101, 102, 103.

### **California Polytechnic State University, San Luis Obispo**

Engineering students should have completed the following courses in high school: mathematics, 4 units, including two years of algebra and trigonometry; physics, 1 unit; chemistry, 1 unit; and mechanical drawing, 1 unit. Without this preparation it will be difficult to obtain an engineering degree in four years. In the first two years students should include in the course of study: Biology 122; Chemistry 101; English 101 and 102; Mathematics 103, 104, 105, 106; Physics 101, 102, 103; Engineering 103, 110.

### **Northrop University**

The College of Engineering offers degrees in Aerospace, Mechanical, Electronics and Engineering Science disciplines. These programs are accredited by the Engineer's Council for Professional Development. The programs are specifically designed to fulfill the actual needs of industry.

A candidate for the Bachelor's Degree in Engineering can take the following courses for maximum transfer credit:

Chemistry 101; Engineering 104, 110; English 101, 102; History 117 and 118; Mathematics 103, 104, 105, 106, 130; Physics 101, 102, 103; Speech 101; and four 3-unit courses chosen from the fields of Anthropology, Biology, Economics, History, Philosophy, Political Science, Psychology, Sociology.

### **Stanford**

The programs in the School of Engineering are divided into four majors.

*Departmental Majors:* Chemical Engineering, Civil Engineering, Electrical Engineering, Industrial Engineering, Materials Science, Mechanical Engineering.

*Inter-disciplinary Majors:* Aeronautics and Astronautics, Environmental Engineering, Product Design.

*Innovative Majors:* Any student, aided by his adviser, may propose a unique curriculum to attain his particular career goals. Such programs require approval of the Undergraduate Council.

The Distribution Requirement in Natural Sciences/Mathematics/Technology: The purpose of this Requirement is to introduce students to a university-level study of: natural phenomena and processes; technology; mathematical sciences; the approaches, methods,



achievements and limitations of scientific research; and the implications of this subject area in human affairs. The Distribution Requirement is three courses of at least three units each. At least one of the courses used by a student to fulfill this requirement must be from an area other than the mathematical sciences.

In the first two years students should include in the course of study the following:

Writing: English 101-102.

Humanities and Fine Arts: three courses

Social Science: three courses

Technology: three courses including:

Mathematics 103-104-105-106

Chemistry 101-102 (for chemical engineers, sanitary engineers and engineering pre-meds)

Physics 101-102-103

Free Electives (30 units) — these electives are entirely free and may be used by the student to build a program of greater depth and/or breadth (scientific or otherwise) according to his educational and professional objectives.

Mathematics (minimum 21 units)

Appropriate courses in Mathematics, Statistics, Computer Science, etc. may be selected.

Science (minimum 21 units)

Appropriate courses in Physics, Chemistry, Biology, Geology, etc. may be selected.

Mathematics and Science must total 45 units.

*Engineering Breadth* [30 units]

This area is composed of eight categories as follows:

1. Mechanics of Solids and Fluids
2. Electromagnetism, Electric Circuits and Devices
3. Thermodynamics
4. Materials Science and Properties
5. Logic and Computer Systems
6. Analysis and Control of Dynamic Systems
7. Mass and Energy Transfer
8. Decision Processes, Engineering Economy, and Design

Student's programs must contain courses selected from not less than five of these categories for a total of at least 30 units. Three (3) of these five categories should not be related to their Engineering major. No more than 10 units in any one category can count toward satisfaction of the breadth requirement.

*Engineering Depth* (36 units)

Consult COURSES AND DEGREES for detailed information.

*Free Electives* (30 units)

*Functional Balance*

The adviser should be sure that all programs contain some courses with some aspects of analysis, synthesis, and experimentation.

## University of Southern California

The School of Engineering educates students for seven branches of the field. All departments are fully accredited by the Engineers' Council for Professional Development. A Bachelor's Degree in Computer Science is also available. The School works closely with Southern California industries to tailor the curricula to the actual needs of industry. Although the student must choose a program of studies in one of the major departments, the entering student may not be certain of his ultimate goals or of the offerings in the various departments. Therefore, the basic courses of the first two years are organized in such a way that the student may change from one department to another with a minimum loss of time. Bachelor of Science Degree offered in: Aerospace, Applied Mechanics, Biomedical, Chemical, Civil, Electrical, Industrial and Systems, Mechanical, Metallurgy, and Petroleum.

Admission Requirements: Students intending to transfer from a community college should plan their first two years of work to correspond as nearly as possible with the plan of study as outlined for their desired majors. Transfer students generally must present a grade point average of at least 2.50 (A — 4.0) on all college work attempted. The program must include the following courses:

Chemistry 101\*; Computer and Information Systems 150; English 101, 102; Mathematics 103, 104, 105, 106; Physics 101, 102, 103; Engineering 101 (or 103); 110 for Aerospace, Civil, Industrial and Systems, Petroleum, and Mechanical Engineering; Geology 101, 105 for Petroleum Engineering; Biology 101, 102 for Biomedical Engineering. Humanities and Social Science, 24 units. Accounting 101-102 for Industrial and Systems. Humanities and Social Science, 24 units. Psychology 101 for Industrial and Systems, and Mechanical (may count toward 24 units in Humanities and Social Science; Economics 105 for Industrial and Systems, Mechanical, and Petroleum (may count towards 24 units in Humanities and Social Sciences).

\*It must also include Chemistry 102, 103 for majors in Petroleum, and Chemistry 102, 103, 105, 106 for Chemical and Biomedical Engineering.

## ENGINEERING TECHNOLOGY

### California State Polytechnic University, Pomona

Students who are planning a course of study in Engineering Technology discipline should have completed the following courses prior to transfer: mathematics, including algebra and trigonometry; physics, chemistry; and mechanical drawing. Without this preparation it may be difficult to obtain a baccalaureate degree in Engineering Technology in two additional years. The following technical elective patterns are available in Engineering Technology: Aerospace, Mechanical, Construction, Electrical-Electronics, Manufacturing and Plant. Students should direct their technical studies toward a career of their choice.

In the first two years students should include in their course of study: Biology 122 or 124; Chemistry 101; Economics 101, 107; Electronics 171, 172, 173, 174, 176; English 101; Mathematics 102, 103, 130; Physics 105 and 106; Engineering 101, 103; Speech 101; Welding 117; Physical Education Activity courses.

### California State University, Sacramento

The Engineering Technology program at California State University, Sacramento is for students who have completed a two-year technology program for an A.S. degree at a community college or have the equivalent training. The program currently offers options in Construction Engineering Technology.

In conjunction with completing the requirements for the A.S. degree, students should take the following courses: Basic Sciences and Mathematics (Minimum 23 units) Mathematics 103-104; Economics 107; Physics 105, 106 (Additional units selected from the following to meet minimum 23 unit requirement): Mathematics 100 or 102; Chemistry 110 or 120\*; Geology 101 or 110

Business & Engineering Fundamentals (19 units)

Accounting 101; Business Administration 120; Mathematics 130 or Computer and Information Systems 101 and 110; English 101 Construction Graphics and Processes Architecture 109-110, 191

\*Chemistry 101 is also acceptable.

### California Polytechnic State University, San Luis Obispo

Students who are planning a course of study in the Engineering Technology discipline should have completed the following courses in high school: mathematics, 4 units, including algebra and trigonometry; physics, 1 unit; chemistry, 1 unit; and mechanical drawing, 1 unit.

Without this preparation it will be difficult to obtain a degree in Engineering Technology in four years. The following A.B.E.T. accredited options are available in Engineering Technology: Electronic Technology, Mechanical Technology, Air Conditioning and Refrigeration Technology, Manufacturing Processes Technology, and Welding Technology. Students should direct their studies toward an option of their choice.

In the first two years students should include in their course of study: Biology 122; Chemistry 101; English 101, 102; Mathematics 101, 102, 103, 104; Physics 105, 106; Engineering 103, 104.

## **FOOD AND NUTRITION (SEE NUTRITION AND FOOD)**

### **FORESTRY AND CONSERVATION**

#### **University of California at Berkeley**

The Department of Forestry and Resource Management, University of California at Berkeley, offers the following degrees: B.S., M.S., M.F., and Ph.D. Specializations within the B.S. program include Forest Management, Wildlife Management, and Range Management. Junior college transfer students are admitted in junior standing with at least 56 semester units of courses as specified. Minimum requirement may be met by Biology 101-102; Chemistry 101; Economics 101, 102, 107; Geology 101; Mathematics 103; Physics 105-106; and English 101-102 or Speech 101, 102. It is recommended that the student include Chemistry 102 and Calculus 104 in the course program. Satisfactory completion of these courses fulfills all special requirements of the pre-forestry program except for a course in plane surveying.

Students completing the pre-forestry curriculum must enroll in the Summer Field Program during the summer preceding their junior year. This is a ten-week summer field course offered only by the Department of Forestry and Resource Management and given near Quincy, Plumas County. Application for the Summer Field Program should be made before March 1.

#### **Humboldt State University**

The School of Natural Resources of Humboldt State University, offers a Bachelor of Science and M.S. Degree\*\* in Forestry. Lower division courses for Forest Management and Forest Science options include Biology 101\*, 102\*; Chemistry 101\*, Mathematics 103\*; Physics 105\*; and Computer and Information Systems 150 or Mathematics 130, Forest Science majors should also include Chemistry 102, Mathematics 104, and Physics 106.

\* Courses that must be completed to qualify as a major prior to admission to Humboldt, if not, student will receive consideration as a premajor.

\*\* M.S. degree is in Natural Resources with an option in Forestry

### **HEALTH ADMINISTRATION**

#### **California State University, Northridge**

Required courses for the Bachelor of Science degree:

Accounting 101-102; Biology 101-102, 112, 121; Chemistry 110; Computer and Information Systems 101, 110; Economics 101; Health 103, 104; Mathematics 112; Psychology 101; Sociology 101.

### **HOME ECONOMICS (SEE NUTRITION AND FOOD)**

#### **California State University, Los Angeles**

(Bachelor of Science Degree-Home Economics option: Food, Nutrition and Dietetics)

Students planning to complete the work for the Bachelor of Science Degree should include the following courses:

Biology 112, 120, 121

Chemistry 120-121, 105, 106  
Family and Consumer Studies 125, 135  
Psychology 101, 131  
Sociology 101 or Anthropology 102

### **California State University, Northridge**

All Options: Family and Consumer Studies 105, 125  
Option IA, Teaching: Add Family and Consumer Studies 111  
Option 2, Business: Add Family and Consumer Studies 111, Journalism 102  
Option 3, Dietetics: Add Biology 112, 121, 122, Chemistry 105, 106, 120, 121, English 101, Psychology 101 or Sociology 101

## **HOTEL AND RESTAURANT MANAGEMENT\***

### **California State Polytechnic University, Pomona**

Students wishing to transfer to Cal Poly, Pomona and major in Hotel and Restaurant Management should complete the following: Accounting 101; Computer and Information Systems 210; Economics 101, 102; English 101; Food Service 111, 112, 113, 114, or Family and Consumer Studies 125 (not both); 115, 116, 117, 118, 119; Food Service Management 211, 212, 213, 214, History 117, 118; two courses in Humanities (as defined in Cal Poly catalog); two courses in Natural Science (as defined in Cal Poly catalog); two courses in Social Science (as defined in Cal Poly catalog); and Speech 101.

\*Consult counselor for transfer course agreement.

## **INDUSTRIAL ARTS**

Students majoring in industrial arts should be concerned with going into teaching or pursuing careers in industry at the technician and management levels. At present, degree programs in industrial arts leading to the credential or industrial technology are offered at the following California State Universities: Chico, Fresno, Humboldt, Long Beach, Los Angeles, San Diego, San Francisco, San Jose, and San Luis Obispo.

### **California State University, Chico**

In addition to the completion of the General Education Requirements (see page 236) the following courses must be elected:

Computer and Information Systems 210, Drafting 131, Economics 107, Electronics 171, Graphics and Design 166, Metals 115, twelve (12) units of Chemistry-Physics must be selected.

### **California State University, Fresno**

In addition to the completion of a certifiable General Education program as outlined on page 236 the following courses are recommended: Machine Technology 101; Metals 115; Welding 117; Engineering 101; Electronics 175 or 177; Photography 101 or 102; Printing 101.

### **California State University, Long Beach**

The following courses are recommended in addition to the General Education requirements (see page 236). Drafting 129 or Engineering 101; Electronics 171 or 177; Metals 115; Photography 101 or 102 or 111. Eight (8) units in technical electives may be chosen from the following: Architecture, Drafting, Electronics, Machine Technical, Photography.

### **California State University, Los Angeles**

In addition to the completion of the General Education requirements (see page 236), the following courses must be elected:

Drafting 131 or Engineering 101; Metals 115; Electronics 171 or Electronics 175; Photography 101-102; Management 155.

### **San Jose State University**

Students planning to attend San Jose to seek a major in Industrial Arts (teaching) should complete the following: Chemistry 101, 102 or Physics 105, 106; English 101-102; History 116-118; Speech 101; Graphics and Design 165. It is suggested that Political Science 101 be completed as part of the general education.

### **Polytechnic State University, San Luis Obispo**

Freshman

Carpentry 151

Chemistry 120-121

English 101-102

Graphics 165

Life Science Elective — See General Education Requirements

Mathematics 102

Physical Education Activity

Sophomore

Architecture 105

Carpentry 151

Economics 101

English 121

Humanities elective — See General Education Requirements

Physical Education Activity

Political Science 101

Psychology 101, 107

Speech 101

## **INDUSTRIAL TECHNOLOGY**

Industrial Technology prepares students for technical management positions in industry. Options in the Manufacturing and Construction industries with emphasis in a number of technical areas are available. At present programs are offered at the following California State Universities: Fresno, San Jose, Long Beach, San Luis Obispo, Chico, and San Diego. The catalogs of these particular universities should be consulted for requirement details.

### **California State University, Chico**

In addition to the completion of the General Education Requirements (see page 236) the following courses must be elected:

Chemistry 101 or 102, 105; Drafting 131; Electronics and Computer Technology 171; Metals 115; Physics 105, 106

8-9 units selected from:

Economics 107, Mathematics 112 and Computer and Information Systems 210 or Computer and Information Systems 150

Construction Option:

In addition to core above: Accounting 101

Manufacturing Option: (Metals, Plastic, Woods Specialization)

In addition to the core:

Accounting 101; Economics 101, 102

Product Support and Maintenance Option: (Automotive/Power Specialization)

Economics 101, 102; Speech 101

Electronics Specialization:

Computer and Information Systems 150; Drafting 131; Electronics and Computer Technology 125, 127, 171, 173

Other Courses

Electronics and Computer Technology 177, 178; Energy 101  
Engineering 101

### California State University, Fresno

Construction Option:

Core: Accounting 101; Architecture 101; Chemistry 110; Computer and Information Systems 101; Electronics 175; Mathematics 103; Materials and Processes 146.

Architectural Drafting Emphasis: Engineering 103;

Architecture 102\*, 105\*, 109\*, 110\*, 111\*, 112\*, 191\*, 192\*, 193\*, 194\*

Heavy Building Emphasis: Engineering 103

Light Building Emphasis: Business Administration 120\*, 125\*, 130\*

Real Estate Emphasis: Business Administration 120\*, 125\*, 130\*

Manufacturing Option:

Core: Accounting 101; Computer and Information Systems 101; Engineering 101; Electronics 175; Materials and processes 146;

Drafting/Design Emphasis: Engineering 103, 104; Welding 117; Drafting 131\*, 132\*, 134\*.

Electricity/Electronics Emphasis: Electronics 171\*, 172\*, 173\*, 174\*.

Machine Technology 101 or Metals 115; Mathematics 103; Computer and Information Systems 101 and 110.

Metal Emphasis: Machine Technology 101\*, 102\*, 103\*, 104\*, 105\*, 106\*, 109\*.

Transportation Emphasis: Aviation and Transportation 120\*, 126\*, 137\*, 141\*, 142\*, 143\*, 145\*, 146\*, 148\*, 149\*.

Wood Products Emphasis: Chemistry 105

Graphics Communications Emphasis: Printing 101\*, 102\*, 103\*, 104\*.

Graphics and Design 165, 167, 168, 169.

General Education is outlined on Page including: Chemistry 110; Economics 101, 102; Physics 105, 106.

\*Will meet major requirements for equivalent emphasis courses to a maximum unit value represented by those courses whose content has been covered, and/or elective credit required. The Industrial Arts and Technology Department should be contacted as early as possible for additional information.

### California State University, Long Beach

Construction Option: Carpentry 151 for 5 units, plus 7 units of Architecture, or 14 units of Architecture chosen from the following: Architecture 101, 103, 105, 109-112.

Note: Maximum of 24 technical units may be transferred.

Chemistry 110, Business Administration 120, Economics 102, Economics 111 or History 110; English 101; Mathematics 103 or Mathematics 111 and 112; Political Science 105, 106; Philosophy 116 or 117; Physics 105, 106; Psychology 101. Any course in Art Music, or Theater Arts (3 units).

Electronics Option: Machine Technology 105; Electronics 171, 172, 173.

Note: Maximum of 24 Units may be transferred for courses in Technical Education.

Chemistry 110; Business Administration 120; Economics 102; Economics 111 or History 110; English 101; Mathematics 103 or Mathematics 111 and 112; Philosophy 116 or 117; Physics 105, 106; Political Science 105, 106; Psychology 101. Any course in Art, Music or Theater Arts (3 units).

Manufacturing Option: Machine Technology 101; Drafting 131; Technical Electives.

Note: Maximum of 24 units may be transferred for courses in Technical Education.

Chemistry 110; Business Administration 120; Economics 102; Economics 111 or History 110; English 101; Mathematics 103 or Mathematics 111 and 112; Philosophy 116 or 117; Physics 105, 106; Political Science 105, 106; Psychology 101. Any course in Art, Music or Theater Arts (3 units).

Quality Assurance Option: Accounting 101; Business Administration 120; Chemistry 110; Economics 102; English 101; Mathematics 103 or Mathematics 111 and 112; Philosophy 116 or 117; Physics 105-106; Economics 111 or History 110; Political Science 105-106; Psychology 101. Any course in Art, Music, or Theater Arts (3 units).

*Note:* Maximum of 24 technical units may be transferred, to include at least two courses (6 units) in quality assurance, Machine Technology 101, Drafting 131, technical electronics.

Additional courses may be taken in the Options: Construction — Accounting 101  
Electronics — Accounting 101  
Manufacturing — Accounting 101  
All Options — Economics 107

### **California State University, Los Angeles**

Printing Management Option: Accounting 101, 102; Business Administration 120; Economics 101, 102

Bachelor of Science: Fire Protection Administration  
(Industrial Studies Department)

Required courses:

Fire Technology 103, 105, 140, 110

Electives (6 maximum units): choose from Fire Technology 107, 108, 109, 111, 112

Electives in related fields (choose 2 courses from following):

Political Science 107 or Sociology 107

Sociology 101, 102

### **San Jose State University**

Students planning to attend San Jose to seek a major in Industrial Technology, (non-teaching) should complete the following: Accounting 101; Business Administration 120; Chemistry 101, 102; Computer and Information Systems 110; Economics 101; English 101-102; Graphics and Design 165; Mathematics 101, 103; Physics 105, 106.

### **California Polytechnic State University, San Luis Obispo**

Freshman

English 101

Graphics 165

Life Science — Any Biology Transfer Course

Mathematics 102, 103

Sophomore

Accounting 101-102

Economics 101-102

Humanities Elective — See Catalog Breadth Requirements

Marketing and Distribution 105

Psychology 107

## **JOURNALISM**

### **California State University, Northridge**

Journalism 101, 102

Note that no more than 12 units of lower division Journalism courses may be counted toward the B.A. degree.

## **LANDSCAPE ARCHITECTURE**

### **California State Polytechnic University, Pomona**

Students planning to enter the Department of Landscape Architecture in the School of Environmental Design would be encouraged to include the following course work in their programs: Architecture 103, 105; Art 113, 114, 115, 116; Biology 122, 124; Chemistry 101; English 101, 102; Mathematics 101, 102; \*\*Physics 105; \*\*Psychology 101.

\*\*Courses not required in major at Cal Poly Pomona. They can be used to satisfy the General Education requirements at either Glendale or Cal Poly Pomona.

### **California Polytechnic State University, San Luis Obispo**

Students planning to enter the School of Architecture and Environmental Design would be encouraged to include the following course work in their programs: Architecture 103, 105; Art 116; Biology 122; 137; Business Administration 120; Economics 105; English 101; English 102 or Speech 101; Geology 102; History 110; Mathematics 101, 102; Philosophy 101 or 117; Biology 122; Political Science 101, 106; Psychology 101; Sociology 101.

City and Regional Planning Option Students planning to enter the School of Architecture and Environmental Design would be encouraged to include the following work in their programs: Architecture 103-105; Art 116; Biology 122; Economics 105; English 101, 102; Speech 101; Geography 101; Geology 101; History 110; Philosophy 101 or 117; Political Science 101, 106; Psychology 101; Sociology 101.

## **LAW**

### **University of California at Berkeley**

Experience has shown that students from diverse educational backgrounds do equally well in law school and later in practice. As a result, there is no single "pre-law" major required or even recommended. However, for those students still in a position to structure their curriculum the following are suggested: (1) Develop writing skills. Take courses in which work is edited vigorously. (2) Develop analytical skills. (3) Obtain breadth in humanities and social sciences. A good lawyer must understand the social context within which legal problems arise. (4) Acquire a general understanding of several fields with emphasis on a particular field of interest. In selecting specific courses to fulfill these recommendations, consult your undergraduate adviser.

The ability to use a typewriter is also useful to a lawyer or law student.

Students should not be deterred from pursuing the study of law merely because their undergraduate education has not been focused on a particular area. The School of Law (Boalt Hall) selects its students from a wide variety of backgrounds and training. This diversity itself enhances and enriches the legal experience of all the students.

### **University of California at Davis**

No specific college major is required for admission to the School of Law, and there is no prescribed pre-legal program. Degrees from the Colleges of Agricultural and Environmental Sciences, Engineering, and Letters and Science or any accredited college or university are all acceptable. The individual student's college record and Law School Admission Test score must, of course, demonstrate that he or she is highly qualified for law study.

Pre-legal students should plan a course of study that will give them a broad cultural background and include intensive work for a substantial period of time in a selected field of study. Pre-legal students should develop the ability to communicate easily, persuasively, and accurately; to understand people and institutions; to gather and weigh facts; and to solve problems and think creatively. It is most important that pre-legal students obtain mastery of the English language. They should be able to read rapidly and with comprehension and to express themselves clearly, completely, and concisely, both orally and in writing.

For additional information, see the latest issue of the *Pre-Law Handbook 1980-81* prepared by the Law School Admission Test Council and the Association of American Law Schools. This book includes material on the law and lawyers, pre-law preparation, applying to Law School, and the study of law, together with individualized information on most American law schools. It may be obtained at college book stores or ordered from Educational Testing Service, Princeton, New Jersey, 08540.

### **Hastings College of the Law, University of California**

The Dean and Committees on Admissions do not require that the prospective students present credits in any special area and an examination of the background of the members of the student body would substantiate this diversity. Generally, however, it is felt that the students should endeavor to provide themselves with as broad and general an undergradu-



ate education as possible. This not only aids the College in producing educated and cultured members of the profession but also helps the students by exposing them to more of the complex problems of our society and in providing them with a greater acuity for logical perception and in-depth analysis. It is essential that the students possess habits of precision, fluency, and economy in speaking and writing.

Applicants for the degree of juris doctor must have received a Bachelor's degree or its equivalent from a college or university of approved standing prior to commencing their studies. All applicants are required to take the Law School Admission Test administered by the Educational Testing Service.

Applicants should write to: Law School Admission Test, Educational Testing Service, Princeton, New Jersey 08540, to obtain application forms and information about the test and the location of testing centers.

In recognition of the necessity for providing legal education to persons from disadvantaged backgrounds, the College initiated its Legal Education Opportunity Program (LEOP) in 1969. An applicant from a disadvantaged background who wishes to have his or her file evaluated for admission under LEOP should so state when making application to the College. Such applicants should indicate whether they wish to be considered under the category of Asian, Black, Native American, La Raza, or Other. Letters of recommendation are required to supplement a LEOP applicant's proof of a bachelor's degree and LSAT score. For financial aid information, see the Student Financial Aid Program section of the Hastings College catalog.

### **University of California at Los Angeles**

The School does not prescribe any fixed pre-law course. Successful study of law is more often related to an acquired habit of disciplined work with difficult intellectual problems than to the possession of any special body of facts. Certain general objectives of a pre-legal education can, however, be given. The Association of American Law Schools has stated these objectives under three broad headings: education for comprehension and expression in words, education for critical understanding of human institutions and values, and education for creative power and thinking. The skills, understanding and cultural foundation encompassed in these statements can be gained from many fields of study; The law is peculiarly a discipline where every branch of knowledge will prove useful to the student and practitioner. More important than the field of study; therefore, is evidence that the student has studied under conditions of intellectual rigor and has mastered skills of critical writing. The best courses for pre-law study vary with the individual undergraduate institution and students are urged to seek local advice.

### **Glendale University College of Law**

Entrance into the College of Law is based on alternative plans for meeting admission requirements. Your Career Counselor can arrange an on-or-off campus interview with a Glendale College of Law Counselor to more fully explain these alternatives.

Generally, it is known that the capacity to read and comprehend rapidly, as well as speak and write clearly, is essential in the preparation to study law. A program of study that develops these pre-law skills is suggested.

Applicants are evaluated for admission on the following criteria: maturity, (Law School Admissions Test) and completion of two years of approved college course work or an Associate of Arts Degree.

Your Career Counselor is familiar with those courses at Glendale Community College which have traditionally proved helpful in the study of law at Glendale University College of Law.

### **University of Southern California**

There are no required pre-law courses. The Faculty recommends college courses which are intellectually challenging, which require disciplined hard work, and which offer an opportunity for seminar discussions and for research and writing. The student may find that

college courses in fields such as anthropology, economics, history, philosophy, political science, psychology, and sociology are more useful to his/her legal career than are vocationally oriented courses.

## **LIBERAL STUDIES**

### **California State University, Long Beach**

The following courses are recommended for the student who intends to major in Liberal Studies at California State University, Long Beach: English 101, 102. Two courses from: English 105, 106, 122, 123, 125, 126. Mathematics 138 or Mathematics 103 and Mathematics 104. One or two courses from: Chemistry 101, 110; Physics 105, 110; Geology 110. History 110, Political Science 101 and Political Science 106 or History 117, 118 and Political Science 106. Three courses from: Anthropology 102; Economics 101, 102; Geography 101, 102; Political Science 102, 103; Psychology 101, 110; and Sociology 101, 102. One course from History 101, 102, 103, 104, 107, 108, 109. The student who takes both History 103 and 104 will satisfy both the required course in U.S. History and Area III, Group 2. Three courses from: Art 101, 102, 113, 115; Music 120 (at least one Music and one Art course). Two courses from: Art 108; History 119, 120; Philosophy 114. Optional courses: English 103; Speech 101.

### **California State University, Los Angeles**

Liberal Studies offers students an interdisciplinary major program and aims to provide a Liberal Arts foundation for pre-professional training in law, medicine, librarianship, education, various fields of public service, business and industry. Completion of general education breadth requirements satisfies lower division requirements for this major.

#### **Multiple Subject credential**

The Liberal Studies major holds waiver status for the Multiple Subject credential from the California Commission for Teacher Preparation and Licensing. When completing general breadth requirements, students should include the following Glendale Community College courses: English 101, 102; History 117 or 118; Political Science 101, or Political Science 105 and 106; Psychology 101; Speech 101; six (6) units in art, drama, music, foreign language, or philosophy; — courses which satisfy The California State University and Colleges, General Education Requirement in Natural Science.

### **California State University, Northridge**

The major in Liberal Studies is designed primarily for students seeking the multiple subject (elementary) credential, but is open to all students. The major consists of 84 units, distributed equally among the following four components: (1) English, including Speech; (2) Science and Mathematics; (3) Social Science; (4) Humanities, Fine Arts, and Foreign Languages.

The completion of the Liberal Studies major automatically satisfies the General Education requirements of the University. The U.S. Constitution and History requirement of the State Education Code must be completed, however.

In order to complete the B.A. Degree and the partial credential within four years, students must plan their programs carefully. For this reason, students in this major are advised to consult with advisers at California State University, Northridge, including the Credentials Office of the School of Education, as early as possible.

One course from English 101 or Speech 101. One course from Physics 105, 110, Chemistry 101, 110. One course from Geography 101, Geology 101, 105. One course from History 101, 102, 103, 107, 108, 109, 117, 118. One course from English 102, 109, 110. One course from Psychology 101, Sociology 101. The following courses are also required: Anthropology 102, Biology 122, Geography 102, Mathematics 138.

### **California State Polytechnic University, Pomona**

Students who intend to pursue a Liberal Studies major are advised to include the following courses in their course of study. Anthropology 102 or Sociology 101; A studio art class; Biology 101 and 102; English 101 and 102 and a literature class; History 107, 108, 109, and History 118 or Political Science 105; Mathematics 138; Music 101; Philosophy 101, Physical Science 131; Psychology 101; Speech 101.

### **LIBRARIANSHIP**

There are four graduate library schools in California, located at San Jose State University (see below); University of Southern California; and the University of California at Berkeley, and at Los Angeles.

The programs at Berkeley and UCLA are primarily graduate programs offering courses leading to the MLS, Ph.D. and DLS degrees, although Berkeley offers four courses and UCLA two courses to undergraduates. Both Berkeley and UCLA are officially accredited by the State of California for their programs leading to a Library Services Credential (School Library Media Specialist). Librarians with a Master's Degree in Library Science also qualify for service in a community college under the provisions of the community college credential. A Librarianship credential is available to the holder of a Master's Degree in Library Science.

Students should study very carefully the announcements of all four institutions, for no two have exactly the same entrance requirements or feature the same course offerings.

In general, the broadest preparation possible is best, and it should include at least two years of modern foreign languages. See pages 205, 212, 231, 236.

### **San Jose State University**

The division offers a series of graduate programs in Library Science (MLS), School Service Credential with authorization as a Librarian, a Community College Librarian Credential.

Students planning to qualify as school librarians in California may begin work for the Special Services Credential in School Media Librarianship to accompany an elementary or secondary teaching credential during the senior year. The 100-level courses are open to those undergraduates who, during their senior year, have completed all requirements for an academic major and have time available for elective courses. Since the major part of the professional librarianship course work will be taken during the fifth year of the credential preparation program, the student has the opportunity to develop a strong academic background during the undergraduate years. It is highly desirable that students become acquainted with as many branches of knowledge as possible. To be eligible to complete the graduate year course work for the Special Services Credential in School Media Librarianship the student must meet the requirements established for all persons entering the Master of Library Science degree programs in librarianship. (See degree requirements outlined in the Graduate Bulletin.)

Lib 1 and Lib 100 are service courses open to all students who wish to strengthen their background in the use of library resources.

### **MEDICINE**

#### **Pre-medical Studies: Four Years**

Students who intend to apply for admission to a medical school and who wish to complete the requirements for a Bachelor's Degree before such admission should select a major within the College. In addition to fulfilling the requirements for the chosen major, the students are advised to ascertain and satisfy the specific requirements for medical schools to which they expect to apply.

#### **Pre-medical Curriculum: Three Years**

It is assumed that as preparation for this curriculum the student will have completed in high school the following subjects: English, three units; United States history, one unit; Mathematics, minimum two units; chemistry, one unit; physics, one unit; foreign language,

two units. If possible, the student should also complete in high school intermediate algebra,  $\frac{1}{2}$  unit, and trigonometry,  $\frac{1}{2}$  unit, because these courses cannot be taken in the university. It is important for the students to bear in mind that the class entering the School of Medicine is limited; in the past, there have been a great many more applicants than could be admitted. \* (Pre-medical students who, upon the conclusion of their third year find themselves thus excluded from the School of Medicine, may be unable to obtain the Bachelor's Degree in the College of Letters and Science at the end of the fourth year unless they plan their programs with this contingency in mind. They should, therefore, either enter a major, selecting one with the assistance of a pre-medical advisor, at the beginning of the third year, at the same time meeting all pre-medical requirements, or include in their pre-medical program a sufficient number of appropriate courses in some major department). Provision for the completion of such a major will not prejudice the student's eligibility for admission to the School of Medicine.

\*At University of California, Irvine, this does not apply.

### **University of California, Davis**

Biology 101-102\*

Chemistry 101-102, 105-106

English 101-102

Foreign Language, Preferably Spanish, French, or German.

Mathematics 103\*

Physics 105-106

\*Course work through integral calculus and a course in biochemistry are recommended.

### **University of California, Irvine – California College of Medicine**

Applicants must have completed with satisfactory scholarship not less than ninety semester units or the equivalent number of quarter units of pre-medical work in an accredited institution of higher learning. Junior college credit is granted only to the extent admissible upon transfer to a four-year institution. The following courses are required: Chemistry 101-102, 105-106; Physics 105-106; Biology 101-102, Calculus 103, and some course work in Spanish. One and one half years of Biology is required, one year of which must include general or basic biology and one upper-level biology course excluding botany or biochemistry. Additional work should apply toward the elective and general education requirements along with courses in English, comparative anatomy, and genetics.

### **University of California, Los Angeles**

The following courses are required:

English 101, 102

Physics 105-106

Chemistry:

Inorganic chemistry — Chemistry 101-102

Organic chemistry — Chemistry 105-106

Quantitative chemistry — Chemistry 103

Biology 101-102

Mathematics 103 (104 is recommended)

(Biology 138, Biology 134 or Mathematics 132, Mathematics 132 or Mathematics 134 offered at UCLA or equivalent must be completed for admission. Physical chemistry is recommended).

### **University of California, San Francisco**

Ninety semester units of college work (60 units pre-medical in lower division school) is a minimum requirement for admission to the School of Medicine. These units must include the subjects in the following list:

Biology 101, 102

Chemistry 101-102, 105

Physics 101-102-103, or 105-106

Detailed description of course requirements is available in the announcement of the School of Medicine, San Francisco.

### **Loma Linda University**

The completion of the following studies is required: Biology 101-102; Chemistry 101-102, 105-106; English 101-102; Physics 105-106; Recommended: Chemistry 107; Mathematics 103, 104, 105.

### **Stanford University**

The Medical College Admission Test is required of all applicants.

While Stanford does accept an occasional student who presents only three years of undergraduate work at the time of matriculation in Medical School, preference in the selection process is given to those who will obtain the Baccalaureate Degree before entering Stanford.

Biological Sciences	10 units
Biology 101, 102	
Chemistry	16 units
Chemistry 101, 102, 103, 105, 106	
Physics	8 units
Physics 101, 102, 103	
Recommended:	
English	6 units
English 101, 102	
Mathematics	20 units
Mathematics 103, 104, 105, 106	

### **University of Southern California**

The completion of the following studies is required: Chemistry 101-102, 105-106; English 101-102; Physics 105-106; and Biology 101-102. It is recommended that additional courses be selected from the requirements in the College of Letters, Arts, and Sciences shown on page 231.

## **NATURAL RESOURCES**

### **Humboldt State University**

At Humboldt State University, the student may obtain a Bachelor of Science Degree in Fisheries, Forestry, Wildlife Management, Oceanography, Natural Resource Planning and Interpretation, and Range Management. An M.S. Degree in Natural Resources is available in Watershed Management as well as all of the fields listed above except Oceanography and Range Management.

These programs lead to employment by state, federal, or private agencies concerned with water, land, and animal research, and management.

For these majors one should carefully check the Humboldt State University catalog or write to the office of Admissions and Records at Humboldt for lower division requirements in physical science, biological science, and mathematics.

*Note:* Minimum "C" grade will be required for each course. Transfers and second baccalaureate applicants who request those majors are admitted as premajors unless they qualify for the major by having previously completed specific prerequisite courses.

## **NURSING — (R.N.)**

Students who wish to enter a baccalaureate degree program in nursing should consult the catalog of the college or university they wish to attend.

### **University of California at Los Angeles**

Students not already admitted to UCLA must submit separate applications for admission to the University and to the School of Nursing.

Application forms for admission to the University may be obtained from the office of Undergraduate Admissions/Relations, 1147 Murphy Hall, University of California, Los Angeles, California 90024. Transcripts of all school work should be submitted in duplicate to the office of Undergraduate Admissions/Relations with schools.

Applications for acceptance to the School of Nursing may be obtained from the School of Nursing, Center for the Health Sciences, University of California, Los Angeles, California 90024. An additional copy of all transcripts must be submitted to the School of Nursing with the application.

Deadline for applications for admission to the University and to the School of Nursing is NOVEMBER 30. Applications for the School of Nursing may be submitted starting September 15 and applications for the University may be submitted starting November 1. Preparation of the major.

Completion of 21 acceptable courses of college work (84 quarter units/56 semester units) is the minimum requirement for acceptance to the School of Nursing. These courses must include the following listed prerequisites which must be completed by the Fall of anticipated entrance.

#### General University Requirements

##### Subject A

American History and Institutions

##### School of Nursing Prerequisites

Anthropology 102; Biology 101, 102, 112, 120; Chemistry 101, 102 and 105; English 101; Family and Consumer Studies 125; Physics 110\*; Psychology 101 and 103; Sociology 101.

Note: All prerequisite courses are to be taken for a letter grade.

\*A student may fulfill this requirement with one year of high school physics with lab.

### **University of California, San Francisco**

The UCSF School of Nursing will admit the last baccalaureate class in Fall 1979. The School of Nursing will admit, effective Fall 1980, a small number of highly qualified undergraduates possessing RN licensure to a three year program leading through the baccalaureate to the master of science degree in nursing. Applicants for admission to the School of Nursing must be eligible for admission to the University. Other requirements for admission will include completion of 56 semester units of transferable courses, 10 of which must be upper division units, with a grade point average of 3.0. The student's preparation should include:

- a. Required courses: Chemistry 101 or 102, or 105 and 106; Biology 120, Biology 121; English 101 and 102; History 110, 117 or 118; Political Science 101; Psychology 101 plus one additional course in psychology; Sociology 101 or 102 plus one additional course in sociology; Family and Consumer Studies (Nutrition) 125; Economics 107, Psychology 107 or Sociology 107 (Statistics).
- b. In addition, the student must take 5 semester units of other biological or physical science courses; 5 semester units of other humanities or social science courses; and 15 quarter units of upper division courses to be completed at a senior college or university.

### **California State University, Los Angeles**

Anthropology 102; Biology 112, 120, 121; Chemistry 101-102 or 101 or 120-121; Family and Consumer Studies 125; Psychology 101; Sociology 101.

Students who transfer from community colleges with an Associate of Arts degree in Nursing and the R.N license are admitted to the upper division program. This professional

program is designed for students who have completed the technical nursing courses in accredited colleges and universities, including California State University, Los Angeles.

**Loma Linda University**

No College subjects are required unless there are high school deficiencies and ACT or SAT scores below the 50th percentile in English and/or Mathematics. Minimum GPA 2.8 required with a grade of "C" or better in English, mathematics, chemistry and physics.

Michigan Language Test required of students whose first language is not English.

**NUTRITION AND FOOD**

**University of California, Berkeley**

Students planning to complete the work for the Bachelor of Science Degree should include the following courses:

Biology 112, 121 and one additional course in anatomy, biology, botany, physiology or genetics (3-5 semester units).

Chemistry 101-102 and Chemistry 105. Chemistry 106 is recommended.

Economics 101 or 102

English 101 or 102

History 117 or 118

Mathematics 103

Physics 105-106

Psychology 101

Sociology 107 or Economics 107 or Psychology 107

Sociology or Cultural Anthropology

**University of California, Los Angeles**

Nutrition and Food Science

Freshman and Sophomore Courses

Chemistry 101-102, 105-106

Math 103-104

Economics 107

Physics 105-106

Biology 121

English 101-102

Family and Consumer Studies 125

Nutrition and Clinical Dietetics

Freshman and Sophomore Courses

English 101-102

History 117

Political Science 101

Economics 101

Psychology 101

Chemistry 101-102, 105-106

Twelve units from: Mathematics 103-104,

Physics 105-106

Economics 107

Biology 121

Family and Consumer Studies 125

Biology 101

**California State University, Northridge**

Dietetics option: Students planning to complete requirements for this option should take the following courses: Biology 101, 102, 112, 121, 122; Chemistry 105, 106, ~~120, 121~~ 101/102; English 101; Family and Consumer Studies 105, 125, and either Psychology 101 or Sociology 101.

## OCCUPATIONAL THERAPY

### San Jose State University

San Jose State University is the only university in the California State University and College system offering a program in Occupational Therapy.

Applications should be made during the month of November for consideration for the following Fall semester, and in the month of August for the following Spring semester. To be eligible for consideration, students must have 1) junior class level prior to enrollment, 2) general education completed prior to enrollment, 3) completion of the following courses: Biology 120, 121; Psychology 101; Sociology 101 or Anthropology 102; a skills course (ceramics, weaving, printing, etc.) with grades no lower than a "C" and cumulative grade point average for all of these courses not lower than a 3.00.

## OCEANOGRAPHY

### Scripps Institution of Oceanography

Candidates for admission to the Graduate Department of the Scripps Institution of Oceanography should have a bachelor's or master's degree in one of the physical, biological, or earth sciences; in some cases a degree in mathematics or engineering science is accepted. The student's preparation should include:

1. Mathematics through differential and integral calculus — Mathematics 103-104-105-106.
2. Physics, one year with laboratory (the course should stress the fundamentals of mechanics, electricity, magnetism, optics, and thermodynamics and should use calculus in its exposition) — Physics 105-106 or 101-102.
3. Chemistry, one year with laboratory — Chemistry 101-102.
4. An additional year of physics or chemistry — Chemistry 105-106 or Physics 103.
5. Biology and geology, minimum of one quarter each — Biology 101-102, Geology 105-110.
6. Preparation in at least one foreign language chosen from the following: German, Russian, a Romance language.
7. Applicants for admission are required to submit scores on the verbal and quantitative tests of the Graduate Record Examination given by the Educational Testing Service of Princeton, New Jersey.

For specific additional requirements for admission to the various curricular programs see: UCSD General Catalog.

## OPTOMETRY

### University of California, Berkeley

Students admitted for the Fall 1979 will be subject to the new requirements. Students are only admitted into the School of Optometry during the Fall Quarter of each academic year.

The School of Optometry offers a four-year curriculum leading to the Doctor of Optometry Degree. Eligible for admission consideration are students who have completed at least 90 semester units or 135 quarter units and also the prerequisite subjects for the study of optometry with a minimum grade point average of 2.25.

The following courses are required: Chemistry 101, 102, 105; Economics 107 or Psychology 107; Mathematics 103-104; English 101-102; Physics 105-106; Psychology 101; Biology 101-102.

The following courses are recommended: Chemistry 106; Mathematics 104; Psychology 102.

Students must complete their third academic year at any accredited four-year school and complete the following upper division courses: one course in human physiology, and one course in microbiology or bacteriology; these courses should include laboratories and be designed for biological science major.



### **Southern California College of Optometry**

Required 60 units for entrance including:

Art, Music, Literature 3 units\*  
 Biology 101, 102, 112  
 Chemistry 101, 102  
 English 101-102  
 Foreign Language 6 units\*  
 Mathematics 103  
 Philosophy 101\*  
 Physics 105-106  
 Psychology 101-102  
 Speech 8 units\*

\* Optional for Bachelor of Science Degree candidates.

### **OPTOMETRIC TECHNICIAN'S PROGRAM**

#### **Southern California College of Optometry**

The following courses taken at Glendale Community College will satisfy the first year prerequisites for the Optometric Technician's Program:

Accounting 101 or 110  
 Biology 122  
 English 101-102; any history course; Mathematics 101  
 Office Administration 101 and 205  
 Psychology 101 or any other Social Science Course  
 Music 120 or Art 101 or any Humanities Course

### **PHARMACY**

#### **University of California, San Francisco**

Completion of sixty semester units of college work is a minimum requirement for admission to the School of Pharmacy. These units must include the subjects in the following list.

Biology 101-102\*  
 Chemistry 101-102, 103  
 English 101-102  
 Mathematics 103-104  
 Physics 105-106

Electives: 16 Semester Units; 28 Quarter Units

Electives *must be* taken in *areas* of general education (courses in the behavioral, social and humanistic areas of knowledge).

\* A year course in general biology of six semester units plus four semester units of vertebrate zoology, or two semesters of zoology may be substituted.

Students who have completed courses in botany may use these units to satisfy the 60 semester unit requirement for admission to the School but not to satisfy the biology requirement.

#### **University of Southern California**

Admission requires two years (60 semester units) of acceptable college work including the following courses:

Biology 101-102  
 Chemistry 101-102, 105-106  
 Economics 102  
 English 101-102  
 Mathematics 103; Mathematics 104 is strongly recommended

Physics 105-106

Psychology 101, 107

Electives (12 units in Humanities or additional Social Sciences) with the recommendation that they be in the following:

History (All Courses)

Political Science 101, 102, 103, 104, 108, 110, 111

Sociology 101

Speech 101

### PHYSICAL THERAPY

Physical therapists treat patients who have disabilities resulting from accidents, congenital defects, or illnesses. On referral by a physician, they (1) evaluate the capabilities of patients by various physical tests; (2) treat patients by using therapeutic exercise and physical agents; such as, heat, cold, electricity, and ultrasound; and (3) teach patients and their families appropriate home treatment and care — all with the aim of achieving the greatest possible restoration of function.

Students planning to enter the field should complete two or three years at Glendale Community College and/or transfer to an institution offering a Bachelor's Degree in physical therapy, or complete the work for the Bachelor's Degree and apply for admission to a Certificate or a Master's Degree program. Prerequisite courses are required.

Accredited programs are approved by the American Physical Therapy Association. Nine such programs are available in California: University of California, San Francisco; Stanford University, Palo Alto (graduate level only); Children's Hospital, Los Angeles; Loma Linda University, Loma Linda; California State University, Fresno; California State University, Long Beach; Mount St. Mary's College; California State University Northridge; and University of Southern California. The prerequisite courses and type and length of the curricula vary: for information, write to the Directors of the Physical Therapy Program.

Note: Students should plan to spend at least one year in the academic community at the university at which they intend to complete the work in physical therapy.\*

Work experience is required in most cases.

\*At University of California, San Francisco and California State University, Fresno this is not necessary.

#### California State University, Long Beach

The following courses are required: Biology 101 and 102; 120, 121; Physics 105 and 106; Psychology 101; 1 computer science course; 1 statistics course.

#### California State University, Northridge

The Bachelor of Science degree in Health Science is offered, with an option in Physical Therapy. Competition for admission to the program is rigorous, and students are advised to consult a counselor regarding requirements. While at Glendale, students should include the following courses in their programs: Health 103, Psychology 101, Sociology 101, Biology 120, 121, 122; Chemistry 101-102 or 120-121, Physics 105, 106, Mathematics 101, 102 (or CSUN Mathematics 106 after transfer).

#### Loma Linda University

The Bachelor of Science Degree is offered in Physical Therapy. Students should complete at least one two-year pre-Physical Therapy course at Loma Linda University. It is highly recommended that students should contact the Physical Therapy Department early in the pre-Physical Therapy courses.

#### University of Southern California

In preparation for admission to the Department of Physical Therapy at the University of Southern California, students should complete the requirements shown for the College of Letters, Arts, and Sciences on page 231 as well as additional requirements in Natural Sciences. Science credit must include Biology 101-102; Chemistry 101, 102; Physics 105, 106. Psychology 101 should be taken as one of the Social Sciences, along with two

additional Psychology courses to be completed after transfer. It is highly recommended that students must obtain approval before registering for humanities and social science courses.

Two additional courses in biology are required, but must be approved by the USC Physical Therapy Department before enrollment in the said courses: Human Anatomy with lab; Human Physiology with lab. Lab work must include work with human cadavers.

## PSYCHOLOGY

The lower division requirements of the College of Letters and Science of the college or university to which they intend to transfer should be followed by students planning to major in psychology.

See page 203.

### California State University, Los Angeles

Psychology 101, 103, 107; support courses (8-10 units): 1 course in physical science, one in biological science, and a third course from either field; Physical sciences: Chemistry 101-102, 120-121, Physics 105-106, Biology 101, 120, 121, Anthropology 101, 102, Philosophy 117; competence in one modern foreign language is required.

### University of California at Los Angeles

Required: Psychology 101, 107; Biology 101; a course in Physics and Chemistry (Physics 105, or 110 and Chemistry 101 or 110); Mathematics 103, 104; Anthropology 101; Business 129 or Mathematics 130. Recommended: Psychology 102, 103.

Note: The major in psychology or sociology is highly desirable in preparation for graduate study in social work or para-professional work in the field of health.

## TEACHING

A credential of the proper type is necessary for teaching in the public schools of the various states. Students planning to become teachers in California must complete the requirements for the type of credential they expect to use. The Ryan Act passed by the California State Legislature in 1970, details credential regulations; the implementation of this law is the responsibility of the Commission for Teacher Preparation and Licensing in conjunction with colleges and universities which have approved programs for the various California credentials.

Specialization in Elementary or Secondary teaching requires a bachelor's degree with an approved major, a fifth year consisting of 30 semester units of upper division or graduate work, and specific preparation in general education and professional education. Students who are interested in a teaching career in California should consult the requirements of the teacher training institution of their choice.

Specialization in Community College teaching requires a master's degree, doctorate or other postgraduate degree requiring not less than five years of college or university education. This preparation can be in most areas other than professional education.

Students enrolled in the Human Services Aide Program at Glendale Community College should consult their counselor regarding transfer courses and lower division major requirements.

### California State University, Los Angeles

#### Multiple Subject Teaching Credential

To obtain the Multiple Subjects teaching credential students may major in any one of the following approved programs at California State University, Los Angeles: Liberal Studies, Child Development, American Studies, Mexican American Studies, or Afro-American Studies. Students should also contact the School of Education at California State University, Los Angeles in reference to the professional education courses required for the credential. Authorized area for single subject credential: Art, Business Education, English, Foreign Language, Government, History, Home Economics, Industrial Arts, Life Science, Mathematics, Music Physical Education, Social Science. (See counselor for degree program) Multiple subject credential: Afro-American Studies (see Pan-African Studies in catalog),

American Studies, Child Development (Option II), Liberal Studies, Mexican American Studies (See Chicano Studies in catalog).



### California State University, Northridge

Programs leading toward certification as a teacher at the elementary school or secondary school levels are offered at CSUN. The Liberal Studies major meets state requirements for the Multiple Subjects Credential. Prospective high school teachers should select a specific subject field major acceptable for credentialing purposes. Students are encouraged to contact the Credential Preparation Office in the CSUN School of Education (885-2586) for details regarding appropriate preparation for a teaching career.

### Pacific Oaks College, Teaching Preschool and Elementary School

This career requires as much interest in children themselves as in curriculum content. Preparation for teaching children includes (1) psychology, sociology, anthropology and biology content which builds understanding of human development and (2) broad knowledge of the humanities and sciences. Pacific Oaks specializes in preparation for infancy through the 6th grade, and the Learning and Severely Handicapped, preschool through adult.

Pacific Oaks curriculum prepares for teaching in a wide variety of programs including Day Care, Head Start and elementary school and also for advanced study leading to such careers as parent education leadership, child welfare work, research, child development laboratory and community college teaching, and early childhood administration and supervision.

A student may enroll in a program leading to a California State Multiple Subject Teaching Credential, which authorizes teaching in preschool through 12th grade in self-contained classrooms. To get a preliminary credential, students in this program must complete a B.A. in Human Development and pass the National Teachers Examination (commons section). The professional preparation may be included as part of the B.A. program or completed in a 5th year post-baccalaureate program.

The requirements for the Regular Children's Center Instruction Permit will include:

1. 24 semester units of course work in early childhood education/child development (exclusive of field work). The following electives should be included: Family and Consumer Studies 135, 140, 142.
2. One of the following:
  - A. Two years of experience in an instructional capacity as a paid aide or assistant in a child development program; or
  - B. A certificate from a Commission-approved field-based assessment system; or
  - C. Three years experience as a volunteer in an instructional capacity in a child development program; or

- D. A supervised field work course from an accredited institution plus one year of experience in an instructional capacity in a child development program.
3. 16 diversified semester units in general education (i.e., at least one semester course in each of the following areas: Humanities, Social Sciences, Math and Science, and English.)

The permit will no longer be granted on postponement of requirements.

## **VETERINARY MEDICINE**

### **University of California, Davis**

Veterinary medicine is the science and art that deals with the prevention, control, cure and alleviation of animal diseases and the prevention of the spreading of diseases from animals to man. Modern veterinary medicine is a profession that offers increasing opportunities for interesting and challenging careers.

The School of Veterinary Medicine — a graduate program, offers a four-year curriculum leading to the Degree of Doctor of Veterinary Medicine. This training provides the technical knowledge necessary for work in veterinary practice, animal care and disease control, food quality control, and industrial veterinary medicine. Further specialization provides additional opportunities in teaching, biomedical research, and public health.

Nearly two-thirds of all veterinarians enter private practice. Many veterinarians are employed by the federal, state, and municipal governments. Veterinarians also hold positions in the United States Army and Air Force and in many areas of national defense, such as nuclear energy, atomic aircraft and rocketry, and space exploration. There are also many opportunities for teaching and research in schools, colleges, and medical research programs. Manufacturers of drugs and biological products, such as vaccines and animal feeds, and many other industries employ veterinarians.

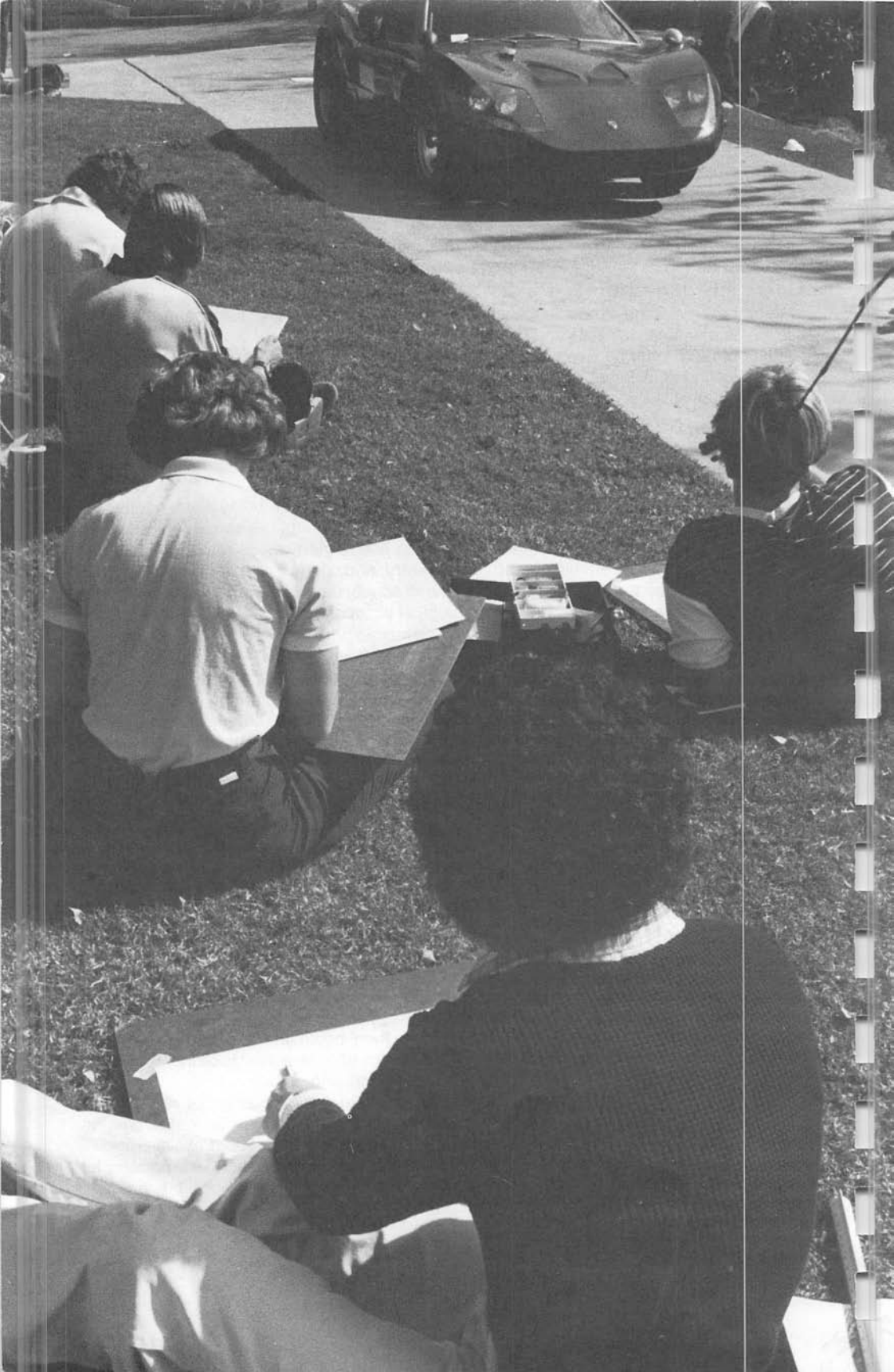
The demand for graduate veterinarians far exceeds the supply. In the United States today many hundreds of additional veterinarians could be immediately placed in well-paying jobs. However, it is extremely difficult to be admitted to a school of veterinary medicine. Each school has several times as many applicants as spaces available. Other states send back the applications of Californians. Over 80 percent of admitted students already possess a bachelor's degree.

Recent national surveys and projected needs indicate a growing demand for the professional services unique to the veterinarian. Despite expansion of existing schools of veterinary medicine, an essential deficit of graduate veterinarians will continue for many years.

A minimum of seven years of college is necessary to complete the requirements for the Degree, Doctor of Veterinary Medicine, however, for the past several years the D.V.M. graduates have averaged eight or more years of college.

The first step which must be completed is called the pre-veterinary medical curriculum. This consists of a series of required courses most of which can be completed in two years at the Glendale Community College. Additional required pre-professional work may be taken in any accredited university or four-year college. Following completion of the pre-professional medical curriculum the student applies for admission to the School of Veterinary Medicine. If they are accepted, they then begin the four-year professional curriculum in veterinary medicine. The Degree, Doctor of Veterinary Medicine, is awarded after successful completion of the four-year professional curriculum.

With the exception of vertebrate embryology, biochemistry, systemic physiology, and genetics the pre-professional medical curriculum may be completed at Glendale Community College. The following courses are required: Chemistry 101-102, 105; Physics 105-106; Biology 101-102; Economics 107; English 101 plus English 102 or Speech 101. To complete the required 56 units students should select courses in the social sciences, humanities or biological sciences which will best prepare them for a Baccalaureate Degree after transfer to a four-year institution. Students will not be admitted to the School of Veterinary Medicine with less than three years of pre-professional work. The Aptitude Test and the Advanced Test in Biology of the Graduate Record Examination are required of all applicants.



## 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, the number of units and the number of hours of lecture and laboratory instruction per week. Following each description are listed the prerequisites of the course.

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.

*Whether or not all courses described will be offered during the present academic year will depend on the student enrollment.*

### Television Courses

A few courses are available by television and are listed below. Television courses are not available each semester, but will be listed in the Schedule of Classes when they are offered.

#### **NOT OFFERED 1981-82**

Allied Health 225, Art 201, 202, Astronomy 110, Biology 151, Business 121, 142, 150, 154, Economics 115, English 115, 140, Family and Consumer Studies 150, 155, 160, 165, 168, Geology/Astronomy 115, Health 106, History 115, 160, Physical Education 292, Psychology 133, 135, Real Estate 102, Social Science 150, 155, 160

### Variable Units

Certain courses in this Catalog have variable units indicated and specify no maximum as to the 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.

**148 – International Field Study 1-6 Units**  
Provides units of 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. (The agency must be bonded or maintain a trust

account.) One unit of elective credit to be offered for each six days of foreign travel and study, up to a maximum of six units. Lecture: Hours to be arranged. Laboratory: Hours to be arranged. **Prerequisite:** None. **Note:** Approval of program and units of credit attempted must be obtained from the Dean of Instruction prior

to foreign travel. **Transfer Credit: CSUC, UC 198** — Developmental Studies 14½ Units

The Developmental Studies Program offers a diagnostic, prescriptive program dealing with the problems associated with low academic performance of college students. This Program offers students who have just completed high school and who have changed their attitude toward advanced education, an opportunity to overcome their scholastic weaknesses and set up realistic goals which may be attainable in line with their interest, aptitude and ability. The Program has been developed to assist students who have personal inadequacies such as: lack of goals, inappropriate educational plans, lack of effective study habits, emotional disturbances, cultural deprivation and general inability to realize their academic or vocational potential. Students enrolling in the Developmental Studies Program, which meets 8-11 a.m. daily, will carry fourteen and one-half units, including the following courses: English 198 — Reading Fiction, 2 units; English 199 — Basic Communications, 6 units; Guidance 193 — Psychology of Adjustment, 3 units; Guidance 195 — Occupational Planning, 1 unit; Physical Education Activity, ½ unit

**Mathematics 151** — Basic Mathematics 2 Units

The instructors have option of assigning either a letter grade or credit-no credit to students who have completed the courses in the Developmental Studies Program. In addition to the above described Program, a student may enroll in one other two unit class.

**150** — Colloquia 1-3 Units

Glendale Community College may make available in the curriculum of each division, lower division units of study known as colloquia. The purposes of a colloquium are to broaden a student's general education, to provide a means for a specific study in depth, to offer areas of study of meaningful interest to the student, to stimulate serious thought, and to encourage greater student-faculty relationships. Emphasis shall be on discussion and analysis based on subjects, issues, or ideas of continuing importance or lasting significance. **Prerequisite:** None. **Note:** 15 hours minimum of Colloquia per unit of credit. **Transfer Credit: CSUC, UC**

**148** — National Field Study 1-6 Units

One unit of elective credit to be offered for six days of supervised travel and study up to a maximum of six units for 36 days, under the direction of a credentialed instructor. **Prerequisite:** Approval of program and units of credit attempted must be obtained from the Dean of

Instruction prior to the domestic travel. **Transfer Credit: CSUC, UC**

## ACCOUNTING

**101** — Principles of Accounting I 5 Units  
(Formerly Business 101)

Accounting 101 thoroughly covers the accounting equation, the theory of debit and credit, the classification of accounts, the study of recording, analyzing and summarizing procedures in modern accounting practice; the preparation and analysis of balance sheets and income statements payroll, systems design and automated data processing. Lecture 5 hours. **Prerequisite:** None. **Note:** Required of business administration majors; this sequence (Accounting 101 and Accounting 102) satisfies lower division accounting requirements for most four-year colleges. **Transfer Credit: CSUC, UC, USC**

**102** — Principles of Accounting II 5 Units  
(Formerly Business 102)

Accounting 102 is a continuation of Accounting 101. Deals with partnership and corporation accounts; manufacturing and cost accounting (including job order, process, and standard); absorption costing and variable costing; cost-volume-profit analysis; tax accounting; construction and use of accounting statements and reports for management control and decision-making purposes; financial statement analysis. Lecture 5 hours. **Prerequisite:** Accounting 101. **Note:** Required of business administration majors; this sequence (Accounting 101 and Accounting 102) satisfies lower division accounting requirements for most four-year colleges. **Transfer Credit: CSUC, UC, USC**

**110** — Basic Accounting I 4 Units  
(Formerly Business 105)

Accounting 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. **Note:** Recommended for students who do not intend to transfer to a four-year college. Business—General 130 should precede or be taken concurrently. No credit will be allowed for Accounting 110 if taken concurrently with Accounting 101 or after completion of Accounting 101 or Accounting 102 with "C" grade or better.



**111 – Basic Accounting II** 4 Units  
(Formerly Business 106)

Accounting III is a study of bookkeeping principles as applied to partnerships, corporations, departments and branches. Emphasis is placed on practical bookkeeping problems more than on theory. Lecture 4 hours, laboratory 1 hour. **Prerequisite:** Accounting 110 or two years of bookkeeping in high school.

**150 – Individual Income Taxation** 3 Units  
(Formerly Business 108)

Accounting 150 is a course that focuses on the analysis and preparation of tax returns, itemized deductions, and a technical proficiency in tax law. Although this course is designed for non-professionals, this course lays the foundation for tax practitioners. Lecture 3 hours. **Prerequisite:** None.

**155 – Volunteer Income Tax Assistance** 2 Units  
(Formerly Business 109)

Accounting 155 is a course that applies the fundamental knowledge learned in Accounting 150 – Individual Income Taxation. With the assistance of the instructor and Internal Revenue agents, students will assist low income and disadvantaged citizens in the Glendale community in preparation of federal tax forms. Lecture 1 hour, laboratory 2 hours. **Prerequisite:** Accounting 150 or equivalent. **Note:** The course is designed for non-professionals.

## ADMINISTRATION OF JUSTICE

Classes in Administration of Justice are offered in the Extended Day Program for students interested in preparing for careers in a wide variety of fields related to law enforcement, corrections, private security, and judicial procedures. Since many of the students taking the courses are employed on shifts which change from time to time, identical afternoon and evening classes are scheduled for some of the courses. Special short term seminars are also offered periodically. A Certificate of Completion may be earned.

**101 – Introduction to the Administration of Justice** 3 Units  
Administration of Justice 101 covers the history and philosophy of administration of justice in America; recapitulation of the system; identification of the various sub-systems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**103 – Concepts of Criminal Law** 1-3 Units  
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. Lecture 3 hours. **Prerequisite:** Introduction to Administration of Justice 101 or equivalent. **Note:** This course may be repeated for a maximum of four and one-half (4½) units within a four-year period. **Transfer credit:** CSUC, UC, USC

**107 – Community Relations** 1-3 Units  
In-depth exploration of the roles of administration of justice practitioners and their agencies. Through interaction and study, the student will become aware of the interrelationships and role expectations among the various agencies and the public. Principal emphasis 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:** Introduction to Administration of Justice 101 or equivalent. **Note:** This course may be repeated for a maximum of four and one-half (4½) units within a four-year period. **Transfer credit:** UC

**108 – Contemporary Police Operations and Issues** 1-3 Units  
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 will also cover contemporary issues in Police operations such as patrol efficiency, crime prevention, corruption, recruitment, training and stress management. Lecture 3 hours. **Prerequisite:** Introduction to Administration of Justice 101 or equivalent. **Note:** This course may be repeated for a maximum of four and one-half (4½) units within a four-year period. **Transfer credit:** CSUC

**109 – Introduction to the Administration of Justice** 3 Units  
Administration of Justice 101 covers the history and philosophy of administration of justice in America; recapitulation of the system; identification of the various sub-systems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**110 – Principles and Procedures of the****Justice System****1-3 Units**

Administration of Justice 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 procedures from initial entry to final disposition and the relationship each segment maintains with its system members. There will be special emphasis on the judicial processes. Lecture 3 hours. **Prerequisite:** Administration of Justice 101 or concurrent enrollment in Administration of Justice 101. **Note:** This course may be repeated for a maximum of four and one-half (4½) units within a four-year period. **Transfer credit: CSUC, UC, USC**

**111 – Crime and Delinquency in American Society****3 Units**

The study of deviant behavior as it relates to the definition of crime; crime statistics, theories of crime causation; offenses, typologies. Lecture 3 hours. **Prerequisite:** Administration of Justice 101 should precede Administration of Justice 111. **Transfer credit: USC**

**113 – Introduction to American Correctional Systems****3 Units**

Administration of Justice 113 presents an overview of the American Correctional Systems. The course will survey the nature and function of Corrections in America and its relationship to the justice system. The offender will be traced from judicial sentencing through release. Some of the current issues covered will be prison unrest, punishment, jail reform, juvenile corrections, probation, parole, recidivism and correctional training. Lecture 3 hours. **Prerequisite:** None.

**114 – Traffic Control****1-3 Units**

A study of the principles and practices of accident investigation including the purposes of investigation, selective enforcement procedure and data use, hit-and-run accidents, determination of speed from skid marks, the nature and use of the intoxication testing devices, and field practice in actual cases. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may be repeated for a maximum of four and one-half (4½) units within a four-year period **Transfer credit: CSUC**

**116 – Criminal Investigation****1-3 Units**

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 prepara-

tion; mechanical truth devices; truth serums; crime laboratory. Lecture 3 hours. **Prerequisite:** Introduction to Administration of Justice 101 or equivalent. **Note:** This course may be repeated for a maximum of four and one-half (4½) units within a four-year period. **Transfer credit: CSUC**

**117 – Crisis Intervention****1-3 Units**

Administration of Justice 117 is designed to provide those skills necessary to deal with interpersonal conflict. The course will address some of the interpersonal problems creating stress, conflict and anger. There will be a review of some of the basic psychological techniques used in dealing with interpersonal problems. Specifically, the course will familiarize 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 will cover recommended techniques in dealing with job related stress. A review of theoretical concepts and practical role playing situations will provide the framework for the course. **Prerequisite:** None. **Note:** This course may be repeated for a maximum of four and one-half (4½) units within a four-year period.

**118 – Juvenile Delinquency Procedure and Control****1-3 Units**

The course will review the organization, functions, and jurisdiction of Juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. There will be 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:** Administration of Justice 101 or concurrent enrollment in Administration of Justice 101. **Note:** This course may be repeated for a maximum of four and one-half (4½) units within a four-year period. **Transfer credit: CSUC**

**120 – Legal Aspects of Evidence****1-3 Units**

Administration of Justice 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:** Introduction to Administration of Justice 101 or equivalent. **Note:** This course may be repeated for a maximum of four and one-half (4½) units within a four-year period. **Transfer credit: CSUC, UC**

**129 – Special Crimes** 1-3 Units

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 will also focus in gambling, confidence games, loansharking, prostitution and other crimes associated with organized crime activity. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may be repeated for a maximum of four and one-half (4½) units within a four-year period.

**130 – Law Enforcement Supervision and Management** 1-3 Units

Designed to provide an overview of the basic concepts, problems, issues, and concerns of a contemporary police organization. There are four major areas the course will examine and evaluate: 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:** Introduction to Administration of Justice 101 or equivalent. **Note:** This course may be repeated for a maximum of four and one-half (4½) units within a four-year period.

**134 – Report Writing** 1-3 Units

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. **Prerequisite:** None. **Note:** This course may be repeated for a maximum of four and one-half (4½) units within a four-year period.

**150 – First Aid and Cardiopulmonary Resuscitation** 1½ Units

This is a specialized course designed to benefit students in the Administration of Justice program through mastery of first aid and personal safety/cardiopulmonary resuscitation as well as handling common emergency medical problems. Successful completion will qualify the student for first aid and CPR certification. Lecture 24 semester hours. **Prerequisite:** None. **Note:** This course will be offered in various time segments depending upon scheduling needs. **Transfer credit:** USC

**151 – Decisional Law** 1½ Units

This specialized knowledge of case law decisions

affecting substantive, procedural, and civil law in both California and Federal jurisdictions. Lecture 24 semester hours. **Prerequisite:** Successful completion of Administration of Justice 101, 103, 114 or equivalents of all. **Note:** This course will be offered in various time segments depending upon scheduling needs.

**152 – Advanced Report Writing** 1½ Units

This is an advanced course in technical and narrative police report writing, with emphasis on maximum utilization of written communication skills for recording and transmission of perception and observation. Lecture 24 semester hours. **Prerequisite:** Administration of Justice 134 or equivalent. **Note:** This course will be offered in various time segments depending upon scheduling needs.

**153 – Arrest and Firearms** 1½-2 Units

Administration of Justice 153 fulfills the 40 hour requirements of P.C.832. It is a training program covering arrest, search, seizure, and the moral and legal aspects of firearms usage. A portion of the course will be reserved for firearms application. Lecture 32 hours per semester, laboratory 8 hours per semester. **Prerequisite:** None

## ALLIED HEALTH (Formerly Vocational Nursing)

Credit for all course work is granted by the College and is recorded on the official transcript; however, approximately 20 to 23 hours per week are scheduled in clinical areas of local hospitals.

**101 – Fundamentals of Nursing** 3 Units

The study of basic concepts and principles common to all areas of nursing. It is designed to assist the beginning student in the ability to render quality care and be able to carry out the nursing care involved in meeting the many needs of patients regardless of their condition and diagnosis. Lecture 3 hours. **Prerequisite:** Admission to the Nursing Program. **Note:** Must be taken concurrently with Chemistry 115, Allied Health 103, 107, 108, 118.

**103 – Basic Pharmacology for Nurses** 2 Units

Emphasis of the course is on computational skills for commonly administered medications by all routes except intravenous. Knowledge of

federal and state regulations of drugs, of drug references, and of frequently used medications, including classifications, in actions and untoward reactions for safe administration needed in nursing practice. Lecture 2 hours. **Prerequisite:** Admission to the Nursing Program. **Note:** Must be taken concurrently with Allied Health 101, 107, 108, 118, and Chemistry 115.

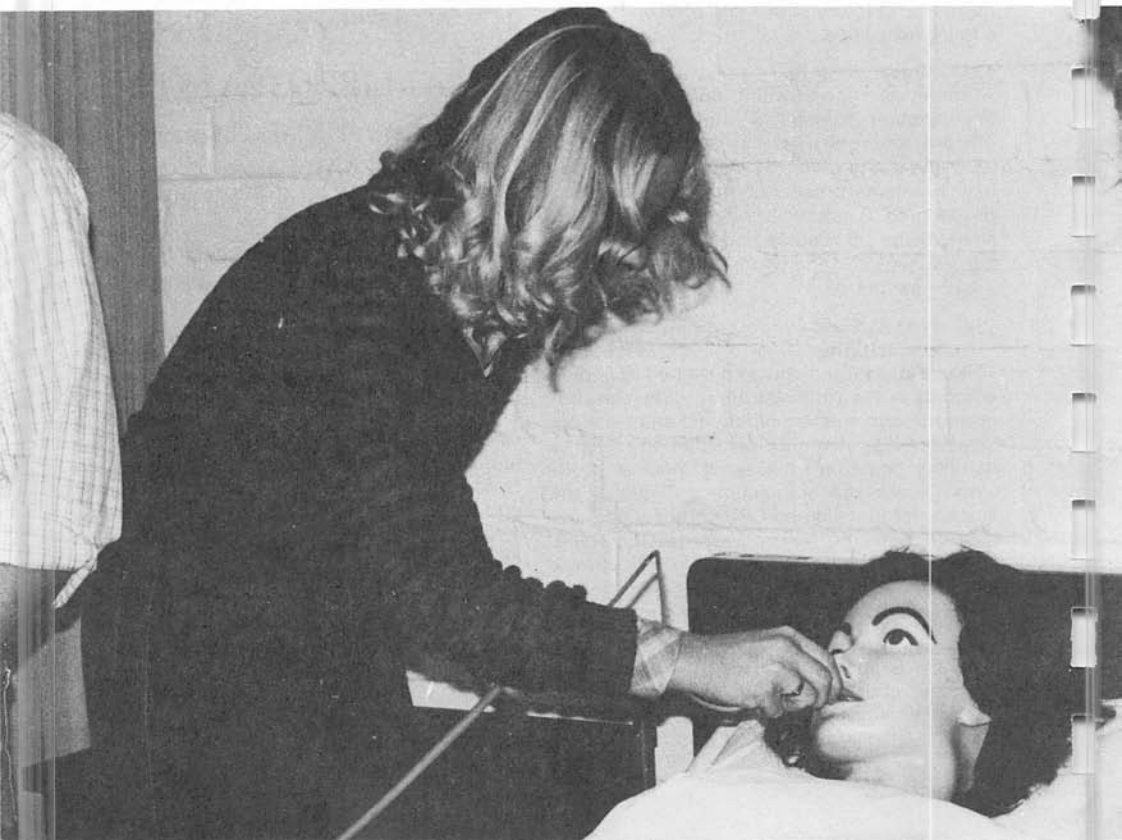
**107 – Medical-Surgical Nursing I** 4 Units  
Study of the normal anatomical, physiological functions as well as pathological conditions of the human body, utilizing a systems approach. Emphasis is placed on the study of basic concepts and general principles applicable in caring for medical and surgical patients. Lecture 4 hours. **Prerequisite:** Admission to the Nursing Program. **Note:** Must be taken concurrently with Chemistry 115, Allied Health 101, 103, 108, 118.

**108 – Clinical Nursing I** 7 Units  
This focuses on the application of theoretical principles and concepts of holistic patient care learned in the didactic setting for Nursing Fundamentals and Medical-Surgical Nursing I. Clinical Laboratory: 22 hours. **Prerequisite:** Admission to the Nursing Program. **Note:** Must be

taken concurrently with Allied Health 101, 103, 107, 118, Chemistry 115.

**112 – Medical-Surgical Nursing II** 4 Units  
The study of normal anatomical and physiological functioning of the human body utilizing a systems approach. Included are broad general principles in caring for medical and surgical patients. A methodological approach is utilized in studying pathological conditions amenable to medical-surgical correction incorporating nursing principles and procedures unique to specific body system. **Prerequisite:** Satisfactory completion of Allied Health 101, 103, 107, 108, 118 and Chemistry 115. **Note:** Must be taken concurrently with Allied Health 114, 116, 120, 122.

**114 – Obstetrics and Care of the Newborn** 3 Units  
This course is designated to prepare the student nurse to undertake his/her role in providing safe and effective care for the woman during pregnancy, parturition and puerperium, as well as care of the newborn in health and disease. To emphasize family-center care, the student is provided opportunities to teach, support and to help prepare the mother and father to assume their new roles as parents. Lecture: 3 hours.



**Prerequisite:** Satisfactory completion of Allied Health 101, 103, 107, 108, 118, and Chemistry 115. **Note:** Must be taken concurrently with Allied Health 112, 116, 120, 122.

**116 – Introductory Pediatrics** 4 Units  
Study to understand the normal developmental process from infancy to adolescence; knowledge of common pathological childhood conditions with emphasis on contagious diseases and their control. Study of psychological problems that are common to adaptive and maladaptive behavior in the child. Lecture 2.5 hours, 24 clinical hours. **Prerequisite:** Satisfactory completion of Allied Health 101, 103, 107, 108, 118, and Chemistry 115. **Note:** Must be taken concurrently with Allied Health 112, 114, 120, 122.

**118 – Basic Nutrition** 1 Unit  
This course will focus on the principles of optimal nutrition and their application to the life cycle. Stress is placed on the selection of foods required to meet the psychological, physiological and socio-economic needs of an individual. Lecture 1 hour. **Prerequisite:** Admission to the Nursing Program. **Note:** Must be taken concurrently with Allied Health 101, 103, 107, 108, Chemistry 115.

**120 – Community Health** 1 Unit  
A study of federal, state, county and volunteer agencies that regulate and maintain optimal health conditions in the community. Study of today's community health problems including disease and disability and environmental factors that threaten the health of the people. Lecture 1 hour. **Prerequisite:** Satisfactory completion of Allied Health 101, 103, 107, 108, 118, and Chemistry 115. **Note:** Must be taken concurrently with Allied Health 112, 114, 116, 122.

**122 – Clinical Nursing II** 8 Units  
This course will focus on the application of the theoretical knowledge of nursing principles and concepts that are unique to specific systems of the human body throughout their life cycle. Clinical laboratory 24 hours. **Prerequisite:** Satisfactory completion of Allied Health 101, 103, 107, 108, 118, and Chemistry 115. **Note:** Must be taken concurrently with Allied Health 112, 114, 116, 120.

**130 – Medical and Surgical Nursing III** 2 Units  
Study of the anatomical and physiological functions, and the pathological conditions of the human body utilizing a systems approach. Emphasis is placed upon the study of basic concepts and basic principles applicable in caring for medical and surgical patients. Lecture 5 hours for 11 weeks. **Prerequisite:** Satisfactory completion of Allied Health 112, 114,

116, 120, and 122. **Note:** Must be taken concurrently with Allied Health 132, 134, 136.

**132 – Legal and Ethical Aspects of Nursing** 1 Unit  
The study of fundamental principles and concepts of legal and ethical aspects applicable in nursing practice. It is designed to help the student vocational nurse face difficult personal and professional adjustments. Lecture 1 hour. **Prerequisite:** Satisfactory completion of Allied Health 112, 114, 116, 120, and 122. **Note:** Must be taken concurrently with Allied Health 130, 134 and 136.

**134 – Mental Health and Emotional Illness** 2 Units  
Deals with some of the basic concepts of the mental health — mental illness continuum. The purpose of the course is to help nursing students deal with adaptive and maladaptive behavior in interpersonal relations and acquire necessary knowledge to care for emotional components of behavior in patients of all ages. Communication skills, both verbal and non-verbal, are stressed. Lecture: 2 hours. **Prerequisite:** Satisfactory completion of Allied Health 112, 114, 116, 120, and 122. **Note:** Must be taken concurrently with Allied Health 130, 132, 136.

**136 – Clinical Nursing III** 5 Units  
This course will focus on the application of scientific knowledge and the development of critical thinking skills in providing nursing care to any age group regardless of their conditions or illnesses. Clinical laboratory: 24 hours. **Prerequisite:** Satisfactory completion of Allied Health 112, 114, 116, 120, and 122. **Note:** Must be taken concurrently with Allied Health 130, 132, 134.

**201 – Hemodialysis for Nurses and Technicians** (See Note)  
Acquisition of cognitive and motor skills necessary to function as an assistant in hemodialysis in the hospital, limited care, and self-care dialysis units. Personnel could be utilized in home dialysis training and as a liaison between home dialysis patient and renal centers to which they are affiliated. Lecture 9 hours, 21 clinical hours. **Prerequisite:** High school graduate with one year's experience in medical field as an aide, technician, or corpsman, or equivalent. **Note:** Varied units are available for students taking Allied Health 201 on the basis of one unit for 16 lecture hours.

**205 – Pharmacology** 3 Units  
Not offered 1981-82.

210 — Cardiac Monitoring 3 Units  
Not offered 1981-82.

215 — Fluid and Electrolyte Balance 1½ Units  
Not offered 1981-82.

220 — Infection Control in the Hospital 1½ Units  
Not offered 1981-82.

231 — Human Development and Nursing  
Process I General Concepts 2 Units  
Allied Health 231 is the study of general concepts relevant to registered nursing practice. These concepts are necessary for the integration of nursing process in maternal child and mental health nursing. Lecture 2 hours. **Prerequisite:** Admission to the nursing Program. **Note:** Must be taken concurrently with Allied Health 233 and Allied Health 234.

233 — Mental Health Nursing 6 Units  
Allied Health 233 focuses on the dynamics of patients undergoing psychosocial stress. Nursing process and interviewing skills are presented within a framework of total mental health team management. Roles of the various team members are explored along with a variety of treatment modalities. The causes of stress are explored from a variety of theoretical perspectives. Emphasis is placed on holistic care of the adult under acute and chronic stress. The student is encouraged to undertake self exploration and develop a concept of man which includes the ideas of human need fulfillment, health promotion, restoration of health, and personal growth. Lecture 7 hours, laboratory 14 hours (9 weeks). **Prerequisite:** Admission to the Nursing Program. **Note:** Must be taken concurrently with Allied Health 231 and Allied Health 234.

234 — Maternal-Child Health Nursing 6 Units  
Allied Health 234 is the study of human growth and development from conception, birth to adolescence. Focuses on normal, minor deviations and disease conditions during pregnancy, neonatal and through adolescence. Nursing process will be implemented in providing optimal care to the family undergoing the birth experience. Emphasis is placed on family centered care for the hospitalized child. Lecture 7 hours, laboratory 14 hours (9 weeks). **Prerequisite:** Admission to the nursing program. **Note:** Must be taken concurrently with Allied Health 231 and Allied Health 233.

240 — Human Development and Nursing  
Process II 9 Units  
The study of nursing in relation to the impact of health problems/needs on the individual, family and community. Focuses on the care of critically

ill individuals and clients with chronic health problems and rehabilitative needs of varying age groups. The nursing process is based on understanding how health problems interfere with fulfillment of human needs and developmental tasks. The content of the course is organized around the concepts of basic physiologic needs upon which nursing intervention is based. Health problems/needs of the individual in the different age groups as they most affect him/her are presented. The aspects of pharmacology, diet therapy growth and development, health assessment and management are included. Lecture 9 hours. **Prerequisite:** Allied Health 231, 233, 234. **Note:** Must be taken concurrently with Allied Health 245.

245 — Clinical Nursing V 5 Units  
The course will focus on the application of theoretical content acquired in Human Development and Nursing Process II and Professional Adjustments and Leadership in Nursing Course I. The selected clinical application areas articulate with the major focus and concepts presented in the theoretical content. Pre-clinical and post-clinical conferences are conducted either individually or with groups of students, depending upon the particular clinical setting and nature of the nursing activities. The 16-hour clinical laboratory per week will be divided into two 8 hour periods. Clinical — 16 hours. **Prerequisite:** Allied Health 231, 233, 234. **Note:** Must be taken concurrently with Allied Health 240 and Allied Health 246.

246 — Professional Adjustments and Nursing  
Leadership 1 Unit  
This course studies the individual nurse and professional components related to role development. It includes legal aspects of nursing and contemporary issues and trends in health care and delivery of professional nursing care. The course is a one-hour lecture-discussion a week. There will be panel discussions and seminars where speakers in their specific areas of specialization will be invited to share their expertise. The (audio tutorial) laboratory will be an independent study. Lecture-seminar — 1 hour. **Prerequisite:** Allied Health 231, 233, 234. **Note:** Must be taken concurrently with Allied Health 240 and Allied Health 245.

250 — Children's Attendant 3 Units  
Not offered 1981-82. **Transfer credit: CSUC**

## ANATOMY

See Biology 120

## ANTHROPOLOGY

**101 – Physical Anthropology** 3 Units  
Studies human genetics; relation of humans to the animal world; human evolution; fossil humans; racial differentiation; classification and distribution. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination, or a "B" average in United States History and Government courses in high school, or 12 units of college courses with a "C" average. **Transfer credit: CSUC, UC, USC**

**102 – General Anthropology Cultural** 3 Units  
Studies the origin and development of cultures including material traits, social organization, political, religious, communication, family and kinship systems, emphasizing contemporary primitives. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination, or a "B" average in United States History and Government courses in high school, or 12 units of college courses with a "C" average. **Transfer credit: CSUC, UC, USC**

**103 – Archaeology** 3 Units  
A general course in archaeology for beginning students. A sampling of the material covered would include: archaeology as a profession; methods of locating archaeological sites; digging sites correctly; preservation and restoration of artifacts; a history of classical digs as Pompeii, Masada, "Atlantis," etc.; methods of determining time, as Carbon-14, potassium-argon, dendrochronology, etc.; the Pleistocene Period; discovering fossil humans; work of DuBois, Dart, the Leakeys; primitive humans in the Paleolithic, Mesolithic and Neolithic cultures; beginning of agriculture; domestication of animals; rise of the city. American archaeology: the Mound Builders; Folsam and Clovis Man; Aztec, Inca, and Maya civilizations. Underwater Archaeology. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination, or a "B" average in United States History and Government courses in high school, or 12 units of college courses with a "C" average. **Transfer credit: CSUC, UC, USC**

## ARABIC

**110 – Basic Conversational Arabic I** 2 Units  
Arabic 110 is an introduction to spoken Arabic. It teaches students to communicate orally on an elementary level in Arabic and provides them with a basis for further study. The verbal active method is used and oral expression is stressed. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None.

## ARCHITECTURE

**101 – Basic Design** 4 Units  
The fundamentals of drafting prerequisite to work in art and architecture; architectural symbols and conventions; plan and working drawings and building code requirements for a small home; scale detailing, framing and study of dimensioning, model building. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** None. **Note:** Required for architecture majors who have not had at least one year of architectural drafting in high school. Recommended for art majors. **Transfer credit: CSUC**

**102 – Architectural Drafting and Design** 4 Units  
A discussion of the residence and its design with emphasis on the one-story dwelling. Discussion of modern trends. Scale detailing, framing and blueprint reading. The application of building codes to such construction. Course includes the study of dimensions and spacing of members; modular framing and modern practices; also a study of heating, insulation, acoustics and sound-proofing, plumbing, wiring, orientation, etc. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Architecture 101. **Transfer credit: CSUC**

**103 – Descriptive Geometry** 3 Units  
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:** One year of architectural or mechanical drawing in high school, or Architecture 101, or Engineering 101 taken in college. **Note:** Required for architecture majors. This course may not be taken for credit by students who have completed Engineering 103. **Transfer credit: CSUC, UC, USC**

**105 – Perspective Graphics** 4 Units  
 A course in technical perspective. Drawing of various architectural subjects and their shadows, rendering in various media, sketching in of people and landscape background and foreground. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Art 113, 116, 117 (Art 117 may be taken concurrently). **Note:** Required for architecture majors. **Transfer credit: CSUC, UC, USC**

**109 – Architectural Design** 4 Units  
 A discussion of the apartment building and orientation to building site and its design with emphasis on the two-story building. Discussion of modern trends. Scale detailing, and framing. The application of fundamentals of design, building codes to such construction. The course includes the study of dimensions and spacing of members; modular framing and modern practice; also, a study of heating, insulation, acoustics and soundproofing, plumbing, wiring, and the application of building materials, and model building, including presentation media. Emphasis is on the application of the process of design fundamentals. Lecture 4 hours, laboratory 4 hours. **Prerequisite:** Architecture 101 and Architecture 105. (May be taken concurrently.) **Transfer credit: CSUC, USC**

**110 – Architectural Design** 4 Units  
 Study of commercial architecture, its planning and design with emphasis on design sketching and further application of the design fundamentals for a small commercial building of concrete block construction. Discussion of modern trends. Designing plans, elevations, and details. The application of current building codes. Modular framing and modern practice are discussed and applied, including the cantilevered beam. Further study of heating, insulation, acoustics, plumbing, electrical wiring, and model building, application of and emphasis of the design process fundamentals. Lecture 4 hours, laboratory 4 hours. **Prerequisite:** Art 113, and Architecture 109. **Transfer credit: CSUC, USC**

**111 – Advanced Architectural Design** 4 Units  
 Not offered 1981-82. **Transfer credit: CSUC, USC**

**112 – Advanced Architectural Design** 4 Units  
 Not offered 1981-82. **Transfer credit: CSUC, USC**

**191 – Architectural Engineering Drafting and Design** 5 Units  
 A discussion and preparation of working drawings for major structures. A study of practices common to the construction of commercial reinforced concrete buildings; the relationship of plumbing, heating, ventilating, electrical, and

air conditioning systems in the various areas of the structure; drawing changes of typical views, integrating and detailing them in the completed set of drawings; understanding and satisfying the requirements of the architect; studying the realities of the successful draftsman; the application of the current building code; and the cost factors affecting revisions. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Art 113. (May be taken concurrently.) **Transfer credit: CSUC**

**192 – Architectural Engineering Drafting and Design (Residential)** 5 Units  
 A discussion and preparation of working drawings for brick and concrete block structures. A study of practices common to the construction of commercial buildings; the relationship of plumbing, heating, ventilating, electrical, and air conditioning systems. Drawing changes of typical views; studying and satisfying the requirement of the architect. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Architecture 191. **Transfer credit: CSUC**

**193 – Professional Drafting for Architecture (Commercial & Multiple Dwelling Projects)** 5 Units  
 Architecture 193 covers Analysis and Workshop Development of Coordinated Construction Drawing Units for standard elements of building in major framing and finishing systems and materials. Lecture 3 hours, 6 hours laboratory per week. **Prerequisite:** Architecture 192 or Equivalent. **Note:** Art 113, 116, 117 are recommended. **Transfer credit: CSUC**

**194 – Architectural Engineering Design (Commercial)** 5 Units  
 Class project in the preparation of a complete set of working drawings from given specifications, including various presentation media stressing the group concept in architectural design. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Architecture 193. **Note:** Architecture 105 is recommended. **Transfer credit: CSUC**

## ARMENIAN

**101 – Beginning Armenian** 5 Units  
 Armenian 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. Lecture 5 hours. **Prerequisite:** A satisfactory score on the English Placement Examination, or a grade of "B" or



better in English 191, or a grade of "C" or better in English 120, or equivalent. **Transfer credit: CSUC**

**110 – Basic Conversational Armenian I** 2 Units  
Armenian 110 is an introduction to Armenian with emphasis on developing essential skills in communication. The verbal active method is used, stressing oral expression. The course develops a working knowledge of reading and writing Armenian, and also introduces the student to Armenian culture. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None.

## ART

**101 – History of Art** 3 Units  
A survey and appreciation of the architecture, painting and sculpture from their origins in prehistoric times to Early Medieval. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC, UC, USC**

**102 – History of Art** 3 Units  
A survey and appreciation of the architecture, painting and sculpture from the Early Medieval period through the 18th Century. An introduction to the philosophical, economic, and political ideas that influenced those trends. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC, UC, USC**

**103 – History of Art** 3 Units  
A survey of the growth of 19th and 20th century trends in painting, sculpture, architecture and the minor arts in Europe and the United States from their origins to the present. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC, UC, USC**

**105 – Southern California Art Museums** 1 Unit  
Art 105 is an introduction to the history of art museums, specifically the Southern California Art Museums. The course will cover collections, current exhibitions, conservation of artifacts and administrative functions. There will be guided visits to: The J. Paul Getty Museum's Greek and Roman art collection as well as research, conservation and administration departments; The Huntington Library Art Museum's educational setting for and collection of Eighteenth Century English art; The Norton Simon Collection; and The Los Angeles County Museum of Art's major current exhibit. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC**

**106 – Art of the Americas (Before 1600)** 3 Units  
Art of the Pre-Columbian (Inca, Maya, Aztec), Mexico, and South American cultures. American Indian art (especially Southwest Indian). Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC, UC, USC**

**107 – Art of the Americas (1600 to the Present)** 3 Units  
The art of the United States, Canadian, Mexican, South American Cultures and their European origins. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC, UC, USC**

**108 – Oriental Art** 3 Units  
A survey of the sculpture, painting, and architecture of China, Japan, India, and Persia, from prehistory to the present. An introduction to the social, political, and philosophical ideas that influenced these trends. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC, UC, USC**

**109 – Primitive Art** 3 Units  
Art 109 is an introduction to the art of primitive Africa, Australia, New Guinea and North America. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC**

**110 – History of Motion Pictures** 3 Units  
Historical and aesthetic introduction to the appreciation of motion pictures through the analysis of audio and visual techniques which can make the film an expressive means of communication. Selected motion pictures will be screened. Lecture 3 hours. **Prerequisite:** None. **Note:** Each week students will be required to see one film chosen from the instructor's list of pertinent films available on television and in local theaters. **Transfer credit: CSUC, UC, USC**

**111 – Introduction to Film Production** 2 Units  
Not offered 1981-82. **Transfer credit: USC**

**113 – Design I** 2 Units  
Study of the structure of the two-dimensional work of art. Special emphasis in the area of design and color. Provides fundamental understanding and control of the elements of design and the principles by which they can be related in solving design problems. The course is "basic" for art students and helpful to students in related fields. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** None. **Note:** Students receiving a score of 4 or 5 on the Advanced Placement Examination (CEEB) in Studio Art may be given credit for Art 113 and Art 116 at Glendale Community College contingent upon

approval of their portfolio by the art faculty.  
**Transfer credit: CSUC, UC, USC**

**114 – Design II** 2 Units  
Art 114 is advanced study in two-dimensional art structure. The study is developed in a series of problems. Certain problems will concentrate on advanced color study; some on space manipulation, some on understanding through practice, the current concepts at work in the fine and decorative arts fields. Whenever possible problems will reflect directions dominating the current art scene. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 113. **Transfer credit: CSUC, UC, USC**

**115 – Three Dimensional Design** 2 Units  
A study of space and color relationship expressed three-dimensionally in line, mass, volume, and texture. Experiences are provided involving different materials in the solution of three dimensional design problems. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 113. (May be taken concurrently.) **Note:** Required for art majors. Recommended for related fields. **Transfer credit: CSUC, UC, USC**

**116 – Drawing I** 2 Units  
A basic drawing course dealing with the fundamentals of pictorial organization. The various means of representing the three-dimensional aspects of forms on a flat surface are emphasized. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** None. **Note:** Students receiving a score of 4 or 5 on the Advanced Placement Examination (CEEB) in Studio Art may be given credit for Art 113 and Art 116 at Glendale Community College contingent upon approval of their portfolio by the art faculty. **Transfer credit: CSUC, UC, USC**

**117 – Drawing II** 2 Units  
A second semester drawing course designed to enable the student to further his abilities in drawing forms in depth, composition, and various-drawing techniques. Lecture 2 hours laboratory 2 hours. **Prerequisite:** Art 116. **Transfer credit: CSUC, UC, USC**

**118 – Life Drawing** 2 Units  
Beginning studies in drawing the figure from life. Quick sketches, and progressively longer poses to study such problems as proportions, design and the animation of the body. Studies in human anatomy, as applicable to life drawing. The drawings are rendered in media such as charcoal or conte crayon, and are executed both as line drawings and in chiaroscuro. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 116. (Art 116 may be taken concurrently.) **Transfer credit: CSUC, UC, USC**

**119 – Life Drawing** 2 Units  
Continuation of basic studies in drawing the figure from life. Attention is given to arrangement and composition. Exploration of media for drawing the figure. Use of the figure in a personal and expressive manner. Problems in drawing the head. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 118. **Transfer credit: CSUC, UC, USC**

**120 – Advanced Life Drawing** 2 Units  
Continuation of basic studies in drawing the figure from life. Emphasis on using the figure in compositions. Stress on the creative use of the figure. Drawings should extend beyond "studies" and become personal statements. Increased emotional expression in drawings. May do one or more problems in three dimensions. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 119. **Transfer credit: CSUC, UC, USC**

**121 – Advanced Life Drawing** 2 Units  
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 will be required — this may follow an avenue of individual interest. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 120. **Transfer credit: CSUC, UC, USC**

**122 – Advertising Design** 2 Units  
An applied design course, oriented primarily toward design in advertising. Special emphasis is placed upon those elements, techniques, and psychological aspects of design peculiar to advertising. Layout techniques, lettering typography, and the psychological use of color are stressed. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 113 and Art 116. (Art 113 and 116 may be taken concurrently.)

**123 – Advertising Design** 2 Units  
An applied design course, oriented toward design in advertising. Special emphasis is placed upon those elements, techniques, and psychological aspects of design peculiar to advertising. Layout techniques, typography, printing methods, advanced one page layout and illustration are stressed. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Art 122. Recommended: Art 114, 115, 117, 118, 134, 138.

**124 – Advanced Advertising Design** 2 Units  
An advanced advertising design course. Theory and practice in various phases of advertising. Design for television, packaging, brochure design and layout, magazine design, multiple page layout, etc. Problems in production for offset printing. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Art 123.

**125 – Advanced Advertising Design 2 Units**  
Advanced practices in advertising design. Emphasis on independent work and problem solving. The art of advertising display and problems in preparing camera-ready art work with two, three, and four plate prints. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Art 124.

**126 – Ceramics 2 Units**  
An introductory study in the field of ceramics. Experience in preparing clay bodies, slips, and glazes. Exploration in hand forming works of art in clay by a variety of methods. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**127 – Ceramics 2 Units**  
This is a continued study of the fundamentals of the ceramic process where various slab construction techniques are explored. Wheel-throwing skills are sharpened by concentrated exercises to increase the size, speed, and production quality. Students will select and formulate glazes of their own choice, and the firing process will be studied in greater detail. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Art 126. **Transfer credit:** CSUC, UC, USC

**128 – Advanced Ceramics 2 Units**  
This course emphasizes advanced work on the potter's wheel with consistency and accuracy of results. The awareness of three-dimensional form and surface pattern 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, firing techniques, and also design and execute multiples and sets. Under supervision the students assist in loading and firing of kilns. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Art 127. **Transfer credit:** CSUC, UC, USC

**129 – Advanced Ceramics 2 Units**  
This is a course designed for the advanced student who wishes to pursue an individual direction in-depth. Students propose a semester outline, concentrating on specific techniques, materials, and firing procedures. Upon instructor approval of the proposal, students are expected to work independently, formulating personal clay bodies, glazes and working techniques. Reading and research assignments will be made where applicable. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Art 128. **Note:** This course may be taken for two units each semester for a total of six units. **Transfer credit:** CSUC, UC, USC



- 130 – Interior Design** 3 Units  
A study of the floor plan and architectural background and the selection and arrangement of furniture. Emphasis is placed on the selection of floor coverings, draperies, curtains, upholstery, accessories, and color in the home. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC
- 132 – Lettering** 1 Unit  
Offered fall semester only. Fundamental study of letter forms. Short history of lettering and typography; problems in the forming and spacing of letters, including the single stroke alphabet. Lecture 1 hour, laboratory 1 hour. **Prerequisite:** None. **Note:** Recommended for architecture majors and all art majors as a foundation for more advanced work in the art department. **Transfer credit:** CSUC, UC
- 134 – Painting** 2 Units  
Development of skill, technique, and composition in drawing and painting, using media such as oils or acrylics. Problems include representation and abstraction. Lecture 2 hours, laboratory 2 hours. **Prerequisites:** Art 116. (Art 116 may be taken concurrently.) **Transfer credit:** CSUC, UC, USC
- 135 – Painting** 2 Units  
Application of principles, theories and techniques of drawing and painting to problems of still life, figure, landscape, and non-objective painting. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 134. **Transfer credit:** CSUC, UC, USC
- 136 – Advanced Painting** 2 Units  
The application of principles of art in drawing and painting for the more advanced student. Contemporary concepts in painting are explored. Individual assignments with emphasis on personal interpretation and expression. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 135. **Note:** Art 117 is recommended. **Transfer credit:** CSUC, UC, USC
- 137 – Advanced Painting** 2 Units  
A continuation of Art 136. Painting for the advanced student. 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, laboratory 2 hours **Prerequisite:** Art 136. **Transfer credit:** CSUC, UC, USC
- 138 – Water Color** 2 Units  
Art 138 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 painting, 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, laboratory 2 hours. **Prerequisite:** Art 116. (Art 116 may be taken concurrently.) **Note:** This course may be repeated for a total of four (4) units. **Transfer credit:** CSUC, UC, USC
- 139 – Water Color** 2 Units  
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. Class problems include experimentation of a variety of techniques and stylistic approaches. Individual interpretation and expression are encouraged. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 138. **Note:** this course may be repeated for a total of four (4) units. **Transfer credit:** CSUC, UC, USC
- 140 – Sculpture** 2 Units  
Recommended for art, pre-dental, and industrial design students. A series of sculptural problems in relief and in the round. Includes exploratory investigations of various media and techniques such as plaster, clay modeling, stone and wood carving, casting, constructions, etc. Emphasis is on problems of historical and contemporary interest and importance. Offered fall semester only. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Art 113 or Art 116. (May be taken concurrently.) **Note:** This course may be taken for two units each semester for a total of eight (8) units. **Transfer credit:** CSUC, UC, USC
- 142 – Printmaking I** 2 Units  
An introduction to various printing processes including linoleum cuts, woodcuts, engraving, drypoint, etching, and aquatint. Creative personal approaches to printmaking are encouraged. Technical and expressive qualities of the various media are explored. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 113 or Art 116. **Note:** This course may be taken for two units each semester for a total of four units. **Transfer credit:** CSUC, UC, USC
- 143 – Printmaking II** 2 Units  
Art 143 is a more advanced course than Art 142; this course explores various approaches and techniques of intaglio printing with special

emphasis on color printing. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 142. **Note:** This course may be taken for two units each semester for a total of four units. **Transfer credit:** CSUC, UC, UCS

**144 – Silk Screen Printing** 2 Units  
An introduction to silk screen printing. Course will include: Preparation of equipment; various methods of stencil preparation; printing on paper and cloth; printing with a variety of paints and dyes. Projects will include serigraphs and repeat pattern textiles. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Art 113. **Note:** This course may be taken for two units each semester for a total of four units. **Transfer credit:** CSUC, UC, USC

**145 – Silk Screen Printing** 2 Units  
An advanced study of silk screen printing. Preparation of specialized equipment. Research and experimentation to encourage creative use of the medium. Problems are selected to be "challenging," and as related to personal interests of each student. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Art 144. **Note:** This course may be taken for two units each semester for a total of four units. **Transfer credit:** CSUC, UC, USC

**147 – Metal and Jewelry Design I** 2 Units  
Art 147 is an introduction to traditional jewelry and metalsmithing techniques, with emphasis on design and fundamental fabricating, forming, and joining processes. It is the purpose of this course to provide the student with a good basic technical and aesthetic point of departure for further work within this field. Projects range from items of personal adornment to containers and nonfunctional objects. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** None. **Transfer credit:** UC, USC

**148 – Metal and Jewelry Design II** 2 Units  
Art 148 provides the student the opportunity for continued investigation of metal working processes with emphasis on surface embellishment. Students can gain greater proficiency in fabricating, forming, and joining-techniques and proceed to acquire more specific skills in embellishment processes. Students will be acquainted with the various processes involved in the creation of metal objects; concept, design, execution, finishing, and presentation. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Art 147. **Transfer credit:** UC, USC

**149 – Metal and Jewelry Design III** 2 Units  
Art 149 introduces casting and dieforming techniques, acquainting students with processes used extensively in the jewelry and metals industry with emphasis on these new tech-

niques. Different design applications will be stressed, encouraging students to develop their ideas into items of personal adornment, containers, sculptures, and functional objects. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Art 148. **Transfer credit:** CSUC, UC

**150 – Metal and Jewelry Design IV** 2 Units  
Art 150 is the study and application of the more advanced and demanding techniques of the metalsmith as well as contemporary developments in the field of metal design. In the area of jewelry and holloware, students pursue techniques of raising, dapping, seaming, and forging. The opportunity is provided for the advanced student to make more independent decisions about their work and direction of development. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Art 149. **Transfer credit:** CSUC, UC

**151 – Dental Materials** 2 Units  
Basic studies of the various materials used in the field of dentistry. The development of laboratory techniques through the uses of wax, chalk, and plastic carvings; the casting of projects; the proper use of dental instruments and equipment. This course is designed to prepare the student for the American Dental Association (ADA) Examination. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Enrollment in the pre-dental program. **Transfer credit:** USC

**152 – Advanced Dental Materials** 2 Units  
Advanced studies and techniques of dental materials and processes. Emphasis is placed on plaster and clay carvings; advanced techniques in the casting of wax models; the transfer of wax to plastic models. This course is designed to prepare the student for the American Dental Association (ADA) Examination as well as the University of California at San Francisco Examination. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Art 151. **Transfer credit:** USC

**160 – Low Fire Ceramics** 1 Unit  
Not offered 1981-82. **Transfer credit:** UC, USC

**161 – Batik and Tie Dye** 1 Unit  
Not offered 1981-82 **Transfer credit:** UC, USC

**162 – Raku** 1 Unit  
Not offered 1981-82. **Transfer credit:** UC, USC

**163 – Ceramic Handbuilding** 2 Units  
Art 163 is an introduction to basic ceramic hand-building techniques and processes. Traditional methods of forming, joinery and construction will be introduced. Students will learn to design and analyze functional and nonfunctional objects. The class will explore traditional hand-built pottery, as well as contemporary, expressive hand-built forms. Lecture 1 hour,

laboratory 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC

**165 – Crafts, General Survey** 2 Units

This course is an introduction to selected craft media: fiber, wood, enamel, and clay. Through individually designed and executed projects, students will explore a variety of traditional and contemporary craft production techniques. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, USC

**166 – Metal Enameling** 2 Units

Art 166 is an introduction to the metal enameling process: the fusing of ground glass enamels onto a metal (usually copper) surface. Transparent and opaque enamels will be studied, including their applications in the liquid and dry states. Characteristics of the various metals will be

considered. Kiln firing and management will also be included. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** None. **Note:** This course may be repeated for a total of 8 units. Art 113 is recommended. **Transfer credit:** CSUC

**170 – Stained Glass** 1 Unit

A course to provide beginning experience in the designing and making of a stained glass window. All necessary tools and equipment are provided. Students will need to procure the glass and leads as demanded by their designs. All areas of craft are demonstrated and supervised. Lecture 2 hours, laboratory 2 hours (8 weeks). **Prerequisite:** None. **Note:** Art 113 is recommended. This course may be taken for one unit each 8 weeks for a total of four units. **Transfer credit:** CSUC, UC, USC



172 – Silk Screen Textile Printing 1 Unit  
 Not offered 1981-82. **Transfer credit: CSUC, UC, USC**

173 – Calligraphy 2 Units  
 Art 173 is a course designed to develop the student's understanding and skills in Calligraphy. Different writing styles will be presented, with samples and demonstrations. Supervised practice will lead to increased proficiency in writing the letter forms, and awareness in the design of the page. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** None. **Note:** This course may be repeated for a total of 8 units.

175 – Color Theory and Application 2 Units  
 Art 175 is an introductory course in Color Theory and Application designed to meet the needs of art/non-art majors and minors in related fields of study such as: drama, music, production, apparel design, architecture, interior design, set design, lighting, fabric design, advertising and poster art. This course also deals with the nature and properties of color, its expressive potential and symbolic qualities. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** None. **Note:** Art 1-13 recommended. **Transfer credit: CSUC**

180 – History of Architecture 3 Units  
 Art 180 is a survey course of architectural styles from their origins in prehistoric times to the present. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC, UC, USC**

185 – Lithography I 2 Units  
 Art 185 is an introduction to the technique 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 1 hour, laboratory 3 hours. **Prerequisite:** Art 143 or equivalent. **Note:** This course may be taken for two units each semester for a total of four units. **Transfer credit: CSUC**

186 – Lithography II 2 Units  
 Art 186 is a continuation of Art 185. This course explores various approaches to color printing involving multiple plates as well as stones. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Art 185 or equivalent. **Note:** This course may be taken for two units each semester for a total of 4 units. **Transfer credit: CSUC**

205 – Music/Art/Literature Survey 3 Units  
 Art 205 is a study of the art, music, and literature of the western world from the classical era to the present day, focusing on the major figures in each period and the ideas that influenced them. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC, UC, USC**

## INTERIOR DESIGN

See Art 130

## FASHION SKETCHING

See Family and Consumer Studies 123

## ASTRONOMY

101 – Elements of Astronomy 3 Units  
 A survey of current knowledge regarding the universe, presented in non-technical language. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC, UC, USC**

102 – Observational Astronomy 2 Units  
 Mapping the sky by means of bright stars and constellations will be accomplished. Small telescopes will be used for observing celestial objects. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Astronomy 101. **Transfer credit: CSUC, UC, USC**

103 – Topics in Modern Astronomy 3 Units  
 Astronomy 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 planetary exploration with spacecraft, black holes, active galaxies and cosmology. Lecture 3 hours. **Prerequisite:** Astronomy 101. **Transfer credit: CSUC**

## AUTOMATIC SPRINKLER AND FIRE CONTROL

101 – The Industry and Sprinklers 3 Units  
 Overview of the trade and the industry, classes of sprinkler systems, fundamental elements of system design, and sprinkler head characteristics. The first course of an eight-course series for those apprenticed in the trade. Lecture 3

hours. **Prerequisite:** Employment as a fire sprinkler fitter apprentice.

**102 – Trade Mathematics and Hazards** 3 Units

This course offers a review of trade mathematics with special attention to applications necessary to accomplish the jobs involved in this field and attention is given to industry hazards. Lecture 3 hours. **Prerequisite:** Automatic Sprinkler and Fire Control 101

**103 – Underground Yard Mains** 3 Units

The instructor of this course will cover various aspects of underground piping, including joints, installation methods, protection from freezing, hydrants, valves, tests, connections, types of pipe, flushing techniques, and dealing with pipe corrosion. **Prerequisite:** Automatic Sprinkler and Fire Control 102.

**104 – Elements of Basic Physics** 3 Units

The instructor of this course will cover simple machines and other aspects of basic physics. Lecture 3 hours. **Prerequisite:** Automatic Sprinkler and Fire Control 103.

**105 – Blueprint Reading and Sketching** 3 Units

Covers freehand sketching and blueprint reading as they apply to automatic sprinkler fitter operations. Lecture 3 hours. **Prerequisite:** Automatic Sprinkler and Fire Control 104.

**106 – Water Supplies** 3 Units

This course covers the study of water supply as to conducting, friction, and flow problems, pressure measurement and control, storage, and pumps as well as job planning and safety measures. Lecture 3 hours. **Prerequisite:** Automatic Sprinkler and Fire Control 105.

**107 – Alarm Valves** 3 Units

Alarm Valves is a course which covers the nature and operation of various kinds of valves and alarms. Lecture 3 hours. **Prerequisite:** Automatic Sprinkler and Fire Control 106.

**108 – Special Systems and Supervisory Circuitry** 3 Units

The instructor of this course will present an overview of various specialized systems, the report making, as well as supervisory responsibility for keeping records and monitoring safety standards. Lecture 3 hours. **Prerequisite:** Automatic Sprinkler and Fire Control 107.

## AVIATION AND TRANSPORTATION

Students enrolling in some Aviation and Transportation courses will be required to purchase certain tools and equipment to meet the requirements of those courses. Students wishing to obtain tool and equipment lists in advance of registration should contact the appropriate instructor or department chairman.

**101 – Automotive Maintenance for Consumers** 1 Unit

Aviation and Transportation 101 is designed to meet the general needs of the automobile owner. Emphasis will be placed on general mechanical concepts and related physical principles such as maintenance procedures, purchasing of parts and service, safety, and consumer data. Lecture and laboratory 3 hours. (8 weeks). **Prerequisite:** None. **Note:** This course may be repeated for a maximum of two units.

**102 – Automotive Tune-up** 1 Unit

Aviation and Transportation 102 is designed to cover theories of design and operation of ignition and fuel system and components; techniques of engine trouble-shooting and tune-up procedures using both simple and specialized equipment. Vehicle emission control devices will be included in this class. Lecture and laboratory 3 hours. (8 weeks). **Prerequisite:** Aviation and Transportation 101 or equivalent. **Note:** This course may be repeated for a maximum of two units.

**103 – Automotive Electrical Systems** 1 Unit

Aviation and Transportation 103 is designed to introduce the trainee to the automotive electrical systems. Each of the four principle circuits will be studied with reference to the general purpose of the circuit, the identification of component parts that make up the circuit, and relationship of one circuit to another as they function together in the automobile. Lecture and laboratory 3 hours. (8 weeks). **Prerequisite:** Aviation and Transportation 101 or equivalent. **Note:** This course may be repeated for a maximum of two units.

**104 – Automotive Chassis and Suspension Systems** 1 Unit

Aviation and Transportation 104 is designed to acquaint the trainee with the various automotive suspension systems. Emphasis will be placed on the types of systems the trainee will encounter most frequently and the names and functions of the components of each system. Lecture and laboratory 3 hours. (8 weeks).



**Prerequisite:** Aviation and Transportation 101 or equivalent. **Note:** This course may be repeated for a maximum of two units.

#### 114 – Commercial and Air Taxi Pilot Operations

3 Units

Aviation and Transportation 114 is a course of ground instruction which will prepare the student for a career as a Commercial Pilot or Air Taxi Pilot. The course will cover those subject areas that deal with real and practical aspects of flight operations that are within the scope of the Commercial Pilot in General Aviation or the more complex requirements of Air Taxi Operators and Commercial Operators of Small Aircraft. Lecture 3 hours. **Prerequisite:** Completion of AT-119 and AT-120 with a "C" grade or better, or passing score on the Private Pilot Written Examination, or possession of Private Pilot Certificate.

#### 117 – Aviation Instructor Course

3 Units

Aviation and Transportation 117 is a course of ground instruction designed for the student who wishes to become an aviation instructor. A discussion of teaching theory, types and methods of instruction that an instructor will use to become an effective instructor. Analysis and performance of flight maneuvers will be stressed. Lecture 3 hours. **Prerequisite:** Completion of AT-119 and AT-120 with a "C" grade or better, or passing score on the Private Pilot Written Examination, or possession of Private Pilot Certificate.

#### 119 – Practical Flight Concepts

3 Units

Aviation and Transportation 119 is a ground training course designed for the student who is receiving flight training to gain the experience necessary to meet the qualification of a Private Pilot with an Airplane rating. The course will cover the practical flight concepts a pilot may encounter in most flight situations. Lecture 3 hours. **Prerequisite:** Completion of AT-120 with a "C" grade or better, or passing score on the Private Pilot Written Examination, or possession of Private Pilot Certificate.

#### 120 – Basic Aeronautics

5 Units

A study to prepare the student for the Private Pilot Written Examination, and is taught under FAA approved Basic and Advanced Group School Certificate No. WE-13-25. It covers basic Meteorology, Navigation, Principles of Engine Operation, Aerodynamics of Flight, Federal Air Regulations for the Private Pilot, and enroute procedures common to the private pilot. Lecture 5 hours. **Prerequisite:** None. **Transfer credit:** CSUC

#### 121 – Navigation

3 Units

A study of dead reckoning and pilotage aerial navigation, computer problems and vector analysis. Approved FAA Advanced Ground School for Commercial Pilots No. WE-13-25. Course is not limited to pilots. Lecture 3 hours. **Prerequisite:** Satisfactory completion of AT 120 with a grade of "C" or better, or Private Pilot Written Examination passed, or hold a Private Pilot Certificate. **Transfer credit:** CSUC

#### 122 – Meteorology

3 Units

Elementary study of the basic principles of meteorology with emphasis placed on physical laws that operate in the atmosphere, particularly as they affect aircraft flight. Weather maps and reports and forecasts and their interpretation are stressed.\* Approved FAA Advanced Ground School for Commercial Pilots No. WE-13-25. Lecture 3 hours. **Prerequisite:** None. **Note:** Aviation and Transportation pilot training students must have completed AT 120 with a grade of "C" or better, or Private Pilot Written Examination passed, or hold a Private Pilot Certificate.\* Upon completion of this course the student will understand problems in meteorology as they affect the pilot. **Transfer credit:** CSUC

#### 123 – Aircraft Structure and Aerodynamics

3 Units

A course in aircraft structures and aerodynamics as they apply to the pilot. Course meets FAA requirements for Commercial Pilots in the study of aircraft. Approved FAA Advanced Ground School No. WE-13-25. Lecture 3 hours. **Prerequisite:** Satisfactory completion of AT 120 with a grade of "C" or better, or passed the Private Pilot Written Examination, or hold a Private Pilot Certificate. **Transfer Credit:** CSUC

#### 124 – Radio Procedures and Flight Regulations

3 Units

A course covering radio navigation, use of radio charts, voice procedures, and federal air regulations. It prepares the student for the FAA Commercial Pilot Written Examination on Federal Air Regulations and Radio. Approved FAA Advanced Ground School No. WE-13-25. Lecture 3 hours. **Prerequisite:** Satisfactory completion of AT 120 with a grade of "C" or better, or passed the Private Pilot Written Examination, or hold a Private Pilot Certificate. **Transfer Credit:** CSUC

#### 125 – Instrument Procedures and Radio Navigation

3 Units

A detailed study of the use of radio navigation, weather briefing, advanced radio navigation and standard instrument approaches and procedures and Federal Air Regulations pertaining to instrument flight. Students are prepared for

the FAA Instrument Examination. Lecture 3 hours. **Prerequisite:** Satisfactory completion of AT 120 with a grade of "C" or better, or Private Pilot Written Examination passed, or hold a Private Pilot Certificate. **Note:** It is recommended that Aviation and Transportation 131 be taken concurrently. **Transfer credit: CSUC**

**126 – Aircraft Power Plants** 3 Units  
A course in aircraft power plants. The study includes structures, operation, maintenance, and servicing as they apply to the pilot. Course meets FAA requirements for commercial pilots in the study of engines. Approved FAA Advanced Ground School No. WE-13-25. Lecture 3 hours. **Prerequisite:** Satisfactory completion of AT 120 with a grade of "C" or better, or passed the Private Pilot Written Examination, or hold a Private Pilot Certificate. **Transfer credit: CSUC**

**127 – Flight Training Maneuvers** 3 Units  
A detailed study of the maneuvers required for the safe, skillful operation of an airplane. The performance and application of the various maneuvers required by the Federal Aviation Administration for the Private and Commercial Pilot Flight tests will be examined in detail. Lecture 3 hours. **Prerequisite:** Satisfactory completion of AT 120 with a grade of "C" or better, or passed the Private Pilot Written Examination, or hold a Private Pilot Certificate.

**128 – Airport Operations** 3 Units  
Aviation and Transportation 128 is designed to acquaint the student with the practical airport problems as they exist today. The student is expected to be able to manage an airport or any diversified airport operation upon completion of this course. The course intends to cover airport development, locations, local advertising, financial requirements, air safety in the confines of the airport as well as traffic pattern management, airport lighting, deterioration and depreciation of airport property, fire and crash protection, familiarization with the Federal Aviation Administration and the National Transportation Safety Board, meteorological situations that affect airport operations, and control of air traffic. Lecture 3 hours. **Prerequisite:** None. **Note:** Aviation and Transportation 120 and 130 are recommended.

**129 – Flight Attendant** 3 Units  
Aviation and Transportation 129 will prepare the student for employment as a flight attendant and will present the advantages and disadvantages of the job. There is also a survey of the problems encountered by the new attendant both on the job and in training. Lecture 3 hours. **Prerequisite:** None. **Note:** It is recommended

that this course be taken prior to or concurrently with Aviation and Transportation 120.

**130 – Air Transportation** 3 Units  
Development of air transportation, problems in commercial air transportation, commercial airplanes, organization and functions of airlines, regulations, airline routes in the United States and the world, pilot qualification, schedules and services, revenue sources and potential operating overhead. Importance of airports and airways, of advertising, and of public relations stressed. Lecture 3 hours. **Prerequisite:** None.

**131 – Air Traffic Controller** 5 Units  
Aviation and Transportation 131 prepares students for the FAA Control Tower Operator Written Examination and assists them in meeting 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 pilots and private pilots will find this course informative; students preparing for their Instrument Rating will receive much valuable information which will assist them in preparing for the written examination and the flight check, Aircraft Recognition and Performance, and Radio Telephone Procedures. Lecture 4 hours, laboratory 2 hours. **Prerequisite:** Aviation and Transportation 122. **Note:** It is recommended that Aviation and Transportation 125 be taken concurrently.

**137 – Jet Engine Overhaul and Maintenance** 8 Units  
Not offered 1981-82. **Transfer credit: CSUC**

**141 – Aircraft Powerplant Maintenance and Overhaul** 8 Units  
The completion of Aviation and Transportation 141, 142, 143, and 144 qualifies students for industry employment as maintenance and overhaul technicians and prepares them practically and theoretically to successfully obtain the Federal Aviation Administration Powerplant Rating.

The course content of Aviation and Transportation 141 consists of theoretical study and practical application of powerplant overhaul procedures, precision inspections, lubrication systems, and Federal Aviation Administration regulations. The course content is based on standards required for FAA certificated schools. The Glendale Community College Aviation and Transportation Division is approved FAA Maintenance Technician School No. 3415. Lecture 15 hours, laboratory 15 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in English 177. **Note:** This

class meets six hours per day, five days per week. **Transfer credit: CSUC**

**142 – Aircraft Powerplant Maintenance and Overhaul 8 Units**

The completion of Aviation and Transportation 141, 142, 143, and 144 qualifies students for industry employment as maintenance and overhaul technician and prepares them practically and theoretically to successfully obtain the Federal Aviation Administration Powerplant Rating. The course content of Aviation and Transportation 142 consists of practical application and theoretical study of electrical systems, magnetos, generators, and starting systems. The course content is based on standards required for FAA certificated schools. Approved FAA Maintenance Technician School No. 3415. Lecture 15 hours, laboratory 15 hours. **Prerequisite:** A satisfactory score on the Glendale Community Colleger ESL Placement Test or a grade of "C" or better in English 177. **Note:** This class meets six hours per day, five days per week. **Transfer credit: CSUC**

**143 – Aircraft Powerplant Maintenance and Overhaul 16 Units**

The completion of Aviation and Transportation 141, 142, 143, and 144 qualifies the student for industry employment as a maintenance and overhaul technician and prepares him practically and theoretically to successfully obtain the Federal Aviation Administration Powerplant Rating. The course content consists of practical application and theoretical study of carburetion, including float, pressure, fuel injection systems, propellers, gas turbine fuel systems and components, physical science and line service trouble-shooting superchargers, weight and balance, exhaust systems, engine cooling systems, and ground handling. The course content is based on standards required for FAA certificated schools. Approved FAA Maintenance Technician School No. 3415. Lecture 15 hours, laboratory 15 hours. **Prerequisite:** Aviation and Transportation 141 and 142 with a grade of "C" or better in both courses. **Transfer credit: CSUC**

**144 – Airframe Maintenance and Overhaul 7 Units**

The completion of Aviation and Transportation 141, 142, 143, 144 qualifies students for industry employment as maintenance and overhaul technicians and prepares them practically and theoretically to successfully obtain the Federal Aviation Administration Powerplant Rating. The course content consists of practical application and theoretical study of aircraft drawings, fabrication and installation of fluid lines, materials and processing, cleaning of aircraft and corro-

sion control. Lecture 25 hours, laboratory 5 hours (8 weeks — 240 hours). **Prerequisite:** Aviation and Transportation 143 with a grade of "C" or better. **Transfer credit: CSUC**

**145 – Airframe Maintenance and Overhaul 9 Units**

Aviation and Transportation 145 qualifies the student for industry employment as a maintenance and overhaul technician and prepares him practically and theoretically to successfully obtain the Federal Aviation Administration Airframe Rating, upon completion of Aviation and Transportation 146. The course content consists of practical applications and theoretical study of structural repairs to aircraft, including woodwork; riveting; layout practices and radio installation and flight line maintenance. The course content is based on standards required for FAA certificated schools. Approved FAA Maintenance Technician School No. 3415. Lecture 10 hours, laboratory 20 hours (10 weeks — 300 hours). **Prerequisite:** Aviation and Transportation 144 with a grade of "C" or better or possession of a Federal Aviation Administration Powerplant Mechanics Certificate. **Transfer credit: CSUC**

**146 – Airframe Maintenance and Overhaul 16 Units**

Aviation and Transportation 146 qualifies students for industry employment as maintenance and overhaul technicians and prepares them practically and theoretically to successfully obtain the Federal Aviation Administration Airframe Rating.

The course content consists of practical applications and theoretical study of structural repairs to aircraft, including dope and fabric, fuel systems, control system, rigging, FAA forms, inspections and flight line maintenance. The course content is based on standards required for FAA certificated schools. Approved FAA Maintenance Technician School No. 3415. Lecture 10 hours, laboratory 20 hours. **Prerequisite:** Aviation and Transportation 145 with a grade of "C" or better. **Transfer credit: CSUC**

**148 – Theoretical Aircraft Powerplant Maintenance 6 Units**

Not offered 1981-82. **Transfer credit: CSUC**

**149 – Theoretical Aircraft Powerplant Maintenance 6 Units**

Not offered 1981-82. **Transfer credit: CSUC**

**150 – Aircraft Structures 8 Units**

AT 150 is a course to prepare the student for employment in the aircraft industry in the area of structural construction and repair. Lecture 12 hours, laboratory 18 hours. **Prerequisite:** "C"

or better in AT 143, or one year aircraft maintenance experience, or equivalent.

## BIOLOGY

### 101 – General Biology 4 Units

The first half of a one-year course designed for science majors covering fundamental biological processes; from the history and philosophy of biology through molecular biology, cell structure and function, physiology of the organism, and classification. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** Chemistry 101 or Chemistry 110. **Transfer credit:** CSUC, UC, USC

### 102 – General Biology 4 Units

A continuation of the study of fundamental biological processes. Includes embryology, behavior, ecology, Mendelian and fine genetics, evolution, and global biology. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** Biology 101. **Transfer credit:** CSUC, UC, USC

### 112 – Microbiology 4 Units

Biology 112 is a study of life using microorganisms (algae, bacteria, molds, protozoa, viruses, and yeasts) as prototypes. Includes microbial biochemistry, genetics, cellular and ultracellular activities, applied uses, and pathogenicity of these forms of life. In the laboratory students will also identify one unknown microbial organism. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** Chemistry 101, or 110, or 115, or 120. **Transfer credit:** CSUC, UC, USC

### 120 – Human Anatomy 4 Units

In this study of human structure, a detailed dissection is made of the cat; head of the dog fish shark; eye and brain of the sheep; and a careful study of the human skeleton. Lectures supplemented by charts, models and films. Lecture 2 hours, discussion 2 hours, laboratory 4 hours. **Prerequisite:** None. **Note:** Primarily for physical education and nursing students. **Transfer credit:** CSUC, UC, USC

### 121 – Introduction to Physiology 4 Units

A laboratory course in the functions of the various systems of the human body. Lectures, charts, models, and experimental materials. Course required for pre-nursing students, elective for others. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** Biology 120 and high school chemistry or equivalent. **Transfer credit:** CSUC, UC, USC

### 122 – Introduction to Biology 4 Units

Designed to give a cultural appreciation of the scientific method and an elementary working knowledge of the fields studied. A liberalized approach to the study of living organisms, both plant and animal. The emphasis is on the dynamic processes and functional inter-relationships between living organisms. Primarily for students majoring in fields other than the biological sciences. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

### 123 – Evolution and Society 3 Units

A presentation of selected aspects of the biological sciences having social implications for humans in the twentieth century. The history and impact of Darwinism and Mendelism on biological and social thought and action. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

### 124 – Ecology 3 Units

Biology 124 examines the contemporary problems of population and pollution in terms of basic ecological concepts including energy flow, cycles, populations, ecological communities and a person's place in the system. Lecture 2 hours, discussion 1 hour, laboratory 1 hour. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

### 125 – Marine Biology 3 Units

Biology 125 is an introduction to the study of biology based on the marine ecosystems. The course examines the major principles of biology through the study of the life forms of the ocean and their adaptations to the marine environments. Covers such topics as the ocean habitat, functions of life, systematics, evolution, trophic relationships, productivity, adaptations to the environment. Emphasis is placed on understanding our local marine habitats and current environmental issues. Lecture 3 hours. **Prerequisite:** None. **Note:** All students taking Biology 125 prior to Spring, 1981, will not receive credit for Biology 126. **Transfer credit:** CSUC, UC, USC

### 126 – Field and Laboratory Investigations in Marine Biology 2 Units

Biology 126 is a study of the structure and function of marine biological communities through first-hand field and laboratory experiences. Visitation to various marine habitats will include the rocky intertidal, the sandy beach, the estuary, warf pilings and gloats, and near-shore islands. Laboratory investigations will emphasize the study of live organisms. Field studies will examine the organisms in relation to their natural environment. Students will develop

a field journal of investigations of the various marine habitats. Laboratory/Field Work 6 hours. **Prerequisite:** Biology 125 or concurrent enrollment in Biology 125. **Transfer credit: CSUC, UC, USC**

#### 129 – Directed Studies in Marine Ecology (See Note)

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 will investigate various localities during different semesters; such as, Baja California, the Channel Islands, the Northern California Coast, and local marine habitats. 3-9 hours field and laboratory study. **Prerequisite:** Biology 125 or Biology 101 and Biology 102. **Note:** Three hours are required for each unit earned. The course may be taken for one, two, or three units according to the schedule. The course may be repeated for a maximum of six units. Only three units will apply to the breadth requirement for transfer to the State College and University system or to the University of California system. **Transfer credit: CSUC, UC, USC**

#### 130 – Field Biology 5 Units

Ecological studies of alpine to lower desert and aquatic Communities. Emphasis is on field investigation of the types, distribution, and diversity of plants and animals within each community. Environmental factors such as climate, soils, and landforms will be integrated with community studies. An extended period in the field may be substituted for a number of shorter field trips (see current class schedule). Lecture, investigation, and demonstration 7 hours. **Prerequisite:** None. **Note:** A course in either high school or college biology or equivalent is recommended. **Transfer credit: CSUC, UC, USC**

#### 137 – Field Botany 5 Units

A study of the plant materials and the ecology of the plant communities of Southern California. Two weekend Field Trips are included. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. **Prerequisite:** None. **Transfer credit: CSUC, UC, USC**

#### 138 – Horticulture 3 Units

Biology 138 is a study of the names and requirements of exotic and native plants used in ornamental horticulture in the Los Angeles area. Basic principles and practices in propagation,

pruning, diseases, and insect control. Extensive laboratory work with living specimens in the greenhouse. Field trips to local nurseries and parks. Lecture 2 hours, discussion 1 hour, laboratory 1 hour. **Prerequisite:** None. **Transfer credit: CSUC**

#### 139 – Plant Propagation 3 Units

Biology 139 is the study and practice of growing plants from seed and by asexual methods for commercial or home use. Propagation methods, structures, plant pests and diseases, and control of the plants being propagated will be discussed. Laboratory work in seeding, transplanting, cutting, budding, and grafting will be done by the student. Lecture 2 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** None. **Transfer credit: CSUC**

#### 140 – Living With Insects 3 Units

Biology 140 is a pleasurable approach to living with insects for the non-science major. It is a multidisciplinary survey of those insects connected with contemporary living, involving the study of insects in literature, art, music, movies, food, house plants, history, phobias, photography and introductory school projects. It will offer an appreciation for the diversity and impact of insects on your life. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: USC**

#### 149 – Topics in Life Science 4 Units

Biology 149 will treat some of the most fascinating areas of biology, yet explain them in layman's terms. The two-part course will cover: (1) animal social interaction (territoriality, dominance, sexual roles, and communication) beginning with lower animals and working towards the human animal, and (2) the human body and its workings including: diseases and the body's defenses, the effects of drugs, and human nutrition. A weekly three-hour laboratory will allow the student to study these areas in the laboratory and in the field. Primarily for students needing an introductory level biology course to meet A.A. Degree requirements. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** None. **Transfer credit: USC**

## BOTANY See Biology 137

## BUSINESS DIVISION

Accounting, See p. 102  
Business Administration, See p. 124

Business—General, See p. 125  
 Computer and Information Systems, See p. 128  
 Data Processing, See Computer and Information Systems p. 128  
 Distributive Education, See Marketing and Distribution p. 164  
 Management, See p. 163  
 Marketing & Distribution, See p. 164  
 Mathematics, See Mathematics 111 and 112 p. 166  
 Office Administration, See p. 174  
 Real Estate, See p. 190  
 Secretarial Studies, See Office Administration p. 174  
 Statistics, See Economics 107 p. 134  
 Word Processing, See Office Administration p. 174  
 Work Experience, See Cooperative Education p. 130

## BUSINESS ADMINISTRATION

### 101—Introduction to Business Organization and Management 3 Units (Formerly Business 141)

Business Administration 101 orients students to the field of business. Introducing, in survey form, the functions, characteristics, organization, and problems of business. Serves as a foundation for later specialized study, and directs the thinking of students to possible careers. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, USC

### 110—Human Relations in Business 3 Units (Formerly Business 158)

Business Administration 110 will aid future employees, as well as present employees, in understanding and utilizing human relations concepts as they apply to the business environment. Topics will cover such areas as morale, personal efficiency, personality, motivation, communication, decision making, job adjustment, and leadership. Lecture 3 hours. **Prerequisite:** None. **Note:** This course counts toward **Transfer Credit:** CSUC. Social Science units required for graduation.

### 120—Business Law I 3 Units (Formerly Business 161)

Business Administration 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, bailments, and agency. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

### 125—Business Law II 3 Units (Formerly Business 162)

Business Administration 125 deals with the law of sales, negotiable instruments, partnership corporations, and trade regulation. Lecture 3 hours. **Prerequisite:** Business Administration 120. **Transfer credit:** CSUC, UC, USC

### 130—Law for the Layman 3 Units (Formerly Business 165)

Business Administration 130 is a survey of legal problems which confront people in their everyday life activities. Included is a study of courts, trials, marriage and divorce, community property, wills, trusts, succession, mortgage, trust deeds, conditional sales, crimes, torts, home-steads, the Corporate Securities Act, the Workmen's Compensation Act, and many other principles of business law. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

### 140—Investments 2 Units (Formerly Business 153)

Business Administration 140 provides the student with an understanding of investment objectives, basic types of securities, operation of stock exchanges, investment banking, investment principles, and personal financial planning. Lecture 2 hours. **Prerequisite:** None. **Transfer credit:** CSUC

### 150—Money and Banking 2 Units (Formerly Business 151)

Business Administration 150 is a course designed to help young people 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 the history of American financial institutions. The objectives of the course are an understanding of the Federal Reserve structure, monetary and fiscal policy, and the commercial banking process. Lecture 2 hours. **Prerequisite:** None. **Transfer credit:** CSUC

### 160—Insurance Principles 3 Units (Formerly Business 149)

Business Administration 160 acquaints the student with insurance of various types: life, fire, casualty, and social insurance. Policies are analyzed to understand basic provisions: such as, cost in relation to benefits provided and obligations of both parties. Insurance is studied from the standpoint of logic, types of carriers, legal

aspects, limitations, and loss adjustment features. Lecture 3 hours. **Prerequisite:** None.

## BUSINESS—GENERAL

### 101—English for Business 3 Units (Formerly Business 145)

Business—General 101 is a course designed to help secretarial and business students achieve proficiency in grammar, punctuation, vocabulary, syllabication, and sentence structure. Lecture 3 hours. **Prerequisite:** A satisfactory score on the English Placement Examination, or a grade of "C" or better in English 191 or English 165. **Note:** This course allows one unit of credit for students who have completed English 101 and two units of credit for students who have completed English 120 or 131.

### 105—Business Vocabulary and Spelling 2 Units (Formerly Business 148)

Business—General 105 is designed to develop spelling ability and effective usage of general and specialized vocabulary used in modern business communications and to develop competency and understanding when using the dictionary. Lecture 2 hours. **Prerequisite:** None. **Note:** Required for all entering shorthand students and for all office occupations certificate programs. Concurrent enrollment in Business—General 101 or Business—General 120 is recommended for secretarial students.

### 110—Written Business Communications 3 Units (Formerly Business 147)

Business—General 110 is a course designed to help students develop proficiency in writing modern business letters and reports. A vigorous up-to-date approach is given to managerial problems in correspondence including dictation, and letters of adjustment, credit, collection, and sales. Special emphasis is given to application letters. Particular attention is given to the human relation aspects of communications as well as the role played by language. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in Business—General 101 or Business—General 120 or English 120 or English 131; or a grade of "B" or better in English 191 or English 165; or a satisfactory score on the English Placement Examination. **Transfer credit:** CSUC

### 115—Bilingual Focus on Business 5 Units (Formerly Business 144)

Business—General 115 is specifically designed for the student who speaks both English and Spanish to help maximize the chances of

acquiring a job. This course presents the first steps to bilingual competency in the business world and covers the essential ingredients of communicating—oral and written; differences in cultural patterns; comparison of writing conventions in English and Spanish; listening and conversing; and job-search strategies for the bilingual student. Lecture 5 hours. **Prerequisite:** Three years of high school Spanish or equivalent. **Note:** English 164 or English 165 may be taken concurrently. This course is designed primarily for the student with a native Spanish-speaking background who has minimal ability in the Spanish language.

### 120—Language for Business—Bilingual 5 Units (Formerly Business 146)

Business—General 120/Spanish 146 is a course designed to help bilingual secretarial and business students achieve proficiency in the grammar, punctuation, vocabulary, syllabication, and sentence structure of both languages. Lecture 5 hours. **Prerequisite:** Business—General 115/Spanish 144, or the following: (1) Completion of, or concurrent enrollment in, Spanish 103 or equivalent and (2) a satisfactory score on the English Placement Examination. **Note:** English 165 may be taken concurrently. Credit will be granted for only one: Business—General 120 or Spanish 146. This course will allow two units of credit for students who have completed Business—General 101, three units of credit for students who have completed English 101, and four units of credit for students who have completed English 120, 131, or 191.

### 130—Business Mathematics 1-2 Units (Formerly Business 117)

Business—General 130 is an intensive course which develops speed and accuracy in the fundamentals of business arithmetic, incorporating shortcuts where applicable and the technique of estimating answers. Business applications include calculations pertaining to percentage, interest, commission, bank discount, negotiable instruments, annuities, mortgages, payroll, depreciation, and bank reconciliation. Business vocabulary is stressed, with an introduction to progression and the binary number system. Lecture 2 hours. **Prerequisite:** Mathematics 150 or a satisfactory score on the Mathematics Proficiency Examination.

### 135—Advanced Business Mathematics 1 Unit (Formerly Business 119)

Business—General 135 is an advanced course presenting business applications of mathematics pertaining to cash and trade discount, profit and loss, Merchandising, income and property taxes, fire and life insurance, stocks, bonds, and

other securities. Lecture 2 hours. (8 weeks)  
**Prerequisite:** Business—General 130.

140—Business Machines 1-2 Units  
 (Formerly Business 143)

Business—General 140 develops skill in the operation of electronic display and electronic printing calculators. (Rotary and printing calculators are available to students who request them.) Prepares transferring accounting students to take machine proficiency test required at some four-year institutions. Lecture 1½ hours, laboratory 1½ hours. **Prerequisite:** None. **Note:** Recommended for all business majors. **Transfer credit:** CSUC

150—ABC Shorthand 3 Units  
 (Formerly Business 157)

Business—General 150 integrates the principles of notemaking with a phonetic system of briefhand for classroom and vocational use. Adaptable for notemaking in college classes, offices, business conferences, seminars, interviews, and for research report writing. Notemaking should be of interest to (a) all business majors who do not enroll in the secretarial programs, (b) majors in other subject areas where a great deal of notemaking is essential, and (c) business and professional people who must attend conferences and meetings and who prepare reports, speeches, articles, and research papers. Lecture 3 hours. **Prerequisite:** None.

160—Personal Finance 2 Units  
 (Formerly Business 155)

Business—General 160 covers effective use of family income, which includes savings for major investments and retirements, by a study of such consumer problems as intelligent buying, an evaluation of consumer research and product-testing organizations, taxes, insurance, household budget, cooperatives, banking, and renting or buying a home. Lecture 2 hours. **Prerequisite:** None. **Transfer credit:** CSUC

165—Consumer Education 3 Units  
 (Formerly Business 156)

Business—General 165 is designed for the general public with specific emphasis on problems associated with teens, young adults, newly formed families, and early, middle, and late years of adult life. Concerns the study of comparative shopping techniques, consumer decisions according to rational priorities, and avenues of participation in the legislative process as they affect consumers. Lecture 3 hours. **Prerequisite:** None.

170—Insurance Specialist Training 3 Units  
 (Formerly Business 190)

Business—General 170 is a study of the principles, policies, rating, and underwriting of personal insurance policies; such as, automobile and homeowners. Also included is a study of office procedures and the processing of insurance claims. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC

175—Commercial Insurance 3 Units  
 (Formerly Business 191)

Business—General 175 is a study of the principles, policies, rating, claims, and underwriting of commercial insurance policies for Property, Liability and Worker's Compensation Insurance. Lecture 3 hours. **Prerequisite:** Business—General 170, or equivalent.

190—Banking Operations 3 Units  
 (Formerly Business 180)

Business—General 190 provides an understanding of the basic functions of banking and a working knowledge of a bank. Lecture 3 hours. **Prerequisite:** None.

194—Financial Statement Analysis 3 Units  
 (Formerly Business 181)

Business—General 194 provides a complete understanding of the Income Statement and the Balance Sheet. These financial statements are further analyzed as to components, and ratios are developed to determine the firm's financial positions. Lecture 3 hours. **Prerequisite:** Accounting 101, or equivalent. **Transfer credit:** CSUC

196—Installment Credit 3 Units  
 (Formerly Business 182)

Business—General 196 explains the evolution of installment credit and its current status. Credit risk evaluation is analyzed from the standpoint of loan information, interview, investigation, and credit decisions. Practical applications of cost analysis, rate structures, and collection procedures are presented. Lecture 3 hours. **Prerequisite:** None.

## CARPENTRY

151—Woodwork (See Note)

Workmanship, construction and functional design are emphasized, particularly in practical projects for home use and construction. Projects for class work may be selected by enrollees. Lecture as required, laboratory 15 hours maximum per week. **Prerequisite:** None. **Note:** Maximum credit per semester will be 5



units. Proportionately less credit may be earned for carrying less than a full schedule. A maximum of 20 units of credit will be allowed for Carpentry 151. **Transfer credit: CSUC**

## CHEMISTRY

### 101 – General Chemistry 5 Units

A course in fundamental chemistry designed to set forth the most important facts and theories with which chemistry is concerned. Basic laws and chemical calculations are stressed. Lecture 3 hours, discussion 2 hours, laboratory 4 hours.

**Prerequisite:** An introductory college chemistry course or high school chemistry or Physical Science 131 with a grade of "C" or better; Mathematics 101 with a grade of "C" or better or one and one-half years of algebra in high school. **Transfer credit: CSUC, UC, USC**

### 102 – Chemistry 5 Units

A continuation of the study of the basic concepts of general chemistry introduced in Chemistry 101, with emphasis on the theory and

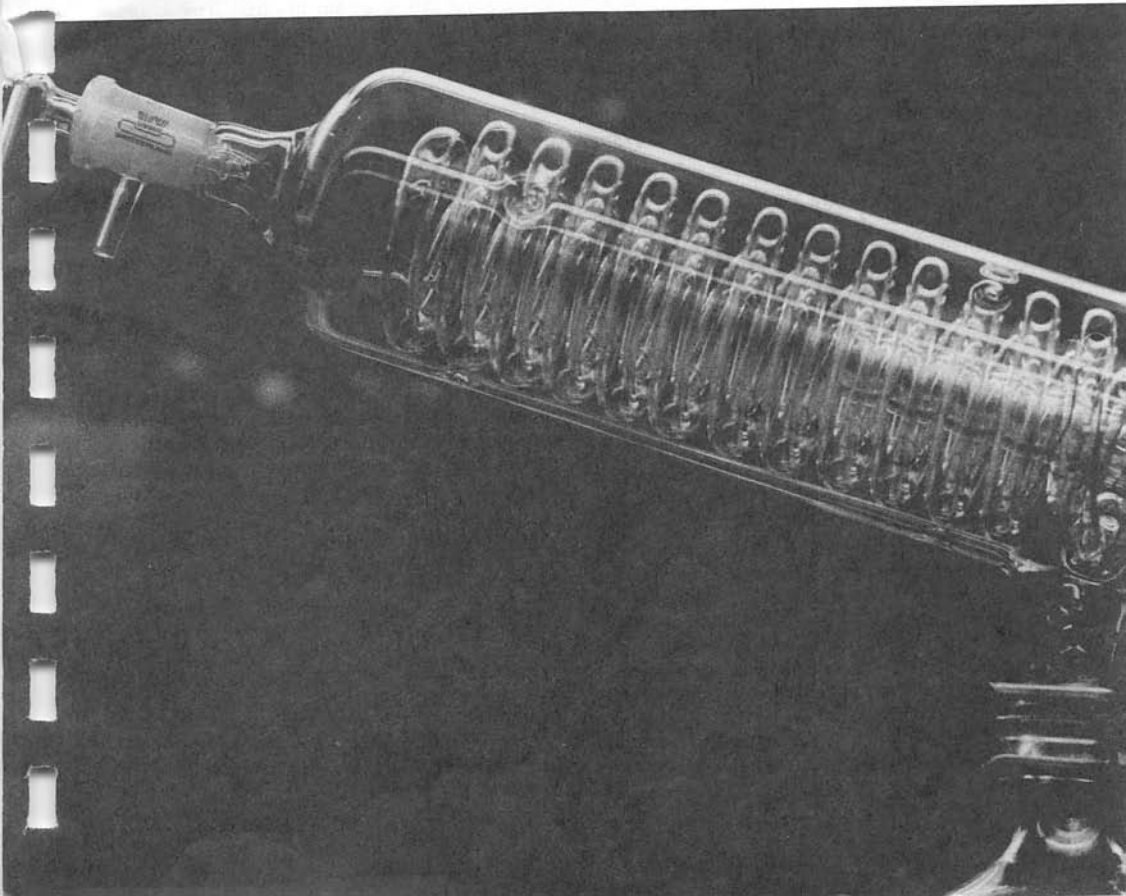
technique of qualitative analysis, including a brief introduction to organic chemistry. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. **Prerequisite:** Chemistry 101 with a grade of "C" or better. **Transfer credit: CSUC, UC, USC**

### 103 – Quantitative Analysis 4 Units

Not offered 1981-82. **Transfer credit: CSUC, UC, USC**

### 105 – Organic Chemistry 5 Units

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. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. **Prerequisite:** Chemistry 102 with a grade of "C" or better. **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. **Transfer credit: CSUC, UC, USC**



- 106 – Organic Chemistry 5 Units  
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, discussion 2 hours, laboratory 4 hours. **Prerequisite:** Chemistry 105 with a grade of "C" or better. **Transfer credit: CSUC, UC, USC**
- 107 – Introductory Biochemistry 3 Units  
Not offered 1981-82. **Transfer credit: CSUC, UC, USC**
- 110 – Elements of General Chemistry 5 Units  
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, discussion 1 hour, laboratory 2 hours. **Prerequisite:** Mathematics 141 or one year of algebra in high school. **Transfer credit: CSUC, UC, USC**
- 112 – Chemistry for the Consumer 3 Units  
Chemistry 112 is an introduction to the fundamentals of chemistry as they are applied to the world in which we live. Current topics of interest to be discussed will include household products, drugs, chemistry of food and food additives, DNA and genetic engineering, toxic wastes, carcinogenesis, energy and radioactivity. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC**
- 115 – Chemistry Fundamentals for Nurses 3 Units  
A course in fundamental chemistry for nurses (lecture only) designed to give the basic concepts of chemistry necessary for the nursing profession. Lecture 3 hours. **Prerequisite:** Concurrent enrollment in Allied Health 101, 103, 107, 108 and 118 if not completed previously, or anticipated acceptance into the Vocational Nursing Program.
- 120 – Fundamentals of College Chemistry I 5 Units  
Chemistry 120 is a course in the fundamentals of chemistry with the emphasis on health science related examples. This course and Chemistry 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. Chemistry 120 will cover inorganic chemistry. Chemistry 120 does not involve the level of mathematical applications that are found in Chemistry 101. Lecture 4 hours, discussion— laboratory 3 hours. **Prerequisite:** Mathematics 141 with a grade of "C" or better or one year of algebra in high school. **Note:** This course is not for science majors. **Transfer credit: CSUC, UC, USC**
- 121 – Fundamentals of College Chemistry II 5 Units  
Chemistry 121 is the second half of the year sequence and covers the fundamentals of organic and biochemistry. Lecture 4 hours, discussion— laboratory 3 hours. **Prerequisite:** Chemistry 120 with a grade of "C" or better. **Note:** This course is not for science majors. **Transfer credit: CSUC, UC, USC**
- 141 – Introduction to Chemistry 5 Units  
Not offered 1981-82. **Transfer credit: USC**
- 143 – Introduction to Chemistry 4 Units  
An introductory course emphasizing the essential principles of chemistry with a descriptive survey of chemical facts. Reference is made to industrial and practical home chemistry. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** None. **Note:** Recommended as a foundation course for either Chemistry 110 or Chemistry 101. This course will satisfy the chemistry requirement for many schools of nursing. **Transfer credit: USC**

## COMPUTER AND INFORMATION SYSTEMS

- 101 – Introduction to Business Data Processing (Formerly Business 122) 2 Units  
Computer and Information Systems 101 is an orientation course designed to introduce the terminology and concepts of electronic data processing. Topics include history and development of data processing, digital computers, configurations, data representation, computer programming languages, and management information systems. Lecture 4 hours (8 weeks). **Prerequisite:** None. **Note:** Accounting 101 or Accounting 110 recommended. **Transfer credit: CSUC, UC, USC**
- 110 – BASIC Programming I (Formerly Business 128) 2 Units  
Computer and Information Systems 110 is a course in programming time-shared computers using BASIC programming language, which

includes defining the problem; flowcharting; writing, executing, and debugging application programs; and program documentation. Students may choose application programs pertaining to their own subject areas and process these programs using the time-sharing equipment of the on-campus computer. Lecture 3 hours, laboratory 3 hours to be arranged (8 weeks). **Prerequisite:** Computer and Information Systems 101 (may be taken concurrently) or Accounting 101 or Mathematics 111 or Mathematics 101 or equivalent work experience. **Transfer credit: CSUC, UC**

#### 120 – BASIC Programming II 2 Units (Formerly Business 134)

Computer and Information Systems 120 is an extended study of the capabilities of the BASIC programming language. The course will include file processing techniques, the development of formatted output, validity checking, sort and search techniques, advanced table-handling methods and the use of small-system disc operating systems. Case studies and applications programs in business, economics, statistics, mathematics, engineering, or science will be written. Lecture 3 hours, laboratory 3 hours (8 weeks). **Prerequisite:** Computer and Information Systems 101, Computer and Information Systems 110 with a grade of "C" or better or 1 year of high school BASIC. **Transfer credit: CSUC**

#### 130 – Pascal Programming 4 Units (Formerly Business 133)

Computer and Information Systems 130 is a course in programming time-shared computers or microcomputers using the Pascal language with a structured approach. This will include a study of the grammar and syntax of the language with applications in science and/or industry. The course is suitable either for students planning to transfer or those wishing to develop a marketable skill. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** A "C" or better in Computer and Information Systems 101, and 110 or 140 or 150 or Mathematics 130. **Transfer credit: CSUC**

#### 140 – COBOL Programming I 3 Units (Formerly Business 130)

Computer and Information Systems 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:** Computer and Information Systems 101

and a grade of "C" or better in either Computer and Information Systems 110 or Computer and Information Systems 150 or Mathematics 130 or equivalent. **Note:** Accounting 101 or Accounting 110 recommended. **Transfer credit: CSUC, UC, USC**

#### 145 – COBOL Programming II 3 Units (Formerly Business 131)

Computer and Information Systems 145 is a further study of elements in COBOL, a computer language for business, stressing a structured approach. It includes such advanced techniques as file structures, report writing, table creation, sorts, data structure, data checking, and common programming problems. Lecture 3 hours. **Prerequisite:** Computer and Information Systems 140 with a grade of "C" or better. **Transfer credit: CSUC, UC, USC**

#### 150 – FORTRAN Programming 2 Units (Formerly Business 129)

Computer and Information Systems 150 is a course in programming computers in the FORTRAN language for those who plan to be programmers or for those whose work may be related to computer applications in business, industry, or education. Students may write application programs pertaining to their own subject areas and test these programs by batch-processing. Lecture 3 hours, laboratory 3 hours to be arranged (8 weeks). **Prerequisite:** A grade of "C" or better in Computer and Information Systems 101 or Computer and Information Systems 110 or Accounting 101 or Mathematics 111 or Mathematics 101 or equivalent work experience. **Note:** No credit will be granted to students who have already received credit for Mathematics 130. **Transfer credit: CSUC, UC, USC**

#### 160 – Micro-Computer Programming 3 Units (Formerly Business 139)

Computer and Information Systems 160 offers students an introduction to programming and the basic design of software for microcomputers. It is intended to develop an understanding of the underlying principles of computer logic. Students will learn to write and to modify programs to suit their needs by examining general principles that may be applied to the processor for a specific microcomputer. Lecture 3 hours. **Prerequisite:** A "C" or better in Computer and Information Systems 110 or 130 or 140 or 150 or Mathematics 130. **Transfer credit: CSUC**

#### 170 – Introduction to IBM Systems 360 and 370 3 Units (Formerly Business 127)

Computer and Information Systems 170 is an introduction to third generation computer con-

cepts through an analysis of the latest IBM computers—components of the IBM System 360 and 370, input and output devices and channels, characteristics of the central processing unit, data representation, the supervisor program, data management, magnetic tape concepts, direct access storage devices, programming systems, teleprocessing, and multiprocessing. Lecture 3 hours. **Prerequisite:** A grade of "C" in Computer and Information Systems 101 and either Computer and Information Systems 110 or 140 or 150 or equivalent work experience in data processing and computer systems. **Transfer credit:** *CSUC, UC, USC*

**180—Systems Analysis** 3 Units  
(Formerly Business 135)

Computer and Information Systems 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:** Computer and Information Systems 101. **Note:** Business Administration 101 and either Accounting 101-102 or Accounting 110-111 recommended. **Transfer credit:** *CSUC, UC, USC*

**185—Data Base Management** 3 Units  
(Formerly Business 138)

Computer and Information Systems 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:** Computer and Information Systems 140 or equivalent work experience. **Transfer credit:** *CSUC, UC, USC*

**190—Data Communications** 3 Units  
(Formerly Business 137)

Computer and Information Systems 190 is a course designed to acquaint the student with the essential elements of on-line data communications systems including terminals, line potentials, and equipment necessary at the central computer site. The course also includes actual programming of an application and debugging it on the computer. Lecture 3 hours. **Prerequisite:** Computer and Information Systems 101 and 140 or equivalent work experience. **Transfer credit:** *CSUC, UC, USC*

**210—Computer Operations** 3 Units  
(Formerly Business 124)

Computer and Information Systems 210 studies the use, operation, and capabilities of computer systems. Students will learn to operate the computer and its peripheral equipment, with major emphasis of flowcharting, data flow, scheduling, and distribution of reports. Lecture 3 hours. **Prerequisite:** Computer and Information Systems 101 or equivalent work experience. **Note:** Accounting 101 or Accounting 110 recommended. **Transfer credit:** *CSUC, USC*

## COOPERATIVE EDUCATION

**101—General Work Experience** (See Note)

The General Work Experience Education class 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. It is not applicable for benefits from the Veterans Administration. For the satisfactory completion of Cooperative Education, the District grants credit to the student not to exceed six semester units for Cooperative Education 101 and sixteen (16) semester units during the student's enrollment in any community college or colleges. The certificated staff (classroom instructors) are responsible for the assignment of the final letter grade for each student, after careful consideration of the supervisor/employer student evaluation, and is the same as appears in the catalog courses. No more than three (3) credit hours per semester, or Summer Session, with a maximum of six (6) semester credit hours during the student's enrollment in any community college or colleges. Meeting by arrangement, with appropriate written assignments and concurrent employment of five or more hours. Weekly or monthly time sheets shall be turned in to the instructor as announced. **Prerequisite:** Be enrolled in a college program of no less than seven (7) units including Cooperative Education and concurrent employment for a minimum of five (5) hours per week. Summer Session requires one other class in addition to Cooperative Education. The employment need not be related to the occupational goal of the student. **Note:** The College is responsible for complete control of the planned programs of activities and does not delegate this authority to officials of the job establishment. Units are based on the

number of hours worked per week. (a) 5-9 hours = 1 unit; (b) 10-14 hours = 2 units (c) 15 or more hours = 3 units. Credit for Summer Session is granted upon successful completion of one (1) unit for 75 hours of Cooperative Education, being enrolled in at least one other class, and meeting all other program requirements.

### 102—Occupational Work Experience

(See Note)

The Occupational Work Experience Education class is the extension of occupational learning opportunities and career awareness programs for students through employment in occupational fields for which their college majors are designed. It is applicable for benefits from the Veterans Administration. Units of credit for each class are determined on the basis of the number of hours the student works each week and the satisfactory completion of the coordinating class, which meets one hour a week as indicated in the semester schedule of classes. The worker may be a handicapped student, an unpaid supervised volunteer, or a regularly paid employee. The number of hours worked weekly are prorated as follows: five to nine hours receive one unit of credit; ten to fourteen hours receive two units of credit; fifteen to nineteen hours receive three units of credit; twenty or more hours receive four units of credit. Students may enroll for one to three units in Cooperative Education 101, and for one to four units in Cooperative Education 102. A student must maintain a minimum unit load of seven or more units including Cooperative Education. No more than sixteen units may be earned during the student's life-long enrollment in a community college. In the event the worker's job is irregular or is terminated before the end of a semester, each seventy-five hours of paid work equate to one semester unit of credit if the requirements of the coordinating class are completed with a passing grade. For volunteer workers the one unit ratio is reduced to sixty hours a semester, and for handicapped workers the one unit ratio requirement is reduced to fifty hours a semester. Meeting by arrangement\*, with appropriate written assignments and concurrent employment of five or more hours in a job related to stated major or career goal. Weekly or monthly time sheets shall be turned in to the instructor as announced. Note\*, Veterans receiving Veterans Educational Assistance required to meet weekly. **Prerequisite:** Be enrolled in a college program of no less than seven (7) units including Cooperative Education and concurrent employment for a minimum of five (5) hours per week. Summer Session requires at least one other class in addition to Cooperative Education. The employment must

be directly related to the student's two year career college program. *Note:* The college is responsible for complete control of the planned program of activities and does not delegate this authority to officials of the job establishment. Units are based on the number of hours worked per week. (a) 5-9 hours = 1 unit; (b) 10-14 hours = 2 units; (c) 15-19 hours = 3 units; (d) 20 or more hours = 4 units. Credit for Summer Session is granted upon successful completion of one (1) unit for 75 hours of Cooperative Education, being enrolled in at least one other class, and meeting all other program requirements.

## COSMETOLOGY

**101—Wig and Hairpiece Servicing I 2 Units**  
Basic techniques in the skill of wig servicing. Emphasis is placed on fundamentals for those students who have never experienced working with hair or hairpieces. This service does not require a California license. Lecture 1 hour, laboratory 2 hours. **Prerequisite:** None.

**102—Wig and Hairpiece Servicing II 2 Units**  
Emphasizes skill for achieving satisfactory results in individual wig styling, coloring, conditioning and servicing. Develops important personal qualifications, stresses how wigs are made, fitted and altered as well as how to recognize types of wigs and hairpieces available. Outlines the importance of knowledge of wigs in regard to buying and selling them and prepares the student on the proper care and handling of wigs and hairpieces. Lecture 1 hour, laboratory 2 hours. **Prerequisite:** A Cosmetology License, or be a senior cosmetology student in high school, or have one thousand hours of cosmetology training.

**111—Elements of Cosmetology (See Note)**  
A study covering basic sciences of the hair, skin, scalp, sanitation, sterilization and hygiene recognition of conditions of the skin, scalp and hair. Preparation training in theory and practical operation. Practical application of skills in shampooing, curl construction, basic hair cutting, comb-out procedures, responsibilities as a receptionist, ethics of the profession, as well as personal hygiene. Lecture and laboratory 25 hours. **Prerequisite:** High school graduation or age 18 with 10th grade education, and satisfactory score on the Cosmetology Placement Examination. *Note:* Students are granted one unit of credit for each 40 hours of lecture and laboratory attendance each semester for a maximum of 16 units and a total of 48 units for

the entire 1,600 hours as required by the Board of Cosmetology for licensing as a Cosmetologist. The student must enroll in a minimum of 30 hours per week for 12 units and a maximum of 40 hours per week for 16 units.

#### 112 – Basic Cosmetology (See Note)

Theory and application of permanent waving, all phases of hair coloring. Modern methods of hair shaping and hair styling shall be practiced on models. This course also offers practice on fellow students. Lecture and laboratory 25 hours. **Prerequisite:** Cosmetology 111. Students transferring from another state approved school may enter Cosmetology 112 providing 400 hours have been completed. **Note:** Students are granted one unit of credit for each 40 hours of lecture and laboratory attendance each semester for a maximum of 16 units and a total of 48 units for the entire 1,600 hours as required by the Board of Cosmetology for licensing as a Cosmetologist. The student must enroll in a minimum of 30 hours per week for 12 units and a maximum of 40 hours per week for 16 units

#### 113 – Intermediate Cosmetology (See Note)

A review of all requirements as set forth by the State Board of Cosmetology. Instruction in the science of permanent waving, hair coloring, and creating a hair style with further course of study in electrical facial, and electrical scalp treatments. Lecture and laboratory 25 hours. **Prerequisite:** Cosmetology 112. Students transferring from another state approved school may enter Cosmetology 113 providing 800 hours have been completed. **Note:** Students are granted one unit of credit for each 40 hours of lecture and laboratory attendance each semester for a maximum of 16 units and a total of 48 units for the entire 1,600 hours as required by the Board of Cosmetology for licensing as a Cosmetologist. The student must enroll in a minimum of 30 hours per week for 12 units and a maximum of 40 hours per week for 16 units.

#### 114 – Advanced Cosmetology (See Note)

Advanced methods of all phases of cosmetology as performed in a salon, corrective hair coloring, salon management, and preparation for the State Board Examination. Lecture and laboratory 25 hours. **Prerequisite:** Cosmetology 113. Students transferring from another state approved school may enter Cosmetology 114 providing 1,200 hours have been completed. **Note:** Students are granted one unit of credit for each 40 hours of lecture and laboratory attendance each semester for a maximum of 16 units and a total of 48 units for the entire 1,600 hours as required by the Board of Cosmetology for licensing as a Cosmetologist. The

student must enroll in a minimum of 30 hours per week for 12 units and a maximum of 40 hours per week for 16 units.

### DATA PROCESSING See Computer and Information Systems 101, 110, 120, 130, 140, 145, 150, 160, 170, 180, 185, 190, 210

### DENTAL MATERIALS See Art 151

## DRAFTING

**129 – Blueprint Reading 2 Units**  
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, S1 metrics, value engineering and related industrial terminology are presented to strengthen the student's ability to interpret an engineering drawing. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** A recommended course for basic drafting review and non-drafting majors. No credit is allowed for this course to students having credit in Engineering 104; Drafting 132, 133, 134; Graphics and Design 166, 167, 168. **Transfer credit: CSUC**

**131 – Technical Drafting 5 Units**  
A basic course in drafting consisting of the techniques used in the use of instruments for technical drawing, orthographic projection and visualizing in three dimensions, revolutions, sections, primary and secondary auxiliary views, isometric drawing, types of fasteners, springs, oblique drawing, freehand drawing and sketching. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** None. **Note:** Students must register for the full number of hours for which the course is scheduled. **Transfer credit: CSUC**

**132 – Technical Drafting and Dimensional Tolerancing 5 Units**  
Drafting 132 is a course in advanced drafting specializing in tolerancing, dimensional systems, S1 metrics, military standards, and true positional tolerancing. Emphasis is placed upon individual and group design efforts in piping, structural and mechanical design projects. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Drafting 131 or Graphics and Design 165; and

Technical Education 143 which may be taken concurrently. *Note:* Students must register for the full number of hours for which the course is scheduled. **Transfer credit: CSUC**

**133— Electro-Mechanical Packaging and Design 5 Units**

Drafting 133 is a course in electro-mechanical 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. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Drafting 132. *Note:* Students must register for the full number of hours for which the course is scheduled. **Transfer credit: CSUC**

**134— Advanced Mechanical Package Design 5 Units**

Drafting 134 is a course in tool design and strength of materials and advanced electro-mechanical 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. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Drafting 133. *Note:* Students must register for the full number of hours for which the course is scheduled. **Transfer credit: CSUC**

**136— Basic Technical Drafting 3 Units**

Not a basic transfer course for students who hope to continue in an engineering course in a four-year college. A basic course in drafting techniques for instruments, lettering, and geometry. This class is offered in the Extended Day Program only. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** None.

**137— Technical Drafting 3 Units**

Primarily designed for students already employed in a related industry and for students planning to start working in related fields in the near future. Not a basic transfer course for students who hope to continue in an engineering course in a four-year college. This class is offered in the Extended Day Program only. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Drafting 136.

**138— Technical Drafting 3 Units**

Primarily designed for students already employed in related industry and for students planning to start working in related fields in the near future. Not a basic transfer course for students who hope to continue in an engineering course in the four-year college. This class is offered in the Extended Day Program only.

Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Drafting 137.

**139— Advanced Technical Drafting 3 Units**

Primarily designed for students already employed in related industry and for students planning to start working in related fields in the near future. Not a basic transfer course for students who hope to continue in an engineering course in a four-year college. This class is offered in the Extended Day Program only. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Drafting 138.

## ECONOMICS

**101— Principles of Microeconomics 3 Units**

A fundamental course in economic analysis including methodology, the history of economic thought and mathematical techniques. Price theory including consumer behavior (utility and demand), production (cost and supply), partial equilibrium, tax incidence, and theory of the firm (profit maximization under pure competition) are examined. Other selected topics may include imperfect competition, monopoly, agriculture, labor, factor pricing, international trade and comparative advantage, business organization, accounting and the stock market. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. One year high school algebra or Mathematics 141. **Transfer credit: CSUC, UC, USC**

**102— Principles of Macroeconomics 3 Units**

A fundamental course including an introduction to economic history, comparative economic systems, and statistical analysis. Stress is placed on National Income theory, consumption, investment, inflation, unemployment, and fiscal and monetary policy. Other selected topics may include money and banking, national debt, international balance of payments, growth and development, and urban problems. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. One year high school algebra or Mathematics 141. *Note:* It is recommended that Economics 101 be

taken prior to Economics 102. **Transfer credit: CSUC, UC, USC**

**105 – The American Economy 3 Units**  
 An introduction to the American economy. A foundation for understanding it and the problems that it faces. A description of the important institutions of our system and an analytical approach to the understanding of the basic economic problems. Lecture 3 hours. **Prerequisite:** None. **Note:** No credit will be granted for Economics 105 if Economics 101 and Economics 102 have been taken previously. **Transfer credit: CSUC, UC, USC**

**107 – Probability and Statistics 3 Units**  
 An introduction to the areas of probability and statistics. A consideration of the methods of gathering, classifying, and analyzing statistical data. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language subtests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. One year of high school algebra or Mathematics 141 or equivalent. **Transfer credit: CSUC, UC, USC**

**111 – Economic History of the United States 3 Units**  
 Economics 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 institutions and movements on our modern society. This course meets the California State requirement in American History. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-test of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit: CSUC, UC, USC**

**EDUCATION**

**See Social Science 101**

**EDUCATIONAL MEDIA TECHNOLOGY**

**101 – Introduction to Education Media 2 Units**  
 Educational Media Technology 101 is an introduction to the field of instructional media at different levels in education. It will include an understanding of the growth of instructional media from its origin to its present state. The

course includes an overview of the communication, learning, and perception theories. Lecture 2 hours. **Prerequisite:** None.

**102 – Education Media Techniques 3 Units**  
 Educational Media Technology 102 is a course dealing with the development of mounting, laminating, preparing overhead transparencies, and various forms of display media. Solution of problems using one or many media techniques in a realistic atmosphere of a media preparation center. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** None.

**103 – Media Equipment Operation and Maintenance 3 Units**  
 Educational Media Technology 103 is an introduction to the operating principles and utilization of media equipment and facilities. Development of the correct setup, operation, and basic maintenance of equipment. Repair practices and storage of both equipment and software. Evaluation of specifications, performance, and economics of equipment together with selection and application considerations. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** None.

**104 – Educational Television Techniques 3 Units**  
 The main emphasis of this course will be in handling television equipment and preparing instructional television materials. The topics covered include the recognition and utilization of television equipment, the efficient design of studio space, programming and production, and experience in scheduling. Also included is the study of the limitations, applications, and economics of television instruction. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** None.

**ELECTRONICS  
 See Television Repair**

**ELECTRONICS AND  
 COMPUTER  
 TECHNOLOGY**

**125 – Logic and Switching Circuits 4 Units**  
 Introduction to digital systems, number systems, Boolean Algebra, logic techniques, logic gates, multivibrator circuits, counters, multivibrators, programming and codes. Construction and development of TTL logic, and COSMOS circuitry using IC chips. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Fundamental algebra



bra or electronics course, or equivalent. **Transfer credit: CSUC**

**126—Introduction to Microcomputer Interfacing 4 Units**

Electronics 126 provides an introduction to the interfacing problems between peripherals and systems, construction and development of interface requirements, and operating conditions are emphasized. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Electronics and Computer Technology 125 or Electronics and Computer Technology 175 and Electronics and Computer Technology 171 or equivalent. **Transfer credit: CSUC**

**127—Basic Microcomputer Theory I 4 Units**

Electronics 127 presents the basic principles of integrated circuit electronics for electronics majors and those currently in the electronics industry. It is designed to provide the students with an understanding of the basic principles of integrated circuit and their applications. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Electronics and Computer Technology 126 and Electronics and Computer Technology 172. **Note:** No credit for Electronics and Computer Technology 127 if Electronics 175 has been taken. **Transfer credit: CSUC**

**128—Basic Microcomputer Theory II 4 Units**

Electronics 128 is a continuation of Electronics 127. Principles of integrated circuits, microcomputers, mnemonics, interfacing, and application will be covered. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Electronics and Computer Technology 127. **Note:** No credit will be granted to students who have received credit for Electronics and Computer Technology 176. **Transfer credit: CSUC**

**171—Basic Electronics I 4 Units**

Electronics and Computer Technology 171 offers a modern approach to electronics theory that is more compatible with the needs of industry. The study of DC theory and principles are integrated with computer — assisted problems using BASIC programming language. The use of matrices to solve elementary problems is introduced. Fundamental theorems are developed in lecture and put into practice in the laboratory. The laboratory develops the basic skills needed in using meters, power supplies, and oscilloscopes, along with wiring and assembling DC circuits. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Technical Education 143, or Mathematics 141, or equivalent. **Note:** Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. Computer and Information Systems 110

may be taken concurrently. **Transfer credit: CSUC**

**172—Basic Electronics II 4 Units**

Electronics and Computer Technology 172 is an extension of the principles of DC electronics applied to AC circuit problems. The extension of BASIC programming is used to solve complex AC circuits. The laboratory further develops equipment skills, extending the usage of scopes to time variables, and introducing the use of signal generators. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Electronics and Computer Technology 171 and Computer and Information Systems 110 or equivalent. **Note:** Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. **Transfer credit: CSUC**

**173—Advanced Electronics I 4 Units**

Electronics and Computer Technology 173 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 will consist of construction solid-state circuits, and performing circuit analysis and diagnostics of electronic parameters using state-of-the-art digital electronic test equipment. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Electronics and Computer Technology 172 or equivalent. **Note:** Students are required to register for the full number of hours for both lecture and laboratory sessions for which the course is scheduled. Late adds will be permitted provided a vacancy in the class exists. **Transfer credit: CSUC**

**174—Advanced Electronics II 4 Units**

Electronics and Computer Technology 174 is a comprehensive study and applied analysis of the entire spectrum of electronic telecommunications technology and related systems, including AM, FM, Pulse and Phase Modulation, concepts of receiver and transmitter configurations, microwave, antennas, and RF wave propagation. Laboratory experiments are conducted in the construction of tele-communications circuitry, including Active Filters, Phase-Locked Loops, Operational Amplifiers, and Opto-Electronics in Laser and Fiber Optic technology. Lab diagnostics are performed using state-of-the-art IC linear modules and modern digital electronic test equipment. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Satisfactory completion of Electronics and Computer Technology 173, or specific approval of Instructor. **Note:** Students are required to register for the full number of hours for both lecture and laboratory session for which the course is

scheduled. Late adds will be permitted provided a vacancy in the class exists. **Transfer credit: CSUC**

**175 – Basic Integrated Circuit Theory I** 3 Units

The course presents the basic principles of integrated circuit electronics for non-electronics majors and those currently in the electronics industry. It is designed to provide the students with an understanding of the basic principles of integrated circuit and their applications. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** None. **Note:** No credit for Electronics 175 if Electronics 125 has been taken for credit.

**176 – Basic Integrated Circuit Theory II** 3 Units

Continuation of Electronics 175. Principles of integrated circuits, microcomputers, mnemonics, interfacing, and application will be covered. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Electronics 125 and Electronics 175. **Note:** No credit for Electronics 176 if Electronics 126 has been taken for credit.

**177 – Basic Electronics I** 3 Units

A basic course covering theory and mathematical applications of DC circuits, Ohm's Law, series circuits, parallel circuits, electrical power, Kirchhoff's Laws, and introduction to AC. Laboratory meetings are included. This class is offered in the Extended Day Program only. Lecture 5 hours, laboratory 1 hour. **Prerequisite:** Satisfactory score on Mathematics Proficiency Test or credit in Mathematics 150.

**178 – Basic Electronics II** 3 Units

A basic electronics course covering theory and mathematical applications of magnetism and electromagnetic induction, alternating current, inductance and inductive reactance, AC circuits, series and parallel resonance, and filters. Laboratory meetings are included. This class is offered in the Extended Day Program only. Lecture 5 hours, laboratory 1 hour. **Prerequisite:** Electronics 177 or equivalent. **Note:** Students having had Electronics 171 will receive no credit for Electronics 178.

## EMERGENCY MEDICAL TECHNOLOGY

**101 – Emergency Medical Technician** 6 Units

Acquisition of basic knowledge, skills and attitudes necessary to effectively respond to emergency situations that threaten the lives of individuals. Lecture-laboratory 6 hours per week, plus 50 clinical hours and 8 hours of ambulance training to be arranged during the course. **Prerequisite:** Acceptable Pre-registration Examination scores. **Note:** Upon completion of Emergency Medical Technology 101 with a grade of "C" or better the student will meet the California State Department of Health Criteria for EMT-1 (Ambulance) Training and will be eligible to sit for the National Registry Examination.

**102 – Refresher Course** 1 Unit

This program is required every two years by the State Department of Health, Emergency Services, to update the original course. New equipment and medical techniques will be introduced. Lecture/laboratory, total of 20 hours. **Prerequisite:** Emergency Medical Technology 101.

## ENERGY

**101 – Energy Alternatives** 1 Unit

Energy 101 is designed to introduce the non-technical student to an overview of the nature of energy, to provide recognition of the depletion of traditional sources of national and worldwide energy, and to provide understanding of viable alternatives. Emphasis is on principles and information needed for making decisions rather than on technical data. Lecture 2 hours. (8 weeks). **Prerequisite:** None.

## ENGINEERING

**101 – Engineering Drawing** 3 Units

Training in the manipulation of instruments, lettering, orthographic projection, sketching, drawing auxiliary and pictorial views, sectioning and dimensioning. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** None. **Transfer credit: CSUC, USC**

**103 – Descriptive Geometry** 3 Units

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. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Engineering 101 or Drafting 131 or Graphics and Design 165 or Architecture 101, or one year of mechanical drawing in high school. **Note:** This course may not be taken for credit by students who have completed Architecture 103. **Transfer credit: CSUC, UC, USC**

**104 – Advanced Engineering Drawing** 3 Units

Delineation of simple machine parts including problems in visualization, dimensioning and tolerances, screw threads and fasteners, free-hand 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:** Engineering 101 or Drafting 131 or one year of mechanical drawing in high school. **Transfer credit: CSUC, UC, USC**

**110 – Statics** 3 Units

Not offered 1981-82. **Transfer credit: CSUC, UC, USC**

## ENGLISH

**101 – Freshman English** 3 Units

A foundation course in writing and reading, required of those students intending to transfer to a university. English 101 provides instruction and practice in expository writing, analysis and criticism of selected prose models. Lecture 3 hours. **Prerequisite:** A satisfactory score on the English Placement Examination; or a grade of "B" or better in English 191 or English 165 or Business—General 101; or a grade of "C" or better in English 120 or English 131. **Transfer credit: CSUC, UC, USC**

**102 – Freshman English** 3 Units

An introduction to literature which continues instruction and practice in composition, related to the study and evaluation of types of imaginative literature, including the short story, novel, drama and poetry. Lecture 3 hours. **Prerequisite:** English 101. **Transfer credit: CSUC, UC, USC**

**103 – Creative Writing Workshop** 3 Units

An introduction to the theory and practice of creative verbal expression in the major imaginative forms of prose and fiction and non-fiction, poetry, and drama. Emphasis is placed upon specific techniques used to communicate personal ideas and feelings. Students may concentrate on one of the major writing forms. Lecture and discussion 3 hours. **Prerequisite:** None. **Note:** This course may be repeated for a total of six units. **Transfer credit: CSUC, UC, USC**

**105 – Survey of English Literature From the Anglo-Saxon Period to 1780** 3 Units

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:** English 101. **Note:** Required of all English majors. **Transfer credit: CSUC, UC, USC**

**106 – Survey of English Literature From 1780 to the Present Time** 3 Units

A survey course covering the development of English literature from 1780 to the present time. English 106 continues to study the development of thought as an expression of our cultural heritage. Lecture 3 hours. **Prerequisite:** English 101. **Note:** Required of all English majors. English 106 may be taken without English 105. **Transfer credit: CSUC, UC, USC**

**107 – Twentieth Century Poetry I** 3 Units

Twentieth Century Poetry is divided into two semesters. Twentieth Century Poetry I will consist of an historical orientation to twentieth century poetry, 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: CSUC, UC, USC**

**108 – Twentieth Century Poetry II** 3 Units

Twentieth Century Poetry is divided into two semesters. Twentieth Century II will focus on 20th C. poets from mid-century to the present, and in-depth discussions of significant contemporary poets. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC, UC, USC**

**109 – Introduction to Literature of the Western World** 3 Units

A survey of the literature of the Western World from ancient times (including selections from the Old and New Testaments) to the Renaissance. Emphasis upon the Greek and Roman classics. Includes a study of Classical and Norse mythology. Lecture 3 hours. **Prerequisite:** English 101. **Transfer credit: CSUC, UC, USC**

**110—Introduction to Literature of the Western World** 3 Units

A survey of the literature of the Western World from the Renaissance to the present time. Emphasis upon cultural history and the history of important ideas reflected in the literary works. Lecture 3 hours. **Prerequisite:** English 101. **Transfer credit:** CSUC, UC, USC

**111—Women in Literature** 3 Units

English 111 is a comparative study of the roles assigned to women in literature by both male and female authors. The course examines the literary and cultural stereotypes of women in the short story, novel, poetry, and drama. Lecture 3 hours. **Prerequisite:** None. **Note:** Eligibility for English 101 is recommended. **Transfer credit:** CSUC, UC, UCS

**112—Screenwriting** 3 Units

English 112 is a basic course in the principles and practice of writing for movies and television. Emphasis is placed upon the essentials of structure, characterization, and format as required by this type of writing. Students must complete a finished script by the end of the course. Lecture 3 hours. **Prerequisite:** None. **Note:** English 101 and 102 recommended. **Transfer credit:** CSUC

**English 118—Analytical Reading** 3 Units

Not offered 1981-82. **Transfer credit:** CSUC

**119—The Term Paper** 1 Unit

This course offers instruction in the techniques and procedures of doing research and writing the term paper. Lecture 1 hour. **Prerequisite:** A satisfactory score on the English Placement Examination, or a grade of "B" or better in English 131, or a grade of "C" or better in English 191. **Note:** Allows no credit to those who have completed English 101. **Transfer credit:** CSUC

**120—Composition and Reading** 3 Units

English 120 is designed for the student who is aiming toward an Associate in Arts Degree or who needs additional instruction in the techniques of writing before attempting English 101. English 120 will provide practice in the mechanics of writing, in the organization of a paragraph and essay, and in the analysis of appropriate written models dealing with important contemporary ideas. Student-Teacher interviews will be stressed in an attempt to isolate the individual writing problems of each student. Lecture 3 hours. **Prerequisite:** A satisfactory score on the English Placement Examination, or a grade of "C" or better in English 191 or 165. **Note:** This course allows no credit to students who have completed English 101 or Business—General 110 and allows 2 units of credit to those who

have completed English 131 or Business—General 101.

**121—Reading Literature** 3 Units

An introductory study of the major forms of creative literature; the short story, the novel, the drama, the poetry, drawn from the best modern authors. The course is planned to develop a greater appreciation and understanding of the literature of our time with special emphasis on the literary expression of contemporary issues. It is designed for the non-English major and for the student planning to earn an Associate in Arts Degree. Lecture 3 hours. **Prerequisite:** None.

**122—American Literature to 1865** 3 Units  
(Formerly Readings in Early American Literature)

Designed to give a generous sample of the works of major American writers from Colonial days to the Civil War, and to relate these works to the history of ideas. Important historical movements are traced so that students may gain increased understanding of America's heritage. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**123—American Literature From 1865 to the Present** 3 Units  
(Formerly Modern American Literature)

Designed to give a generous sample of the works of major American writers from the Civil War to the present day, the course is intended to enrich the student's understanding of selected works. The important literary movements with their sociological implications are traced so that the student may have background for critical judgement of contemporary American writing. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**124—Contemporary Literature** 3 Units

Contemporary Literature is a study of representative twentieth century literature focusing on fiction and drama with some consideration given to poetry. The course deals with each writer's view of our situation and our search for values. Attention is also given to the artistic techniques employed in each work. Authors are selected from American, British, French, German, Greek, Irish, and other sources. Lecture 3 hours. **Prerequisite:** None. **Note:** English 101 is recommended. **Transfer credit:** CSUC, UC, USC

**125—Shakespeare** 2 Units

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 2 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**126 – The Modern Drama** 2 Units  
A study of modern plays and playwrights. Representative works of European and American dramatists are read with special attention given the literary and sociological importance of plays written since 1870. The aim of the course is to enable the student to make an intelligent evaluation of contemporary drama. Lecture 2 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**127 – Children's Literature** 3 Units  
English 127 is a survey of the literature suitable for children of different age levels. The student is taught to develop standards by which to judge the merits of the literature that is available for children. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**128 – Bible as Literature** 3 Units  
English 128 consists of a survey of the major literary genres in the Bible and their most representative forms. Attention will be given to selected prose and verse forms, with a stress on recurrent themes, images, and symbols. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**129 – Folk Poetry and Rock Music** 3 Units  
Not offered 1981-82. **Transfer credit:** CSUC, UC, USC

**130 – Science Fiction Literature** 3 Units  
Science Fiction Literature consists of a survey from the late 19th Century to the present, concentrating on 20th Century writers. Read, analyzed, and discussed will be the history of Science Fiction, major themes, *genres* (short story, novels, drama, poetry), media (radio, cinema, television), fandom (clubs, fan publications, conventions), and the function of Science Fiction as a literary form which reflects human concern with solving or escaping problems in an increasingly scientific and technological age. Lecture 3 hours. **Prerequisite:** None. **Note:** English 101 recommended. **Transfer credit:** CSUC, UC, USC

**131 – Industrial English** 3 Units  
This is a course designed especially for students taking technical education courses. It stresses training in writing, including the related skills of grammar usage, sentence and paragraph structure, and spelling. A major emphasis in writing will be placed on practical types of writing, such as memos, reports, business letter style and strategy, and other forms of expository writing.

Lecture 3 hours. **Prerequisite:** A satisfactory score on the English Placement Examination, or a grade of "C" or better in English 191 or 165. **Note:** This course allows no credit to students who have completed English 101 or Business—General 110 and allows 1 unit of credit to those who have completed English T20 or Business—General 101

**132 – Industrial English** 3 Units  
A course designed for students taking technical education courses. It includes training in oral communications with emphasis being placed on evaluation of various forms of public utterances, such as political speeches and radio and television editorial comment or other non-fiction presentations. It also includes reading and analysis of newspaper materials, short fictional works and poetry. To accomplish this, the student will study briefly the nature, history, and function of language as well as the basic problems of semantics and word usage. Lecture 3 hours. **Prerequisite:** None.

**135 – Mythology** 3 Units  
The purpose of this course is to introduce the student to a body of mythology as represented in literature and in art. Since the field of mythology is formidable in its vastness, this course will dwell only on those myths that have had the greatest impact on our world. Even so, any choice is bound to appear arbitrary or incomplete. Among the myths chosen for this course are those from Egypt, Babylonia, Greece and Rome, Judeo-Christianity, and the Norse countries. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**163 – English as a Second Language I**  
(Formerly English 193) 4 Units  
English 163 is designed for students who have an elementary understanding of English, but who lack the proficiency necessary for regular college course work. Heavy emphasis is placed on listening skills, oral communication, and basic sentence structure focusing on composition at the paragraph level. Students are exposed to idiomatic expressions and cultural information to aid them in pursuit of their college goals. Lecture 5 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test. **Note:** A grade of "C" or better is required for advancement to English 164. **Transfer credit:** UC

**164 – English as a Second Language II**  
(Formerly English 194) 4 Units  
English 164 is designed for students who have studied English for several years, but who are still unable to meet the heavy reading and writing requirements of many academic

courses. The course focuses on reading and writing, with special emphasis on idiomatic usage, syntax, paragraphing and composition ranging from paragraph to short theme. Grammar stresses complex structure. Oral skills (pronunciation and intonation) are strengthened during class discussion and student presentations. Lecture 5 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in English 163. **Note:** A grade of "C" or better will enable the student to enroll in English 165. **Transfer credit: CSUC, UC**

**165 – English as a Second Language III**  
(Formerly English 195) 4 Units

English 165 is designed for non-native students who are quite proficient in English and are able to compete equally with American students in most college classes except those requiring eligibility for English 101 as a prerequisite. English 165 focuses on reading and composition, and includes brief exposure to various rhetorical modes of exposition. Student writing is at the essay level, and stresses syntactical patterns and idiomatic usage. Grammar review emphasizes specific problem areas. Oral skills (pronunciation, intonation, and sentence structure) are strengthened during class discussions. Students are introduced to library research. Laboratory assignments may be made by the instructor based on individual student needs. Lecture 5 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in English 164. **Note:** A grade of "B" or better in English 165 will enable students to enroll in English 101 or Business—General 110. A grade of "C" or better in English 165 will enable students to enroll in English 120, English 131, or Business—General 101. **Transfer Credit: CSUC, UC**

**167 – Conversation and Pronunciation for ESL Students**  
(Formerly English 196) 2 Units

English 167 stresses idiomatic usage, including current slang, through informal conversation practice, situational reinforcement, oral presentations, and dramatic reading. Intensive drills are given on phoneme discrimination and production. Laboratory work concentrates on correction of individual problems. Laboratory assignments may be made by the instructor based on individual student needs. Lecture 4 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in English 163.

**171 – Developmental English As A Second Language** 3 Units

English 171 is designed for students who speak little or no English. Heavy emphasis is placed on listening skills, basic sentence structure and simple reading and writing. Students are exposed to idiomatic expressions and cultural information to aid them in the rapid acquisition of the English language. Laboratory assignments may be made by the instructor based on individual student needs. Lecture 5 hours. **Prerequisite:** None. **Note:** Placement in the course is based on student's score on the GCC ESL Placement Test. It is strongly recommended that English 172, the oral portion of Developmental English, be taken concurrently with this course. At the end of the course, students must attain a satisfactory score on the Glendale Community College ESL Placement Test to enter English 163.

**172 – Developmental Conversation and Pronunciation for ESL Students** 3 Units

English 172 is designed for students who cannot communicate even in the most basic situations on the community college campus. Survival and campus related dialogues are presented and students participate in role plays of those situations in class and on the campus at large. Clear pronunciation is stressed in classroom drills and activities. Laboratory assignments may be made by the instructor based on individual student needs. Lecture 5 hours. **Prerequisite:** None. **Note:** Placement in the course is based on student's score on the Glendale community ESL Placement Test. Concurrent registration in English 171 is strongly recommended.

**177 – English for Special Purposes** 2 Units

English 177 is designed to familiarize vocational education students with the terminology used in individual vocational training programs. Students are exposed to idiomatic expressions and basic introductory material, including effective notetaking techniques, which provide an entry level foundation that will enable them to understand and complete required course work. Laboratory assignments may be made by the instructor based on individual student needs. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in English 163, or equivalent. **Note:** This course outline, with appropriate substitution of textbooks, may be used for any vocational program.

**180 – English for the Para-Professional**  
Not offered 1981-82. 3 Units  
**Transfer credit: CSUC**

**181 – Basic Communication-Spelling 1 Unit**

English 181 is a course specifically for the community college student who lacks basic spelling skills. It is a practical see, hear, and write approach to spelling the words of a basic, everyday vocabulary. Its emphasis is on the world of work, its method is based on programmed learning techniques as assisted by audio coaching. Diagnostic testing locates specific weaknesses and prescribes a program to meet these needs. Credit to be awarded upon completion of all the modules. Laboratory 3 hours. **Prerequisite:** None

**182 – Basic Communication-Vocabulary 1 Unit**

English 182 has been designed to help students develop a wide variety of vocabulary skills. The modular system allows students to work on one skill at a time and to work first on the skills they need the most. The audio-tutorial format allows students to work individually, progressing at their own rate and reviewing a topic as many as necessary to achieve full understanding and mastery of it. Credit will be awarded upon completion of all the modules. Laboratory 3 hours. **Prerequisite:** None.

**183 – Basic Communication-Grammar 1 Unit**

English 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 will be awarded upon completion of all the modules. Laboratory 3 hours. **Prerequisite:** None.

**188 – Special Reading Skills 1-3 Units**

English 188 is a course for the community college student who lacks elementary reading skills. These skills include deciphering word meaning through phonics study and pronunciation practice (decoding), vocabulary development, and both literal and inferential comprehension. Diagnostic testing locates specific weaknesses and prescribes a program to meet these needs. Students who have worked as diligently as possible but need more time to attain the skills necessary for understanding a community college text receive a grade of "No Credit." Lecture 3 hours, laboratory 2 hours. **Prerequisite:** None. **Note:** Students may repeat this course as often as necessary for mastery but they will not be granted more than 3 units for English 188.

**190 – Reading Techniques I 2 Units**

A course in reading improvement for the student with below average reading skills. Emphasis is on improvement of word recognition, vocabulary, and comprehension. The flashmeter and controlled reader are used with relatively simple materials. Book reviews and summaries are assigned. **Prerequisite:** None. **Note:** No credit will be given to those students who have completed English 101 or English 120.

**191 – Fundamentals of English 2 Units**

A course combining auto-instructional techniques, programmed learning, and lectures to improve grammar, punctuation, spelling, the composition of paragraphs, study techniques, reading skills, and listening skills. Lecture and laboratory 4 hours. **Prerequisite:** None. **Note:** This course should be elected by those who fail to make a satisfactory score on the English Placement Examination. No credit will be given to those students who have completed English 101, 120, 131, or Business—General 101 or Business—General 110.

**192 – Reading Techniques II 2 Units**

A course planned to help the student with average or better vocabulary develop the skills required for rapid effective reading of both pleasure and study materials. Emphasis is on flexible rates of reading using special clinical methods and individualized materials. Lecture and laboratory 4 hours. **Prerequisite:** A satisfactory score on the Reading Placement Test or a grade of "C" or better in English 190.

**198 – Reading Fiction 2 Units**

An introduction to fiction designed for the non-English major. It seeks to foster an appreciation, understanding, and evaluation of the modern short story and novel by the use of tools of critical analysis. Lecture 2 hours. **Prerequisite:** None.

**199 – Basic Communications 6 Units**

A unified course in reading, listening, writing, and speaking. It should be elected by students having deficiencies in communication skills. Lecture 5 hours — section meetings, laboratory 3 hours — Learning Resource Center. **Prerequisite:** None.

**205 – Music/Art/Literature Survey 3 Units**

English 205 is a study of the art, music, and literature of the western world from the classical era to the present day, focusing on the major figures in each period and the ideas that influenced them. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

## ETHNIC STUDIES

### 101 – Latin American Cultural Expression

3 Units

Ethnic Studies 101 is designed to acquaint the student with the cultural background that has shaped the societies of Latin America. The course will survey the cultural expression from the pre-columbian period to the present. Emphasis will be given to the 19th and 20th century periods. Areas to be studied will be society and culture, linguistic and cultural distribution of ethnic groups, education and religion, literature, artistry, folklore music and dance, new social protest song movement, artistic movements, cinematography, photography, mass media, and culture within the revolutionary process. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC

### 102 – Hispanic Heritage

3 Units

Ethnic Studies 102 is a survey of the social, cultural and political heritage of the Hispanic American People of the United States and their growth and development as influenced by the dominant society. Special emphasis will be placed on intergroup relations and major differences between Anglo-American and Hispanic American values and attitudes, past and present, intercultural conflicts, and on the unique contributions of Hispanic Americans to American society. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC

### 124 – Japanese Experience in America

3 Units

Ethnic Studies 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. **Prerequisite:** None. **Transfer credit:** CSUC

### 164 – The Armenian Diaspora

3 Units

Ethnic Studies 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. **Prerequisite:** None. **Transfer credit:** CSUC

## FAMILY AND CONSUMER STUDIES

### 105 – Information to Textiles

3 Units

Family and Consumer Studies 105 includes a study of sources and characteristics of synthetic and natural fibers and the processes used in manufacturing and finishing textile materials as a background for those seeking employment in the textile industry, as well as meeting the needs of Home Arts, Business, and Art Majors, and Fashion Designers, and consumers desiring acquisition of current information regarding trends in the textile field. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC

### 110 – Foods for Modern Living

3 Units

Family and Consumer Studies 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 hours, laboratory 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC

### 111 – Clothing

3 Units

Family and Consumer Studies 111 is the study and application of the basic pattern and its uses, applications to pattern making, and alteration of commercial patterns. A study is made of the care and selection of clothing for personality as well as appearance. Two machine projects are made in class from either a commercial pattern or a pattern of the student's own design and a hand project using four different stitches. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC

### 112 – Advanced Clothing

3 Units

The techniques of tailoring in hand and machine work necessary to turn out fine, well-tailored garments. A coat, suit, and hand project are required. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Family and Consumer Studies 111 or Family and Consumer Studies 117. **Transfer credit:** CSUC

### 117 – Fashion Design

5 Units

Pattern making and design is taught in Family and Consumer Studies 117. It presents the information and demonstrates the skills designed to develop in the student the ability to: make a block pattern from standard measurements, then from individual measurements; apply the knowledge gained therefrom to various types of patterns used in the women's apparel trade and to make finished garments.



Three projects are required: one sports dress, one dressy dress or formal, one additional garment. Lecture 3 hours, laboratory 6 hours.

**Prerequisite:** Family and Consumer Studies 111 or equivalent. **Transfer credit:** CSUC

**118 – Advanced Fashion Design 5 Units**

Crotch items and children's clothing are taught in Family and Consumer Studies 118 which presents the information and demonstrates the skills to develop in the student the ability to make an adult's and a child's basic crotch pattern, the basics for children's clothing, 2 to 6X size range, and apply the basics to various types of garments in each group, as well as making the finished garments. Five projects are required: one pair slacks, one bathing suit, one child's dress, one child's play suit, and an industrial project. Grading of all types of garments. Lecture 3 hours, laboratory 6 hours.

**Prerequisite:** Family and Consumer Studies 117. **Transfer credit:** CSUC

**119 – Advanced Fashion Design 5 Units**

Tailoring is taught in Family and Consumer Studies 119. It presents the information and demonstrates the skills to develop in the student the ability to: make the necessary hand and machine stitches used in tailoring — put in hems, seams, plackets, buttonholes, and pockets; make the hip length sloper and two-piece sleeves; grade up one size; apply all knowledge to suit and coat patterns. Garments required: one suit, one coat, one hand project. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Family and Consumer Studies 117. **Transfer credit:** CSUC

**120 – Advanced Fashion Design 5 Units**

Draping, taught as Family and Consumer Studies 120, presents the information and demonstrates the skills necessary to develop in the



student the ability to: work individually using a custom dress form to drape various types of blouses, skirts, dresses, coats, and suits employing both French draping and flat table draping; make alterations, organize and manage shop, and run work room. Comparison of men's fashions by identifying style features and quality construction. Garments required: drape one sports dress, drape one dressy dress or formal, drape one lingerie item. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Family and Consumer Studies 117. **Transfer credit:** CSUC

**123 – Fashion Sketching** 2 Units  
Family and Consumer Studies 123 includes the development of a fashion figure including design concepts. Use of various media includes, pencil, watercolor, chalk, as well as ink, in order to render the figure in costume detail. Students will develop skills necessary to render various fabrics, furs, feathers, as well as accessories, including jewelry. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** This course may be repeated for a maximum of six units, with four units to be applied to the certificate.

**124 – Fashion Economics** 2 Units  
An introductory course in the selection and buying of clothing and fabrics as it relates to retailing and purchasing in the fashion industry. This course is designed for those seeking employment as fashion buyers and retailers. Lecture 2 hours. **Prerequisite:** None. **Transfer credit:** CSUC

**125 – Elements of Nutrition** 2 Units  
An overview of the many aspects of nutrition including problems of today, the nutritive processes of the body and dietary planning. Functions, utilization, and recommended allowances of nutrients are emphasized. Consumer education is included. Lecture 2 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC

**133 – Personal Development** 3 Units  
Development of social competence, discriminating dress, poise and personality attributes. Good health, grooming habits, diet and exercise stressed. Emphasis on wardrobe planning, make-up, hair styling, and personal analysis. Applications to home, careers, and social occasions. Lectures, consultations, and class discussions. Lecture 3 hours. **Prerequisite:** None.

**135 – Pre-School Child** 3 Units  
The nature of the growth and development of the child from conception through age five is studied. Other topics include the meaning and value of play, the significance of creative activities, the interpretation of child-adult relationships, standards for wholesome routines, guidance and discipline. Students make

observations of infants and pre-school age children in the classroom and in nearby child development centers. This course meets the requirements of the California Commission of Teacher Preparation and Licensing for teachers in Child Development Centers, Extended Day Care Centers, and other publicly funded children's centers; and, also meets the requirements of the California Administrative Code, Title 22 for teachers and directors of state-licensed pre-schools, day nurseries and infant centers. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC

**136 – The Child from Five to Twelve** 3 Units  
This course considers the growth and development of the school-age child emphasizing the interrelationships of mental, physical, and social abilities with the accompanying changes in attitudes and behaviors. Observations of the school-age child are included. This course meets the requirements of the California Commission of Teacher Preparation and Licensing for teachers of Child Development Centers, Extended Day Care Centers, and other publicly funded children's centers and applies to the California Administrative Code, Title 22 for teachers and directors of state-licensed pre-schools, day nurseries and infant centers. Lecture 3 hours. **Prerequisite:** Family and Consumer Studies 135. **Transfer credit:** CSUC, UC

**138 – Child Health** 3 Units  
Family and Consumer Studies 138 seeks to analyze the responsibilities of the home, the school, and the community for health protection. 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 studied. The course meets the requirements of the California Commission of Teacher Preparation and Licensing for teachers of Child Development Centers, Extended Day Care Centers, and other publicly funded children's centers and applies to the California Administrative Code, Title 22 for teachers and directors of state-licensed pre-schools, day nurseries, and infant centers. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC

**139 – Consumer Management** 3 Units  
(Consumer and Homemaking Education)

Consumer Management considers the essentials necessary to improve the quality of the lives of men and women through productive decision-making and management of personal and family finances, home and family living in today's economic environment, the use of ener-

gy resources, and the roles of consumers in directing protective legislation. Lecture 3 hours.

**Prerequisite:** None. **Transfer credit:** CSUC

**140 – Principles and Practices in Pre-School Education** 3 Units

This course includes studies of the selection and arrangement of equipment and materials for groups of young children; appropriate curriculum in the areas of art, music/movement, science, and stories. Special emphasis is made in the importance of relevant play activities. Behavior of the pre-school child in a group situation is studied through weekly observations at nursery schools, and the role of the pre-school teacher is examined. This course meets the requirements of the California Commission of Teacher Preparation and Licensing for teachers of Child Development Centers, Extended Day Care Centers, and other publicly funded children's centers; and, also meets the requirements of the California Administrative Code, Title 22 for teachers and directors of state-licensed pre-schools, day nurseries and infant centers. Lecture 3 hours. **Prerequisite:** Family and Consumer Studies 135. **Transfer credit:** CSUC

**141 – Field Practice in a Pre-school Program** 3 Units

Family and Consumer Studies 141 enables the student to participate in the entire routine of a child development center — first as an observer and then as a teacher's aide. Questions arising from field practice experiences are discussed and research is done. This course satisfies the particular requirement of a Field Work Course of the California Commission of Teacher Preparation and Licensing for teachers of Child Development Centers, Extended Day Care Centers, and other publicly funded children's centers; and, also meets the requirements of the California Administrative Code, Title 22 for teachers and directors of state-licensed pre-schools, day nurseries, and infant centers. Lecture 2 hours, required concurrent registration in Independent Study 149, 1 unit. **Prerequisite:** Family and Consumer Studies 135, and Family and Consumer Studies 140, and verification of TB clearance. *Note:* This course may be repeated for a maximum of nine units. **Transfer credit:** CSUC

**142 – Home, School, and Community Relations** 3 Units

A study is made of the responsibilities of the home, the school, and the community to each other. The students develop a resource file which includes the locations and services of various community agencies — voluntary, private, and public. This course meets the requirements of the California Commission of Teacher

Preparation and Licensing for teachers of Child Development Centers, Extended Day Care Centers, and other publicly funded children's centers; and, also meets the requirements of the California Administrative Code, Title 22 for teachers and directors of state-licensed pre-schools, day nurseries, and infant centers. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC

**143 – Supervision and Administration of Nursery Schools** 3 Units

The role of a child development center meeting the needs of children and their families is studied. Particular emphasis is given to the establishing, licensing, staffing, and equipping of a children's center with curricula appropriate to children of different ages, capacities, and interests. This course meets the requirements of the California Commission of Teacher Preparation and Licensing for teachers of Child Development Centers, Extended Day Care Centers, and other publicly funded children's centers; and applies to the California Administrative Code, Title 22 for teachers and directors of state-licensed pre-schools, day nurseries, and infant centers. Lecture 3 hours. **Prerequisite:** Family and Consumer Studies 135 and Family and Consumer Studies 141 or equivalent including teaching experience. **Transfer credit:** CSUC

**152 – Music for Young Children** 3 Units

This course explores musical experiences appropriate to the development of the infant, the pre-school child, the elementary school child, and the exceptional child. It meets the requirements of the California Commission of Teacher Preparation and Licensing for teachers of Child Development Centers, Extended Day Care Centers, and other publicly funded children's centers and applies to the California Administrative Code, Title 22 for teachers and directors of state-licensed pre-schools, day nurseries, and infant centers. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC

## FASHION DESIGN

See Family and Consumer Studies 105, 117, 118, 119, 120, 123, 124

## FASHION MERCHANDISING

See Marketing and Distribution 125

## FIRE TECHNOLOGY

Classes in Fire Technology are offered in the Extended Day program for students interested in preparing for careers in fire prevention and fire fighting. Since the course also provides in-service and upgrading instruction for fire fighting personnel, identical classes are scheduled on consecutive evenings to provide for those students who must change shifts each week.

### 101 – Introduction to Fire Protection and Suppression ½-3 Units

Philosophy and history of fire protection; history of loss of life and property by fire; review of municipal fire defenses; study of the organization and function of Federal, State, and County, and private fire protection agencies; and survey of professional fire protection career opportunities. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may be repeated for a total of not more than four and one-half (4½) units within a four-year period.

### 103 – Fundamentals of Fire Prevention ½-3 Units

Organization and function of the fire prevention organization; 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. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be repeated for a total of not more than four and one-half (4½) units within a four-year period.

### 104 – Fire Fighting Tactics and Strategy ½-3 Units

Review of fire chemistry, equipment, and personnel; basic fire fighting tactics and strategy; methods of attack; pre-planning fire problems. Review of related codes and ordinances. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be repeated for a total of not more than four and one-half (4½) units within a four-year period.

### 105 – Fire Protection Equipment and Systems ½-3 Units

Portable fire extinguishing equipment; sprinkler systems; protection systems for special hazards; and fire alarm and detection systems. Lecture 3 hours. **Prerequisite:** Fire Technology

101 or equivalent. **Note:** This course may be repeated for a total of not more than four and one-half (4½) units within a four-year period.

### 107 – Fire Hydraulics ½-3 Units

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 Technology 101 or equivalent. **Note:** This course may be repeated for a total of not more than four and one-half (4½) units within a four year period.

### 108 – Fire Apparatus and Equipment ½-3 Units

Driving laws, driving technique, construction, and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment, and apparatus maintenance. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be repeated for a total of not more than four and one-half (4½) units within a four-year period.

### 109 – Rescue Practices ½-3 Units

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 Technology 101 or equivalent. **Note:** This course may be repeated for a total of not more than four and one-half (4½) units within a four-year period.

### 110 – Fire Company Organization and Procedure ½-3 Units

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 Technology 101 and 103 or equivalent. **Note:** This course may be repeated for a total of not more than four and one-half (4½) units within a four-year period.

### 111 – Fire Investigation ½-3 Units

Introduction to arson and incendiary fires, arson laws, and types of 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 Technology 101 or equivalent. **Note:** This course may be

repeated for a total of not more than four and one-half (4½) units within a four-year period.

**112 – Wildland Fire Control** ½-3 Units  
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 Technology 101 or equivalent. **Note:** This course may be repeated for a total of not more than four and one-half (4½) units within a four-year period.

**114 – Hazardous Materials** ½-3 Units  
Fire Technology 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 ½-3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be repeated for a total of not more than four and one-half (4½) units within a four-year period.

**115 – Fire Academy** 10 Units  
Fire Technology 115 consists of 301 hours of technical and manipulative training. Fire Academy is designed to train the student in fire-fighting technology-theory and practice. The major portion of Fire Academy is devoted to manipulative exercises in fire control, incorporating apparatus and equipment operation, rescue operation, hose and ladder evolutions, and other relevant areas. Lecture 16 hours, laboratory 27 hours. **Prerequisite:** Satisfactory score on the Pre-registration Examination, and high school diploma.

**150 – Fire Service Instructor Training I** 2 Units  
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 learning through practice demonstration. Lecture 36 semester hours. **Prerequisite:** Nine units of Fire Technology or equivalent.

**151 – Fire Service Instructor Training II** 2 Units  
Fire Technology 151 provides fire service personnel with a variety of methods of techniques for selection, construction, application, and analysis of evaluative measures applicable to fire service instruction. Lecture 36 semester hours. **Prerequisite:** Fire Technology 150 or

equivalent. **Note:** This course will be offered in various time segments depending upon scheduling needs.

## FOOD SERVICE

**111 – Basic Quantity Food** 5 Units  
Introduction and application of the principles of food cookery to quantity food production. Emphasizes high production standards, attractive service, use of proper equipment, and proper utilization of time. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** None.

**112 – Advanced Quantity Food** 5 Units  
A continuation of Food Service 111. Introduction and application of the principles of food cookery to quantity food production. Emphasizes high production standards, attractive service, use of proper equipment, and proper utilization of time. Lecture 3 hours, required concurrent registration in Independent Study 149, 2 units. **Prerequisite:** Food Service 111 (Food Service 111 and Food Service 112 may be taken concurrently.)

**113 – Sanitation and Safety Control** 3 Units  
Personal cleanliness, sanitary practices in food preparation, cause, control and investigation of illness caused by food contamination. Dish-washing procedures, sanitation of kitchen equipment, storage and refrigeration. Investigation of cleansing materials and use of proper disposal of garbage and refuse. Safety precautions and accident prevention. Lecture 3 hours. **Prerequisite:** None.

**114 – Nutrition and Menu Planning** 3 Units  
Principles of nutrition and their relation to quantity food preparation and menu planning. Principles of menu planning in relation to food custom, various age groups, deficiency diseases applied to quantity food production. Lecture 3 hours. **Prerequisite:** None.

**115 – Orientation to the Hospitality Industry** 3 Units  
Not offered 1981-82

**116 – Quantity Food Purchasing** 3 Units  
Purchasing of food for institutions with regard to season, convenience, price, kind, and principles of storage and use. Learn to prepare purchasing schedules, inventory forms, and graphs showing seasonal variations. Lecture 3 hours. **Prerequisite:** None.

**117 – Food Management and Cost Control** 3 Units

Analysis of menu planning procedures: inventories, costs, profit and loss sheets, menu work sheets, and weight and measures in quality recipes. The student will 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 3 hours. **Prerequisite:** None.

**118 – Introduction to Health Care Dietary Service** 3 Units  
Not offered 1981-82

**119 – Advanced Food Services Practice** 3 Units

Work experience in various types of food service operation (commercial, school, hospital) as a technical assistant under direct supervision. Advance responsibilities as a food handler and food service operator in institutional food service. Lecture and laboratory experience using total food service education to complement variety of job duties. Lecture 3 hours, laboratory 4 hours. **Prerequisite:** None.

**120 – Oriental Cooking** 3 Units

Food Service 120 is an introduction and application of the principles of oriental cooking. Emphasizes the use of proper equipment, cutting methods, food preparation, utilization of time, and the blending of flavors and ingredients. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** None.

**121 – Fundamentals of Microwave Cooking** 1 Unit

Food Service 121 is a survey and practice course on basic microwave cooking skills and the operation, safety factors, and current use of microwave ovens. Lecture 2 hours. (8 weeks) **Prerequisite:** None.

**122 – International Cooking** 3 Units

Food Service 122 is an introduction to culinary principles and techniques derived from countries throughout the world. Specific areas of instruction covered will include selection of proper equipment and utensils, correct methods of preparation and procedures. Food preparation and presentation will also be emphasized. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** None.



## FOOD SERVICE MANAGEMENT

### 211 – Restaurant Management 3 Units

The principles of operating a food service which are common to all types of commercial and industrial food service. Covers such areas as sales promotion, advertising, personnel, legal aspects, insurance, labor management relations. Lecture 3 hours. **Prerequisite:** None.

### 212 – Dining Room Services 2 Units

How to operate a successful food sales and service operation. Management of a dining room including good housekeeping techniques, fine food, and efficient service. Type of dining service included: waited table service (French, Russian, American, English), limited service, counter, tray service, catering, and vending. Lecture 2 hours. **Prerequisite:** None.

### 213 – Catering 2 Units

The theory and practice of operating a catering operation. Practice given in the managing of the total operation as well as some experience in specialty food preparation. Lecture 2 hours. **Prerequisite:** None.

### 214 – Beverages 3 Units

A study of the beverage costs, and uses in commercial restaurants and hotels. Analysis of the operation, sales, costs and profit functions are studied. Produce information and the study of the historical background of beverages are covered. The organization of operation of a bar, wine cellar, or catered services are studied. Lecture 3 hours. **Prerequisite:** None.

## FORTRAN See Mathematics 130

## FRENCH

### 101 – Beginning French 5 Units

Fundamentals of French grammar. The students are trained to pronounce correctly, to acquire a small working vocabulary which they use in conversation and writing, and to learn to read simple French. In addition to the regular class hours, the student must spend one hour a week in the laboratory. Lecture 5 hours. **Prerequisite:** A satisfactory score on the English Placement Examination or a grade of "B" or better in English 191 or a grade of "C" or better

in English 120, or equivalent. **Transfer credit:** CSUC, UC, USC

### 102 – Beginning French 5 Units

Fundamentals of French grammar completed. Continued training in correct pronunciation. Study of more difficult elementary prose. Discussions in French with stress on correct use of verbs and idioms and efficient methods of vocabulary building. In addition to the regular class hours, the student must spend one hour a week in the laboratory. Lecture 5 hours. **Prerequisite:** French 101, or two years of French in high school completed within the past two years, or equivalent. **Transfer credit:** CSUC, UC, USC

### 103 – Intermediate French 4 Units

Review of the fundamentals of French grammar. Stress on correct diction and efficient methods of vocabulary building. Reading of intermediate prose with stress on documentary aspects of French life, character analysis, and the study of ideas. Oral and written discussion in French. In addition to the regular class hours, the student must spend one hour a week in the laboratory. Lecture 4 hours. **Prerequisite:** French 102, or three years of French in high school completed within the past two years, or equivalent. **Transfer credit:** CSUC, UC, USC

### 104 – Intermediate French 4 Units

Review of the fundamentals of French grammar completed. Continued stress on correct diction and efficient methods of vocabulary building. Reading of intermediate French prose of increasing difficulty. Free conversation and composition with stress on documentary aspects of French life, character analysis, and the study of ideas. In addition to the regular class hours, the student must spend one hour a week in the laboratory. Lecture 4 hours. **Prerequisite:** French 103, or four years of French in high school completed within the past two years, or equivalent. **Transfer credit:** CSUC, UC, USC

### 105 – Conversational French 4 Units

French 105 is an intensive practice in oral expression and comprehension of spoken French. Lecture 4 hours. **Prerequisite:** French 102, or three years of high school French, or equivalent. **Note:** This course may be repeated for a maximum of eight units. **Transfer credit:** CSUC, UC, USC

### 106 – Advanced Conversational French 4 Units

French 106 is designed for those students who wish to sharpen their ability to articulate in French by discussing issues that go beyond concrete descriptions into the area of intellectu-

al ideas. Lecture 4 hours. **Prerequisite:** French 105 or equivalent. **Note:** This course may be repeated for a maximum of eight units. **Transfer credit:** CSUC, UC, USC

**110 – Basic Conversational French I** 2 Units  
French 110 is an introduction to French with emphasis on developing essential skills in communication. The verbal active method used; stresses oral expression. The course also develops a working knowledge of reading and writing French. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** Must be taken prior to French 102. This course may be repeated for a maximum of four units. **Transfer credit:** USC

**111 – Basic Conversational French II** 2 Units  
French 111 is an introduction to French with emphasis on developing essential skills in communication. The verbal active method is used and oral expression is stressed. The course also develops a working knowledge of reading and writing French. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** French 110 or equivalent. **Note:** This course may be repeated for a maximum of four units. **Transfer credit:** USC

**112 – Basic Conversational French III** 2 Units  
French 112 is a continuation of the development of skills essential to communication. The verbal active method is used and oral expression is stressed. The course provides a further working knowledge of reading and writing in French. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** French 111 or equivalent.

**124 – Introduction to French Literature: Genres** 3 Units  
French 124 is an introduction to French literature through a study of representative works of major genres. This course, conducted exclusively in French, naturally maintains and enriches the students' language skills, but its primary purpose is to acquaint them with French literature and give them a solid basis on which to continue further reading. Lecture 3 hours. **Prerequisite:** French 104 or equivalent. **Transfer credit:** CSUC, UC, USC

**125 – Introduction to French Literature: Middle Ages Through the 18th Century** 3 Units  
An introduction to early French literature through a survey of its historical development and representative works. This course, con-

ducted exclusively in French, naturally maintains and enriches the students' language skills, but its primary purpose is to acquaint them with French literature and give them a solid basis on which to continue future reading. Lecture 3 hours. **Prerequisite:** French 104, or French 124, or equivalent. **Transfer credit:** CSUC, UC, USC

**126 – Introduction to French Literature: 19th Century to Present** 3 Units  
An introduction to modern French literature through a survey of its historical development and representative works (covering the 19th Century to the present). This course, conducted exclusively in French, naturally maintains and enriches the students' language skills, but its primary purpose is to acquaint them with French literature and give them a solid basis on which to continue future reading. Lecture 3 hours. **Prerequisite:** French 104, or French 124, or equivalent. **Transfer credit:** CSUC, UC, USC

## GEOGRAPHY

**101 – Elements of Geography** 3 Units  
Study of the basic physical elements of geography, their correlation and integrated patterns of world distribution. Special attention is given to the earth and its astronomical relationships, weather, climate, and landforms. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**102 – Elements of Geography** 3 Units  
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. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**105 – Economic Geography** 3 Units  
A study of the physical and cultural elements of environment and their relation to the economic activities of humankind. Special attention is given to the climatic regions, the soils, the products and the resultant economy. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**110 – Geography of California** 3 Units  
A systematic study of the spatial distributions of California's bio-physical and cultural phenomena. Special emphasis is placed on the impact of human occupancy. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC



## GEOLOGY

### 101 – Physical Geology 3 Units

A study of the physical materials and processes of the earth. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Geology 110. Second semester standing or a good high school record recommended. **Transfer credit: CSUC, UC, USC**

### 102 – Environmental Geology 3 Units

A study of mankind's interactions with geologic processes and hazards, natural resource supplies and their utilization, soil depletion, water and atmospheric pollution. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC, UC, USC**

### 103 – Geology of California 2 Units

The characteristics and historical development of the geologic provinces of California will be studied. Lecture 2 hours. **Prerequisite:** None. **Transfer credit: CSUC, UC, USC**

### 104 – Field Geology 2-6 Units

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 will be 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 short 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. **Prerequisite:** Completion of one of the following courses with a grade of "C" or better: Geology 101, 102, 103, 105, 110; Oceanography 115; Paleontology 101; or equivalent. **Note:** Two units of non-overlapping field study will 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. The student may repeat Geology 104 until a total of 6 units has been earned. **Transfer credit: CSUC, UC, USC**

### 105 – Historical Earth Science 5 Units

The study of the geological and paleontologic history of the North American continent. Field trips are required and the student is charged a transportation fee. Lecture, investigation, and demonstration 5 hours plus 4 days of field geology. **Prerequisite:** None. **Transfer credit: CSUC, UC, USC**

### 110 – Physical Earth Science 5 Units

The study of various geologic processes, their products, ecologic implications, and related natural resources. Field trips are required and the student is charged a transportation fee. Lecture, investigation, and demonstration 5 hours plus 4 days of field geology. **Prerequisite:** None. **Note:** Students who have taken Geology 101 will receive only 2 units of credit for Geology 110. **Transfer credit: CSUC, UC, USC**

## GERMAN

### 101 – Beginning German 5 Units

Training in accurate pronunciation through daily drill. Elementary grammar and sentence structure. Reading and reproduction of simple prose. In addition to the regular class hours, the student must spend two half-hour periods a week in the laboratory. Lecture 5 hours. **Prerequisite:** A satisfactory score on the English Placement Examination or a grade of "B" or better in English 191 or a grade of "C" or better in English 120. **Transfer credit: CSUC, UC, USC**

### 102 – Beginning German 5 Units

Continuation of German 101. Completion of elementary grammar essentials. Reading and interpretation of prose of increasing difficulty. Conversation, diction, and composition. Some knowledge of German tradition and character folklore. Essential geographical and historical data concerning German people. In addition to the regular class hours, the student must spend two half-hour periods a week in the laboratory. Lecture 5 hours. **Prerequisite:** German 101 or two years of German in high school completed within the past two years. **Transfer credit: CSUC, UC, USC**

**103 – Intermediate German** 4 Units  
A review of elementary grammar, a study of word analysis, sentence structure, idioms, and composition. Intensive reading of historical and belletristic German literature. Development in the language laboratory of vocabulary, idioms, and sentences fundamental to an active use of German in speaking. Lecture 4 hours. **Prerequisite:** German 102, or three years of German in high school completed within the past two years. **Transfer credit: CSUC, UC, USC**

**104 – Intermediate German** 4 Units  
Continuation of German 103, reading and interpretation of more difficult prose. Increasing stress on oral ability and free composition. Reading of contemporary newspapers and magazines. Lecture 4 hours. **Prerequisite:** German 103 or four years of German in high school completed within the past two years. **Transfer credit: CSUC, UC, USC**

**105 – Conversational German** 2 Units  
German 105 is an intensive practice in oral expression and comprehension of spoken German. Lecture (with student participation) 2 hours. **Prerequisite:** One year of college German, or three years of high school German, or equivalent. **Note:** This course may be repeated for a maximum of four units. **Transfer credit: CSUC, UC, USC**

**106 – Advanced Conversational German** 2 Units  
German 106 is designed for those students who wish to take more advanced conversational topics in order to further improve their language skills. Lecture 2 hours. **Prerequisite:** German 105 or equivalent. **Note:** This course may be repeated for a maximum of four units. **Transfer credit: CSUC, UC, USC**

**110 – Basic Conversational German I** 2 Units  
German 110 is an introduction to the German language with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. The course develops a working knowledge of reading and writing as well, and includes the use of tapes, cassettes, and films. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** Must be taken prior to German 102. This course may be repeated for a maximum of four units.

**125 – Introduction to German Literature** 3 Units  
German 125 is an introduction to German literature. It will provide a survey of Germany's historical development as seen in representative works covering the period of 100 A.D. through the 17th Century. Reading and lectures will be used. Lecture 3 hours. **Prerequisite:** German 102 or equivalent. **Transfer credit: CSUC, UC, USC**

**126 – Introduction to German Literature** 3 Units  
German 126 is an introduction to German literature. It will provide a survey of its historical development as seen in representative works covering the period of the 18th Century to the present. Reading and lectures will be in German. To supplement the text, records, and tapes will be used. Lecture 3 hours. **Prerequisite:** German 102 or equivalent. **Transfer credit: CSUC, UC, USC**

## GRAPHICS AND DESIGN

**165 – Basic Graphics** 5 Units  
This course covers the basic methods required by industry for the preparation of drawings of mechanical devices. It includes a basic course in drafting consisting of instruments used in technical drawing; lettering and briefing charts, geometry of technical drawing, orthographic projection, revolutions, primary and secondary auxiliaries, sections, dimensioning, fasteners, springs, intersections, and oblique and isometric drawing. Training emphasized both the artistic as well as the drafting approach to enable students to be proficient in pictorial sketching. A relevant program which encourages skills toward visual communications and organizing problems, to meet the ever increasing demands for speed of preparation by industry. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** None. **Note:** Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists and all work missed is made up. **Transfer credit: CSUC**

**166 – Basic Graphics** 5 Units  
Graphics and Design 166 is a study of the fundamentals of isometric, dimetric, and trime-

tric drawing, offset measurements, non-isometric lines, inking techniques, illustrations prepared for technical publication, schematic drawing, and introduction to the basic techniques of rendering through the medium of charcoal, pastel chalks, wash, dry brush, tempera and water colors. General technical knowledge and skills used by professional illustrators are practiced in the classroom. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Graphics and Design 165. **Transfer credit:** CSUC

**167 – Advanced Technical Graphics 5 Units**  
 Graphics and Design 167 covers the general technical knowledge and skills used by the

professional illustrators, with the aim of preparing the student to perform complicated assignments in the preparation of technical publications such as operational handbooks, illustrated parts breakdown, visual aids, and manual concerning maintenance, repair and overhaul procedures. Covers the rotation from the isometric plane in single and double directional rotations. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Graphics and Design 166. **Note:** Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists and all work missed is made up. **Transfer credit:** CSUC



**168 — Advanced Technical Graphics 5 Units**  
 Graphics and Design 168 covers the general technical knowledge and skills used by professional illustrators with the aim of preparing the student to perform complicated assignments in preparation of technical publications and graphic communication presentations. Covers perspective theory, rendering in all manner of graphic arts techniques; the operation, use, and care of the air brush. Creative decisions are necessary in student's approach to visualization of class problems which have underlying requirements of both mechanical and artistic training. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Graphics and Design 167. **Transfer credit: CSUC**

**169 — Industrial Design 5 Units**  
 Graphics and Design 169 covers the design and production of technical graphic communications used by engineers, technicians, scientists, and executive personnel in industry. The student is directed in the design and preparation of presentation material such as: charts, graphs, slide projectors; exhibits, industrial design models, displays, and technical brochures. Course also covers lettering and type layout reproduction methods and processes used in preparation of graphics. Latest industrial art methods and techniques are studied in order to achieve economy, speed, accuracy. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Graphics and Design 168. **Transfer credit: CSUC**

**172 — Publication Graphics 3 Units**  
 (Formerly Technical Graphics 172)

Graphics and Design 172 is designed to increase the student's ability to employ the ingredients, methods, and techniques used in the preparation and production of brochures, reports, proposals, manuals, and audio visuals from start to finish. Though the course does not require skilled art application, it deals with the fundamentals of design, layout, typography, paper, inks, printing, binding, and audio visual preparation. Visiting specialists from related industries will discuss their roles in the graphic arts industry and answer related questions. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** None.

**173 — Industrial Graphics 3 Units**

Graphics and Design 173 is a course to prepare the technical illustrator to meet the demands of industry. Emphasis is placed on extremely high inking and paste-up skills along with isometric construction with rotation from the isometric plane. Students will have an opportunity to work from engineering blueprints and actual rough inputs from industrial engineering organiza-

tions. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** Graphics and Design 165 or equivalent.

## GUIDANCE

**189 — College Orientation — International Students (See Note)**

Special emphasis is placed upon the time schedule, the discovery of the nature and extent of reading difficulties, outlining the lecture and reading assignments, the efficient use of the facilities for study, developing skill in note taking, and preparing for and taking of examinations. Ample opportunity is provided for the consideration of individual study problems and for practicing suggested procedures. **Prerequisite:** None. **Note:** The student may earn one-half, one, two, or three units each semester. For students electing one-half, one, or two units, the course may be repeated for a maximum of three units. Students with a TOEFL score of 500 or higher will elect to take this course.

**190 — College Orientation (See Note)**

Special emphasis is placed upon the time schedule, the discovery of the nature and extent of reading difficulties, outlining the lecture and reading assignments, the efficient use of the facilities for study, developing skill in note taking, and preparing for and taking of examinations. Ample opportunity is provided for the consideration of individual study problems and for practicing suggested procedures. **Prerequisite:** None. **Note:** The student may earn one-half, one, two, or three units each semester. For students electing one-half, one, or two units, the course may be repeated for a maximum of three units. This course may be taken as a credit-no credit at the student's option.

**191 — College Orientation — International Students (See Note)**

Special emphasis is placed upon the time schedule, the discovery of the nature and extent of reading difficulties, outlining the lecture and reading assignments, the efficient use of the facilities for study, developing skill in note taking, and preparing for and taking of examinations. Ample opportunity is provided for the consideration of individual study problems and for practicing suggested procedures. **Prerequisite:** None. **Note:** The student may earn one-half, one, two, or three units each semester. For students electing one-half, one, or two units, the course may be repeated for a maximum of three units.

**192— College Orientation — Academic****Probation (See Note)**

Special emphasis is placed upon the time schedule, the discovery of the nature and extent of reading difficulties, outlining the lecture and reading assignments, the efficient use of the facilities for study, developing skill in note taking, and preparing for and taking of examinations. Ample opportunity is provided for the consideration of individual study problems and for practicing suggested procedures. **Prerequisite:** None. **Note:** The student may earn one-half, one, two, or three units each semester. For students electing one-half, one, or two units, the course may be repeated for a maximum of three units.

**193— Psychology of Adjustment 3 Units**

A course designed to increase the student's personal and social maturity; principles of psychology related to better self-understanding and self-actualization. Development of effective study skills through systematic methods of study, increased motivation and self-discipline. Lecture 3 hours. **Prerequisite:** Counselor recommendation.

**194— College Orientation — Study Skills (See Note)**

Special emphasis is placed upon the time schedule, the discovery of the nature and extent of reading difficulties, outlining the lecture and reading assignments, the efficient use of the facilities for study, developing skill in note taking, and preparing for and taking of examinations. Ample opportunity is provided for the consideration of individual study problems and for practicing suggested procedures. **Prerequisite:** None. **Note:** The student may earn one-half, one, two, or three units each semester. For students electing one-half, one, or two units, the course may be repeated for a maximum of three units.

**195— Occupational Planning 1 Unit**

Occupational Planning provides students with an opportunity to investigate, analyze, and choose a vocational area that is appropriate in terms of their interests, abilities, and personal needs. Lectures, standardized tests, self-analysis, interviews. Lecture 1 hour. **Prerequisite:** None. **Note:** Guidance 195 may be repeated for a maximum of 3 units.

**196— Introduction to Para-Professional Training 3 Units**

A survey course covering the development of the para-professional movement with emphasis on the areas of community social services agencies and educational institutions. Resources in community agencies, organization of social

services, delivery systems, field visitations, current issues in the para-professional movement, training for work in educational agencies and career opportunities are emphasized. Lecture 3 hours. **Prerequisite:** None. **Note:** Required for completion of the Certificate Program in Human Services.

## HEALTH

**101— First Aid 1 Unit**

Prevention and care of accidents or sudden illness. Lecture 2 hours. (9 weeks) **Prerequisite:** None. **Note:** Required of all students for graduation. Recommended for physical education majors. **Transfer credit:** CSUC, UC, USC

**103— Health Education 2 Units**

A consideration of health and its effect upon the quality of human life, the effect of exercise and fatigue, prevention of specific disease, the significance of nutrition in health and disease and the hygiene of different body systems. Lecture 2 hours. **Prerequisite:** None. **Note:** Required of all students for graduation. **Transfer credit:** CSUC, UC, USC

**104— Health Education 3 Units**

Fundamentals of healthful living to provide the prospective teacher with scientific health information and desirable attitudes and practices in healthful living. Lecture 3 hours. **Prerequisite:** None/ **Note:** It is recommended that this course be taken by all prospective elementary teachers and physical education and recreation majors. This course meets the graduation requirements of hygiene. Only one unit of credit will be allowed students having credit in Health 103. **Transfer credit:** CSUC, UC, USC

**107— Cardio-Pulmonary Resuscitation 1 Unit**

Health 107 covers the life-saving 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 2 hours (8 weeks) **Prerequisite:** None. **Transfer credit:** CSUC, USC

## HISTORY

### 101 – History of Western Europe 3 Units

The growth of western European civilization from the decline of the Roman Empire to the 17th Century. An introduction to the study of history, giving a general perspective of the development of those political, economic, and social institutions which explain our present-day civilization. An attempt is made to orient the student's thinking to present world problems. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States and Government courses in high school or 12 units of college courses with a "C" average. **Note:** Students who have taken History 108 will receive only one unit of credit for History 101. **Transfer credit: CSUC, UC, USC**

### 102 – History of Western Europe 3 Units

The growth of western European civilization from the 17th Century to the present time. An introduction to the study of history; giving a general perspective of the development of those political, economic, and social institutions which explain our present-day civilization. An attempt is made to orient the student's thinking to present world problems. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Note:** Students who have taken History 109 will receive only one unit of credit for History 102. **Transfer credit: CSUC, UC, USC**

### 103 – History of Latin America 3 Units

A general survey of the history of Latin America from discovery to independence. The planting of the European civilization in Latin America, the growth of the colonies of the different nations, colonial systems, the international contest for the continents, the wars of independence in Hispanic-America. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit: CSUC, UC, USC**

### 104 – History of Latin America 3 Units

A general survey of the history of Latin America from the establishing of the independent Latin American republics to the present; their individual problems, their relations with each other and

with the rest of the world. Lecture 3 hours.

**Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit: CSUC, UC, USC**

### 106 – History and Politics of the Russian People 3 Units

A study of the political, social, economic and cultural development of the Russian people from earliest days to the contemporary period. Emphasis will be laid on the development of the modern Soviet ideology and power politics. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit: CSUC, UC, USC**

### 107 – History of Civilization (Pre-History to 800) 3 Units

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 by Egypt, Greece, Rome, India, China, and other powers. An attempt is made to give the student a perspective on the past. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit: CSUC, UC, USC**

### 108 – History of Civilization (Carolingian Empire to the French Revolution, c. 1789) 3 Units

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 principle factors — cultural, social, economic, and political — which brought the modern world into being are analyzed. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Note:** Students who have taken History 101 will receive only one unit of credit for History 108. **Transfer credit: CSUC, UC, USC**

### 109 – History of Civilization 3 Units (French Revolution to the Present)

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. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Note:** Students who have taken History 102 will receive only one unit of credit for History 109. **Transfer credit: CSUC, UC, USC**

### 110 – United States History 3 Units

An interpretation of the more meaningful and significant issues, events, and ideas of the past 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 requirements in American History. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Note:** This course allows only one unit of credit for students who have completed History 117 or Social Science 131 and no credit for those who have completed History 118. **Transfer credit: CSUC, UC, USC**

### 111 – The Woman in American History 3 Units

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. Lecture 3 hours. **Prerequisite:** None. **Note:** This course allows only one unit of credit for those who have completed History 117, or Social Science 131 and no credit for those who have completed History 118. **Transfer credit: CSUC, UC, USC**

### 112 – Pacific Coast History 3 Units

A survey of the discovery, exploration, and settlement of Mexico, California, Oregon, Washington, British Columbia, and Alaska. Emphasis is placed upon the development of

their particular political, economic, and cultural institutions, along with their relationships with each other and the rest of the world. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit: CSUC, UC, USC**

### 113 – Social, Cultural, and Political Background of the Mexican People 3 Units

An in-depth study of the emergence of the Mexican institutions and traditions from Pre-Colombian days 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. **Prerequisite:** A grade of "C" or better in a college level political science or history course or Social Science 131 or consent of the instructor or satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination. **Transfer credit: CSUC, UC, USC**

### 117 – History of the United States 3 Units

A history of American civilization, European backgrounds, the English colonies, the Revolutionary War, the Constitution, and the political, social, and economic history of the United States to the Civil War. This course (if both semesters are completed) meets the California State requirements in American History and the American Constitution. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Note:** Second semester standing is recommended for all students. History 117 allows only 1½ units of credit for students who have completed History 110. History 117-118 allows only three units of credit for students who have completed History 110. **Transfer credit: CSUC, UC, USC**

### 118 – History of the United States 3 Units

A history of American civilization, the Civil War, Reconstruction, post-war socio-economic patterns, the Progressive Era, World War I, the Depression, World War II, and current commitments. This course (if both semesters are completed) meets the California State requirements in American History and the American Constitution. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and the Language

sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. *Note:* Second semester standing is recommended for all students. History 117-118 allows only three units of credit for students who have completed History 110. **Transfer credit: CSUC, UC, USC**

**119 – History of the Far East 3 Units**

A general survey of East Asian civilization from antiquity through the nineteenth century. Primary emphasis is placed upon the political, religious, social, and economic development of China and Japan with integrated units on Korea and Southeast Asia. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit: CSUC, UC, USC**

**120 – History of the Far East 3 Units**

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. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. *Note:* History 119 is recommended. **Transfer credit: CSUC, UC, USC**

**121 – Armenian History and Culture 3 Units**

History 121 is a survey of the history of the Armenian people from the origins to the present. Special attention is given to the qualities that have made up Armenian culture and the Armenian attitudes. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC, UC, USC**

**151 – The United States in the Twentieth Century 3 Units**

History 151 is designed for the non-transfer student; this course analyzes the political, economic, and social history of the United States since 1900. Emphasis is placed on the critical issues of contemporary life in the perspective of their historical background in the current century. Meets the U.S. History requirement for the A.A. degree. Lecture 3 hours. **Prerequisite:** None.

**ECONOMIC HISTORY OF THE  
UNITED STATES  
See Economics 111**

**INTRODUCTION TO  
SOCIAL SCIENCE  
See Social Science 125-126,  
131-132**

**HUMAN SERVICES**

**151 – The Dynamics of Foster Placement 1 Unit**

Human Services 151 is designed to acquaint students with legal and emotional aspects of foster child placement, with the responsibilities of the placing agency, the requirements of the foster family, and the impact of placement on the foster child and foster family. Lecture 2 hours. (8 weeks) **Prerequisite:** None.

**152 – The Abused Child in Foster Placement 1 Unit**

Human Services 152 is designed to acquaint students with the incidence, and the effects, of child abuse and to examine those effects on the child abused and to examine those effects on the child who is placed in foster parent care. Planned for acting and prospective foster parents, this course will increase their knowledge of the special problems of the abused child and of techniques for responding to those problems. Lecture 2 hours (8 weeks) **Prerequisite:** Human Services 151.

**153 – Discipline and Foster Parenting 1 Unit**  
Human Services 153 is designed to provide students with an awareness of the goals and techniques of discipline and to relate these to the special needs of foster parents and foster children. Lecture 2 hours. (8 weeks). **Prerequisite:** Human Services 151.

**154 – Conflict Resolution in Foster Homes 1 Unit**

Human Services 154 is designed to acquaint students with the dynamics of conflict and with effective methods for resolving conflicts. Lecture 2 hours (8 weeks) **Prerequisite:** Human Services 151



## COSTUME CONSTRUCTION

See Theater Arts 123

## FASHION SKETCHING

See Family and Consumer Studies 123

## INTERIOR DESIGN

See Art 130

## MARRIAGE AND FAMILY LIVING

See Psychology 131

## SILK SCREEN PRINTING

See Art 144-145

## INDEPENDENT STUDY

**149 – Independent Study** 1-3 Units  
Glendale Community College 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 chairman. Then submit the finished project, which may be library research, or perhaps a supervised experimental program related to a specific course of instruction. Registration is open to any student at Glendale Community College who is currently registered for six (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 to no more than 12 units for credit toward the AA Degree or Certificate and no more than six 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 registration office. Attendance accounting procedures shall be cleared with the Admissions and Records office by the instruc-

tor. **Prerequisite:** Concurrent registration in six or more units. **Transfer credit:** CSUC, UC

## ITALIAN

**101 – Beginning Italian** 5 Units  
Italian 101 presents the fundamentals of Italian grammar. The aim of the course is to train students in accurate pronunciation and in comprehension, speaking, reading, and writing of simple Italian. The course objectives include reading and oral reproduction of simple prose. Lecture 5 hours. **Prerequisite:** A satisfactory score on the English Placement Examination or a grade of "B" or better in English 191, or a grade of "C" or better in English 120, or equivalent. **Transfer credit:** CSUC

**110 – Conversational Italian I** 2 Units  
Italian 110 is an introduction to Italian with emphasis on developing essential skills in communication. The verbal active method is used, stressing oral expression. The course also develops a working knowledge of reading and writing Italian. Study and practice, 3 hours. **Prerequisite:** None. **Note:** This course may be repeated for a maximum of four units. No credit will be granted to those students who have taken Italian 102 prior to Italian 110, or who take Italian 102 concurrently with Italian 110. **Transfer credit:** USC

**111 – Conversational Italian II** 2 Units  
Italian 111 is an introduction to Italian with emphasis on developing essential skills in communication. The verbal active method is used, stressing oral expression. The course also develops a working knowledge of reading and writing Italian. Study and practice, 3 hours. **Prerequisite:** Italian 110 or equivalent. **Note:** This course may be repeated for a maximum of four units. No credit will be granted to those students who have taken Italian 102 prior to Italian 111, or who take Italian 102 concurrently with Italian 111. **Transfer credit:** USC

**112 – Italian Fundamentals I** 3 Units  
This course presents the fundamentals of Italian grammar and includes training in accurate pronunciation through regular in-class drill and comprehension, speaking, reading, and writing of simple Italian. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** Italian 111 or equivalent. **Transfer credit:** CSUC, UC, USC

**113 – Italian Fundamentals II** 3 Units  
 This course presents a completion of the fundamentals of Italian grammar and includes continued training in correct pronunciation, diction, and intonation as well as training in reading comprehension of prose of increasing difficulty and discussion in Italian of cultural readings. The course also introduces the notion and characteristics of Italian folklore. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** Italian 112 or equivalent. **Transfer credit: CSUC, UC, USC**

## JOURNALISM

**101 – Introduction to Mass Communications** 3 Units  
 A survey of the mass communication media, including newspapers, magazines, radio, and television, with emphasis on the newspaper. Study of theory and function of news, features, editorials, and advertising, historical development of the media, legal freedoms and limitations of the media, and the ethics of communication. Stress is placed on the relationships and responsibilities of the mass media to society. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC, UC, USC**

**102 – Reporting the News** 3 Units  
 An introductory course in the gathering and writing of news, features, and editorials. Emphasis on clear and concise written expression with laboratory drill in English fundamentals. Study of news sources, acceptable forms for stories, style and methods 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. **Prerequisite:** A satisfactory score on the English Placement Examination; or a grade of "B" or better in English 191 or English 165 or Business—General 101 or a grade of "C" or better in English 120 or English 131 or Business—General 110. **Transfer credit: CSUC, UC, USC**

**103 – News Writing and Newspaper Production** 3 Units  
 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. Study of law and ethics of the press and over-all emphasis on the function and responsibility of the newspaper. Second semester stress is on interpretative reporting. Class produces the campus

newspaper *El Vaquero*. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Journalism 102, professional publication experience or newspaper experience on the college level. **Transfer credit: CSUC, UC**

**104 – Advanced News Writing and Newspaper Production** 3 Units  
 An advanced 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. Study of law and ethics of the press and over-all emphasis on the function and responsibility of the newspaper. Second semester stress is on interpretative reporting. Class produces the campus newspaper *El Vaquero*. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Journalism 102 or Journalism 103. **Note:** This course may be repeated for a maximum of six units. **Transfer credit: CSUC, UC**

## LAW, BUSINESS

See Business Administration  
 120, 125

LAW FOR THE LAYMAN  
 See Business Administration  
 130

## LIBRARY TECHNOLOGY

**101 – Introduction to Library Services** 3 Units  
 Not offered 1981-82

## MACHINE TECHNOLOGY

**101 – Machine Technology I** 5 Units  
 Fundamentals of the machinist trade. Instructions on the proper care and use of precision and hand tools. Basic training in tool grinding, machine set-up, and the operation of lathes, shapers, milling machines, drill presses, and grinders. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Concurrent enrollment in Mathematics 150, or Technical Education 142 or Technical Education 143, or Technical Education 144 and a satisfactory score on the Glen-

dale Community College ESL Placement Test or a grade of "C" or better in English 177. *Note:* Drafting 129 is recommended, but not required for Certificate of Completion. Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. **Transfer credit: CSUC**

**102—Machine Technology II** 5 Units  
Fundamentals of the machinist trade. More advanced training in set-up work, tool grinding, and machine operations. Related lectures will

cover types of threads and threading, calculating and cutting of tapers, gears and gear trains. Basic design and capacity of machine tools will be investigated. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Machine Technology 101 or Machine Technology 105 and concurrent enrollment in Technical Education 144 or a more advanced mathematics course. *Note:* Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. **Transfer credit: CSUC**



**103 – Machine Technology III** 5 Units

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 will give the student a better understanding of their use and capacities. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Machine Technology 102. Concurrent enrollment in one of the following is recommended, but not required for Certificate of Completion: Welding 117, Drafting 129, Technical Education 145 or Materials and Processes 146. **Note:** Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. **Transfer credit: CSUC**

**104 – Machine Technology IV** 5 Units

More advanced and complicated operations of machine tools and equipment. Lectures and demonstrations will 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 if offered to students showing advanced abilities. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Machine Technology 103. Concurrent enrollment in one of the following is recommended, but not required for Certificate of Completion: Welding 116, 118, or Drafting 129, Technical Education 145. **Note:** Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. **Transfer credit: CSUC**

**107 – Machine Practice I** 2 Units

A course to provide practice on machine shop equipment. Students will work on individual projects which they will retain for their use. Training received in this course will develop an ability to visualize and perform various functions necessary in the machine trade. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** None. **Note:** Credit per semester will be indicated on Schedule. A maximum of 32 units of credit will be allowed for the combined work of Machine Technology 107 and Machine Technology 108. **Transfer credit: CSUC**

**108 – Machine Practice II** 2 Units

A course to provide practice on machine shop equipment. Students will work on individual projects which they will retain for their use. Training received in this course will develop an ability to visualize and perform various func-

tions necessary in the machine trade. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Machine technology 107. **Note:** Credit per semester will be indicated on Schedule. A maximum of 32 units of credit will be allowed for the combined work of Machine Technology 107 and Machine Technology 108. **Transfer credit: CSUC**

**109 – Principles of Tool Engineering** 5 Units

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 toolroom inspection and gauging will be studied. The tool engineer and designer's training, duties and place in a manufacturing organization are investigated. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Machine Technology 104. **Note:** Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. **Transfer credit: CSUC**

**110 – Principles of Numerical Control** 5 Units

This advanced course in machine technology presents 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 will be studied. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Machine Technology 102. **Transfer credit: CSUC**

**111 – Principles of Numerical Control** 3 Units

This course in machine technology 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. Lecture 3 hours. **Prerequisite:** Machine Technology 102 or equivalent. **Note:** No credit will be granted to students who have received credit for Machine Technology 110.

**112 – Machine Practice III** 1-4 Units

Machine Technology 112 is designed to allow students or industrial workers to improve and update their machining skills. Areas which are available are lathe, mill, drill, grinding, and inspection, for the purpose of job advancement. Laboratory 3-12 hours. **Prerequisite:** Machine Technology 101, or equivalent. **Note:** Hours to vary according to students' needs; 48 hours laboratory equals one unit. This course may be repeated for a maximum of eight units.

## MANAGEMENT

Classes in Management are offered for students interested in preparing for positions requiring supervision and management skills. The classes are scheduled from semester to semester on a rotation basis according to student need. The courses are also of value to personnel already employed as foremen, supervisors, and other group leaders in business, public service, and industry. A Certificate of Completion may be earned.

**101 – Basic Management Techniques 3 Units**  
 Management 101 covers in general terms the management system organization as it affects the supervisor; direction of subordinates through leadership; appreciation for fiscal and property accounting; procedures for hiring, training, evaluation, discipline, grievances, and dismissal; effective communication; vertical and lateral forces affecting the supervisor; wage and salary administration; and collective bargaining. Lecture 3 hours. **Prerequisite:** None.  
*Note:* It is recommended that the student complete one year of occupational training or equivalent service, industrial, or business experience before taking this course. **Transfer credit:** **CSUC, USC**

**110 – Management/Employee Relations (Formerly Management 103) 3 Units**  
 Management 110 covers development of human relations climate; patterns, function, and types of leadership, simulation training; organizational levels; staff relationships; and organizational and group dynamics; informal organizations; working with unions; managing change; wage administration and incentives; procedures and work systems; attitudes; and development of participations. Lecture 3 hours. **Prerequisite:** None.

**115 – Personnel Management 3 Units (Formerly Management 104)**  
 Management 115 presents personnel techniques for which supervisors are partially responsible and for which they should have some training in selection, testing, placement, orientation, training, counseling, merit rating, promotion, transfer, and training for responsibility. Lecture 3 hours. **Prerequisite:** None.

**120 – Planning and Organization 3 Units (Formerly Management 105)**  
 Management 120 covers techniques for planning; staffing; organization objectives, and flexibility; functions of directing, control, coordinating, and training; service departments; job descriptions; grievance procedures,

and maintaining production. Lecture 3 hours. **Prerequisite:** None.

**125 – Industrial Economics 3 Units (Formerly Management 107)**  
 Management 125 utilizes significant economic facts in the development of a critical attitude with respect to industrial economics, institutions, and practices relevant to our social environment and to management, supervisory employee relationships to economy and local industry. Lecture 3 hours. **Prerequisite:** None.

**130 – Work Simplification and Control 3 Units (Formerly Management 108)**  
 Management 130 presents management's responsibility for improvement of job methodology and control of both continuous and intermittent manufacturing processes. It emphasizes management's ability to provide for continual work improvement and production control methodology to increase productivity and employee job enrichment and satisfaction, production control standards, impact of automation, job enrichment, cost control, productivity gains, sales forecasting, and critical path analysis. Lecture and discussion 3 hours. **Prerequisite:** None.

**135 – Cost Control and Analysis 3 Units (Formerly Management 109)**  
 Management 135 covers analysis of cost control in industry and its functions. This course presents the supervisor's responsibility for the factors in cost control: costs, materials, waste, salvage, quality control, quantity control, and time control. Lecture 3 hours. **Prerequisite:** None.

**140 – Wage Administration and Labor Relations 3 Units (Formerly Management 110)**  
 Management 140 considers management and union relations with respect to the establishment of a "fair wage" plan; supervisor's responsibility in establishing job descriptions, job specifications, and classifications of jobs; job and manpower requirements and merit evaluation; management and union involvement fringe benefits, pension plans, profit sharing, bonus plans, and grievance handling. Federal regulations governing wages. Lecture and discussion 3 hours. **Prerequisite:** None.

**145 – Management Communications – Oral 3 Units (Formerly Management 111)**  
 Management 145 covers planning interpersonal communication, speaking techniques, conducting question-and-answer periods, conference leading on the job, objectives of good

presentations, use and misuse of visuals in oral presentations, interviewing, bridges and barriers to communications, and what to do about rumors. Lecture 3 hours. **Prerequisite:** None.

**150 – Management Communications –  
Written 3 Units  
(Formerly Management 112)**

Management 150 covers principles of business communications, informal and formal reporting, interpreting written directions, the report and memorandum, and building a vocabulary. Lecture 3 hours. **Prerequisite:** None.

**155 – Industrial Safety 3 Units  
(Formerly Management 113)**

Management 155 emphasizes provisions of California's Occupational and Safety Act (Cal-OSHA). This course covers management and supervisory responsibility for fire and accident prevention, accident reports and the supervisor, good housekeeping and fire prevention, machine guarding and personnel protective equipment, First Aid Department and the line supervisor's responsibility, job and safety instruction, company regulations and enforcement, use of safety committees, insurance carriers, and the advertising and promotion of an effective industrial safety program. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC**

**160 – Management Control 3 Units  
(Formerly Management 115)**

Management 160 emphasizes the basic principles of controls, such as, delegation of responsibility, purpose and objectives of controls, manufacturing costs, quality control, quantity control, production control, control over materials, control over the organization, and control over personnel. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC**

**INDUSTRIAL ENGLISH  
See English 131-132**

**MARKETING AND  
DISTRIBUTION**

**105 – Principles of Marketing 3 Units  
(Formerly Business 171)**

Marketing and Distribution 105 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: CSUC, USC**

**110 – Store Management and  
Merchandising 3 Units  
(Formerly Business 173)**

Marketing and Distribution 110 considers problems which are of concern to the store manager, a department store buyer, or to the person who wishes to organize and operate a small store. The course covers plans for financing, selection of location, choice of partnership or corporation, selection and training of employees, merchandising policies, problems of mark-up, mark-down, turnover, stock control, inventory methods, layouts, advertising, and display. Outside speakers from local stores will be scheduled. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC**

**115 – Salesmanship 2 Units  
(Formerly Business 175)**

Marketing and Distribution 115 is a salesmanship class in which each student selects a sales proposition, makes a careful study of it, and presents it before the class. The methods of approaching a prospect, demonstrating the goods, and closing the sale are discussed and reviewed. Fundamental principles of retail, wholesale and specialty selling are discussed. Successful salespersons are invited to give demonstrations of how sales actually are made. Lecture 2 hours. **Prerequisite:** None. **Transfer credit: CSUC**

**120 – Advertising 2 Units  
(Formerly Business 177)**

Marketing and Distribution 120 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 2 hours. **Prerequisite:** None. **Transfer credit: CSUC**

**125 – Fashion Merchandising 2 Units  
(Formerly Family and Consumer  
Studies 122)**

Marketing and Distribution 125 is a study of principles of fashion. Includes a study of fashion

designers, apparel producers, and fashion retailers. Lecture 2 hours. **Prerequisite:** None. **Transfer credit:** CSUC

## MATERIALS AND PROCESSES

**146 – Materials and Processes** 3 Units  
A study of the manufacture and properties of ferrous and nonferrous alloys, ceramic products, wood cements, plastics, fuels, glass, concrete, rubber, etc. Their uses, adaptability, and limitations in industry will be studied. Methods of manufacture and techniques currently used will be covered. The course covers the strength and testing of materials by the destructive and non-destructive methods and the physical properties of materials. Lecture 3 hours. **Prerequisite:** None. **Transfer Credit:** CSUC

## MATHEMATICS

**100 – College Algebra** 3 Units  
Mathematics 100 is a more detailed study of the basic concepts of algebra, including first and second degree equations and inequalities, graphs of linear and quadratic functions, conic sections, polynomial functions, systems of equations, matrices and determinants, Cramer's rule, and remainder and factor theorems, mathematical induction, and probability. Lecture 3 hours. **Prerequisite:** Mathematics 101 and Mathematics 102 with grades of "C" or better or two years of high school algebra and one semester of high school trigonometry with grades of "C" or better. **Note:** Mathematics 102 may be taken concurrently. **Transfer credit:** CSUC, UC, USC

**101 – Intermediate Algebra** 5 Units  
Fundamental laws, curve plotting, linear equations, negative and fractional indices, quadratic equations, arithmetic and geometric progressions, the binomial theorem, the factor theorem, the remainder theorem, synthetic division, logarithms, and second and third order determinants. Lecture 5 hours. **Prerequisite:** Mathematics 141 with a grade of "C" or better or one year of algebra in high school with grades of "C" or better. **Transfer credit:** CSUC, USC

**102 – Trigonometry** 3 Units  
A course in plane trigonometry which emphasizes the analytic aspects of the subject including trigonometric functions of right, acute and related angles, trigonometric identities and equations, radian measure, functions of two angles, logarithms, right and oblique triangles, inverse functions, complex numbers. Lecture 3 hours. **Prerequisite:** Mathematics 101 with a grade of "C" or better and Mathematics 140 with a grade of "C" or better, or two years of algebra and one year of plane geometry in high school with grades of "C" or better. **Transfer credit:** CSUC, USC

**103 – Calculus and Analytic Geometry** 5 Units  
This is the first of a sequence of three courses which combines the subject matter of analytic geometry, calculus and linear algebra. Functions and their graphs are studied with special attention to differentiation, indefinite and definite integrals with applications. Lecture 5 hours. **Prerequisite:** Mathematics 102 with a grade of "C" or better, and Mathematics 100 with a grade of "C" or better, or 4 years of high school mathematics or its equivalent with grades of "C" or better or a special high school student with the high school mathematics sequence in progress. **Transfer credit:** CSUC, UC, USC

**104 – Calculus and Analytic Geometry** 5 Units  
Transcendental functions, polar coordinates, techniques of integration, conic sections, indeterminate forms and infinite series. Lecture 5 hours. **Prerequisite:** Mathematics 103 with a grade of "C" or better. **Note:** Mathematics 101, 102, or 103 may not be taken concurrently. **Transfer credit:** CSUC, UC, USC

**105 – Calculus and Analytic Geometry** 5 Units  
Vectors in the plane and 3 dimensional space, the differential calculus of functions of several variables, multiple integration, and linear algebra. Lecture 5 hours. **Prerequisite:** Mathematics 104 with a grade of "C" or better. **Transfer credit:** CSUC, UC, USC

**106 – Linear Algebra and Differential Equations** 5 Units  
Vector spaces, linear transformations and matrices, matrix algebra, determinants and solutions of systems of equations, La Place transforms. Different equations including applications. Offered in Spring Semester only. Lecture 5 hours. **Prerequisite:** Mathematics 105 with a grade of "C" or better. **Transfer credit:** CSUC, UC, UCS

- 109 – Hand Calculator 1 Unit  
Not offered 1981-82
- 111 – Finite Mathematics 5 Units  
Mathematics 111 is an integrated course in mathematics for business, management, and social science majors. Topics in this course include: the mathematics of finance; matrices; linear programming including the simplex method; graphs and networks; logic and set theory; probability with an introduction to statistics; Markov chains; and game theory. Lecture 5 hours. **Prerequisite:** Mathematics 101 with a grade of "C" or better or equivalent. **Transfer credit: CSUC, UC, USC**
- 112 – Calculus for Business 5 Units  
Mathematics 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 problems; curve sketching; exponential and logarithmic function, their derivatives and applications; techniques of integration; numerical integration; simple differential equations; the calculus of functions of several variables, including multiple integration and solving constrained optimization problems using Lagrange Multipliers. Lecture 5 hours. **Prerequisite:** Mathematics 101 with a grade of "C" or better, or equivalent. **Transfer credit: CSUC, UC, USC**
- 129 – Computer Programming Algorithms, an Introduction 2 Units  
Mathematics 129 is an introduction to the basic concepts of programming algorithms. The basic structures are defined and used to develop algorithms of varying degrees of difficulty. Algorithms are represented by flow charts and block-flow diagrams. Top-down design is emphasized. Lecture 2 hours. **Prerequisite:** Mathematics 101 with a grade of "C" or better, or two years of algebra in high school with grades of "C" or better. **Transfer credit: CSUC**
- 130 – Fortran IV Programming 2 Units  
Mathematics 130 is designed to introduce the student to the techniques of writing a program in FORTRAN IV, with mathematical and scientific application. Use of a computer to test programs will be a significant part of the course. Lecture 2 hours. **Prerequisite:** Mathematics 129 with a grade of "C" or better. **Transfer credit: CSUC, UC, USC**
- 138 – Arithmetic for Elementary Teachers 3 Units  
Not offered 1981-82. **Transfer credit: CSUC, UC, USC**
- 140 – Plane Geometry 3 Units  
A comprehensive course in plane geometry: sets and geometric figures, congruence, parallel lines and parallelograms, circles, inequalities, proportion and similar polygons, loci, constructions, areas of polygons. Lecture 3 hours. **Prerequisite:** Mathematics 141 with a grade of "C" or better or one year of algebra in high school with a grade of "C" or better.
- 141 – Fundamentals of Algebra 3 Units  
A course in the fundamental operations of algebra: solution of linear and quadratic, algebraic operations, algebraic fractions, and powers and roots. This course is the equivalent of one year of algebra in high school. Lecture 5 hours. **Prerequisite:** None.
- 150 – Basic Mathematics 2 Units  
Not offered 1981-82
- 151 – Basic Arithmetic ½-2 Units  
Mathematics 151 is a remedial course in the fundamental processes of arithmetic designed to develop both accuracy and speed in the computation using whole numbers, fractions, decimals, percent, and properties of the decimal number system. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** The student will receive ½ unit of credit for each module successfully completed.

## BUSINESS MATHEMATICS

See Business – General 130,  
135

## TECHNICAL MATHEMATICS

See Technical Education 143,  
144

## METALS

- 115 – General Metals (1A) 3 Units  
A course designed to aid students in allied fields of metal working. Emphasis is placed on teaching techniques for industrial art majors. The course includes theory and practice in metal working, pattern drafting, heat-treating, foundry, welding, art metal, and metals in everyday living. A suggested related course for engineering students. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** None. **Transfer credit: CSUC**



## MICROBIOLOGY

See Biology 112

## MINERALOGY

141 – Mineralogy and Ore Identification 2 Units  
Not offered 1981-82. **Transfer credit: USC**

## MULTI-MEDIA

190 – Techniques for Multi-Media Aides (See Note)

Multi-Media 190 is a beginning course in the techniques needed by Multi-Media Aides in the Learning Resource Center at Glendale Community College and in other resource centers, skill centers, and libraries. Training and experience provided in the utilization of media self-teaching materials and equipment. Emphasis is on use of programmed texts and devices. Lecture 18 hours, supervised practice and study 6 hours per unit. **Prerequisite:** None. **Note:** Since Multi-Media 190 is constructed in three distinct but related modules, the open entry/open exit policy will apply. The course may be taken for one, two, or three units of credit.

## MUSIC

101 – Fundamentals of Music 3 Units  
Music 101 is a course designed especially for those who wish a comprehensive knowledge of the basic theory of music. It includes the study of the piano keyboard, music symbols and notation, musical terminology, major and minor scales, simple and compound meter, simple sight-singing, intervals and triads. It is suggested that, if possible, Music 160 be taken concurrently. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC, UC**

102 – Introduction to Musicianship and Harmony 3 Units  
Music 102 is a course designed for those who have some knowledge of harmony and ear training but have not yet mastered keys, scales, all intervals, primary chords and their resolutions, sight singing and dictation of simple

chords, and harmonies. Lecture 3 hours. **Prerequisite:** Music 101 or equivalent. **Transfer credit: CSUC, UC, USC**

104 – Musicianship 2 Units  
Music 104 is a course to train the student to recognize the different intervals and rhythms frequently used in composition. Basic keyboard techniques are emphasized. Music 104 is required for music majors. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Music 101 or 102 or equivalent. **Note:** For the non-pianist, concurrent study of piano is strongly recommended. Concurrent enrollment in a music performance course is required. This requirement may be satisfied by enrollment in any of the following courses: Music 130, 131, 132, 133, 141, 142, 143, 145, 151, 152, 170. **Transfer credit: CSUC, UC, USC**

105 – Musicianship 2 Units  
Music 105 is a continuation of Music 104 to make the student aware of the different intervals and rhythms frequently used in composition. Basic keyboard techniques are emphasized. Music 105 is required for music majors. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Music 104 or equivalent. **Note:** For the non-pianist, concurrent study of piano is strongly recommended. Concurrent enrollment in a music performance course is required. This requirement may be satisfied by enrollment in any of the following courses: Music 130, 131, 132, 133, 141, 142, 143, 145, 151, 152, 170. **Transfer credit: CSUC, UC, USC**

106 – Musicianship 2 Units  
Music 106 is a continuation of Music 105 to make the student aware of the different intervals and rhythms frequently used in composition. Basic keyboard techniques are emphasized. Music 106 is required for music majors. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Music 105 or equivalent. **Note:** For the non-pianist, concurrent study of piano is strongly recommended. Concurrent enrollment in a music performance course is required. This requirement may be satisfied by enrollment in any of the following courses: Music: 130, 131, 132, 133, 141, 142, 143, 145, 151, 152, 170. **Transfer credit: CSUC, UC, USC**

107 – Harmony 3 Units  
The primary concern of Music 107 is to provide an understanding of the common practices of composers, in the use of triads, first inversions, nonharmonic tones, and the six-four chord, as observed in music of the eighteenth and nineteenth centuries. Music 107 is required for music majors. Lecture 3 hours. **Prerequisite:** Music 101, or 102, or equivalent. **Note:** Concur-

rent enrollment in either Music 104, Music 105, or Music 106 is required. For the non-pianist, concurrent study of piano is strongly recommended. **Transfer credit: CSUC, UC, USC**

**108 – Harmony** 3 Units  
Music 108 is a continuation of Music 107, in use of modulation, dominant seventh, secondary dominants, diminished seventh, incomplete major ninth and complete dominant ninth. Music 108 is required for music majors. Lecture 3 hours. **Prerequisite:** Music 107 or equivalent. **Note:** Concurrent enrollment in either Music 104, Music 105, or Music 106 is required. For the non-pianist concurrent study of piano is strongly recommended. **Transfer credit: CSUC, UC, USC**

**109 – Harmony** 3 Units  
Music 109 is a continuation of Music 108, in the use of nondominant harmony, ninth chord, eleventh chord, thirteenth chord, chromatically altered chords, neapolitan sixth, augmented sixth chord, scalar and chordal types, chromaticism. Music 109 is required for music majors. Lecture 3 hours. **Prerequisite:** Music 108 or equivalent. **Note:** Concurrent enrollment in either Music 104 or Music 105 or Music 106 is required. For the non-pianist, concurrent study of piano is strongly recommended. **Transfer credit: CSUC, UC, USC**

**114 – Counterpoint** 3 Units  
Not offered 1981-82. **Transfer credit: CSUC, UC, USC**

**115 – Arranging** 2 Units  
Not Offered 1981-82. **Transfer credit: CSUC, UC, USC**

**120 – History and Appreciation of Music** 3 Units  
Music 120 is a study of form and style in music through lectures, illustrations, readings, and live musical performances with regard to the structure and aesthetics of musical compositions. The historical development of music is shown with emphasis on music performed in the concert stage today. Learning how to listen to music will be stressed. Lecture 3 hours, directed listening 1 hour. **Prerequisite:** None. **Note:** Students having credit for Music 125 or Music 126 may not receive credit for Music 120. This course is designed especially for non-music majors. Music majors should enroll in Music 125 and Music 126. The student is required to attend five (5) classical concerts. **Transfer credit: CSUC, UC, USC**

**125 – History and Literature** 3 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. Lecture 3 hours, directed listening 2 hours. **Prerequisite:** None. **Note:** Music 125 is recommended for all music majors. Concurrent enrollment in a music performance course is required. This requirement may be satisfied by enrollment in any of the following courses: Music 130, 131, 132, 133, 141, 142, 143, 145, 151, 152, 170. This course is designed primarily for the music majors and meets the partial transfer requirements of Music History and Literature courses for a music major into a four year college. Music majors may enroll in Music 126 before enrolling in Music 125. The student is required to attend six (6) classical concerts. **Transfer credit: CSUC, UC, USC**

**126 – History and Literature** 3 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. Lecture 3 hours, directed listening 2 hours. **Prerequisite:** None. **Note:** Music 126 is recommended for all music majors. Concurrent enrollment in a music performance course is required. This requirement may be satisfied by enrollment in any of the following courses: Music 130, 131, 132, 133, 141, 142, 143, 145, 151, 152, 170. This course is designed primarily for the music major and meets the partial transfer requirements of Music History and Literature courses for a music major into a four year college. Music majors may enroll in Music 126 before enrolling in Music 125. The student is required to attend six (6) classical concerts. **Transfer credit: CSUC, UC, USC**

**129 – Folk Poetry and Rock Music** 3 Units  
Not Offered 1981-82. **Transfer credit: CSUC, UC, USC**

**130 – Chorus** 1 Unit  
Music 130 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. Lecture 1 hour, laboratory 1 hour. **Prerequisite:** None. **Note:** This course may be repeated for four (4) units. **Transfer credit: CSUC, UC**

**131 – College Choir****2 Units**

An advanced form of choral music is studied. The repertoire is drawn from all periods and styles of western choral composition. Emphasis is on interpretation, choral techniques, and public performances. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Music 130, or at least one year of choral experience in high school, or equivalent. **Note:** This course may be repeated for a maximum of eight (8) units. An audition may be required. **Transfer credit: CSUC, UC**

**132 – Vocal Ensembles****1 Unit**

Music 132 is the study and performance of choral literature composed for the small vocal ensembles (quartets, trios, etc.) Emphasis is placed on choral blend, balance, and correct habits in vocal production. Preparation of music for public presentation. Auditions must precede registration. Lecture 1 hour, laboratory 1 hour. **Prerequisite:** Music 130 or 131, or 136 or equivalent. **Note:** This course may be repeated for six (6) units. The display of good musicianship, and the ability to sing with good pitch and acceptable vocal quality is necessary. **Transfer credit: CSUC, UC**

**133 – Chamber Chorale****2 Units**

Music 133 consists of a group of highly selected voices which performs representative works of the choral literature suitable for a chamber group. Madrigals as well as many other styles and types are performed from every century. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Music 131, or 135, or 136, or equivalent. **Note:** Concurrent or previous enrollment of one semester in Music 131. This course may be repeated for six (6) units. Membership is limited to twenty. **Transfer credit: CSUC, UC**

**134 – Concert Singers****2 Units**

Music 134 offers community singers as an opportunity to perform choral/orchestral masterworks. Emphasis is on principles of vocal technique, ensemble singing and stylistic interpretation. Music from every period of western civilization is performed. Students are encouraged to audition for all solos. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **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. **Transfer credit: CSUC**

**135 – Voice Training I****2 Units**

Music 135 stresses the principles of correct vocal production and their application to the songs and ballads in English. Good breathing habits, poise, diction, style, tone-color, and interpretation are stressed. The development of

appreciation for the vocal arts is an important aspect of the course. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may be repeated for credit but not more than eight (8) units in Music 135 and Music 136 will be granted by Glendale Community College. **Transfer credit: CSUC, UC, USC**

**136 – Voice Training II****2 Units**

Music 136 stresses the principles of correct vocal production and their application to the songs and ballads in English. Some foreign songs will be explored. Good breathing habits, poise, diction, style, tone-color, and interpretation are stressed. The development of appreciation for the vocal arts is an important aspect of the course. Lecture 3 hours. **Prerequisite:** Music 135, or equivalent. **Note:** This course may be repeated for credit but not more than eight (8) units in Music 135 and Music 136 will be granted by Glendale Community College. **Transfer credit: CSUC, UC, USC**

**137 – Voice Training III****2 Units**

Music 137 is a continuation of Music 136 with more difficult literature explored, including several foreign languages. Performances and recital participation may be expected. Lecture 3 hours. **Prerequisite:** Music 136, 101 which may be taken concurrently, or equivalent. **Note:** This course may be repeated for credit, but not more than eight (8) units in Music 135, 136, and 137 will be granted by Glendale Community College. **Transfer credit: CSUC, UC, USC**

**138 – Private Study in Music With Off-Campus Teachers****1-3 Units**

Music 138 is a course designed to provide students pursuing serious music study college credit from an off campus private teacher. The student must take one lesson a week of at least 30 min., for 16 weeks. Each teacher must be approved by the faculty and a minimum amount of paper work is to be handed in each week stating lessons and practice time. A Mid-Term and Final performance by the student before the music faculty is required. After consideration of grade suggested by the private teacher, the final grade given for the course will be determined by the music faculty. Lecture 1 hour, laboratory 5 hours for each unit. **Prerequisite:** Concurrent enrollment in one of the following courses relating to their private study. These may include: Music 130, 131, 133, 135, 136, 137, 140, 144, 145, 151, 160, 161, 162, 163, 165. **Note:** A maximum of four (4) units may be earned for this course. Students are expected to practice at least one (1) hour a day. **Transfer credit: CSUC, UC, USC**

**141 – Concert Band****1 Unit**

The repertoire includes both serious music for concert band, and music of a more popular nature. The concert band performs at both College and community activities. Lecture 2 hours. **Prerequisite:** Ability to perform on a standard band instrument. **Note:** This may be repeated for a total of six (6) units. An audition may be required. **Transfer credit: CSUC, UC, USC**

**142 – Pep Band****1 Unit**

Not Offered 1981-82. **Transfer credit: CSUC, UC**

**143 – Stage Band****(See Note)**

Workshop for the study and performance of music in the contemporary idiom. Performances are made at Glendale Community College, and for various programs in the community. Membership is limited to twenty and is subject to final approval of the instructor following an audition. Laboratory 2 hours. **Prerequisite:** The ability to perform in a proficient manner upon the trumpet, trombone, saxophone, drums, string bass, guitar, or piano. **Note:** This course may be taken for one (1) unit each semester for a total of six (6) units. **Transfer credit: CSUC, UC, USC**

**144 – Wood Wind Ensemble****(See Note)**

A small instrumental group which plays for College and community activities. Emphasis on balance, dynamics, phrasing, and interpretation. Instruction 2 hours, directed practice by arrangement 3 hours. **Prerequisite:** Ability to play a musical instrument in a band or orchestra. **Note:** This course may be taken for one (1) unit each semester for a total of six (6) units. **Transfer credit: CSUC, UC, USC**

**145 – Brass Ensemble****(See Note)**

A small instrumental group which plays for College and community activities. Emphasis on balance, dynamics, phrasing, and interpretation. Instruction 2 hours, directed practice by arrangement 3 hours. **Prerequisite:** Ability to play a musical instrument in a band or orchestra. **Note:** This course may be taken for one (1) unit each semester for a total of six (6) units. **Transfer credit: CSUC, UC, USC**

**151 – Orchestra****1 Unit**

The orchestra meets one evening each week for three hours, thus providing an opportunity to participate in this organization with the minimum of program conflicts. The repertoire includes both serious music for symphony orchestra, and music of a more popular nature, symphonically arranged. The orchestra performs at both College and community activities. Lecture 3 hours. **Prerequisite:** Ability to per-

form on a standard orchestral instrument. **Note:** This course may be repeated for a total of six (6) units. An Audition may be required. **Transfer credit: CSUC, UC, USC**

**152 – String Ensemble****(See Note)**

A small instrumental group which plays for College and community activities. Emphasis on balance, dynamics, phrasing, and interpretation. Instruction 2 hours, directed practice by arrangement 3 hours. **Prerequisite:** Ability to play a musical instrument in a band or orchestra. **Note:** This course may be taken for one (1) unit each semester for a total of six (6) units. **Transfer credit: CSUC, UC, USC**

**156 – Classical Guitar I****2 Units**

Music 156 is a course designed for students who wish to learn the elementary techniques of guitar playing. Included will be the study of basic stringing, tuning, fingering, playing techniques, notation, chording, reading of simple guitar music, and the playing of simple melodies and accompaniments. Lecture 1 hour, laboratory 1 hour. Three (3) hours practice by arrangement. **Prerequisite:** None. **Note:** Students are required to have a standard six (6) string guitar to use in class and are expected to practice one (1) hour a day. This course may be repeated for credit but not more than eight (8) units in Music 156, 157, 158, 159 will be granted by Glendale Community College. **Transfer credit: CSUC, UC, USC**

**157 – Classical Guitar II****2 Units**

Music 157 continues with the study of basic classic guitar techniques. Second and third positions, scales, right hand studies, legato techniques will be covered. Harmony and musicianship will be introduced and related to guitar fingerboard when possible. Lecture 1 hour, laboratory 1 hour. Three (3) hours practice by arrangement. **Prerequisite:** Music 156 or equivalent. **Note:** Students are required to have a standard six (6) string guitar to use in class and are expected to practice one (1) hour a day. This course may be repeated for credit, but not more than eight (8) units in Music 156, 157, 158, 159 will be granted by Glendale Community College. **Transfer credit: CSUC, UC, USC**

**158 – Classical Guitar III****2 Units**

Music 158 continues with the study of classical guitar techniques and compositions. Further study of musical qualities to be achieved on the instrument and introduction of fourth and fifth positions. Lecture 1 hour, laboratory 1 hour. Three (3) hours practice by arrangement. **Prerequisite:** Music 157 or equivalent. **Note:** Students are required to have a standard six (6) string guitar to use in class and are expected to

practice one (1) hour a day. This course may be repeated for credit, but not more than eight (8) units in Music 156, 157, 158, 159 will be granted by Glendale Community College. **Transfer credit: CSUC, UC, USC**

**159 – Classical Guitar IV** 2 Units  
Music 159 continues with the more advanced study of classical guitar techniques and compositions. Further study of musical qualities to be achieved on the instrument and introduction of seventh position. Lecture 1 hour, laboratory 1 hour. Three (3) hours practice by arrangement. **Prerequisite:** Music 158 or equivalent. **Note:** Students are required to have a standard six (6) string guitar to use in class and are expected to practice one (1) hour a day. This course may be repeated for credit, but not more than eight (8) units in Music 156, 157, 158, 159 will be granted by Glendale Community College. **Transfer credit: CSUC, UC, USC**

**160 – Piano I** 2 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. Lecture 2 hours. **Prerequisite:** None. **Note:** Music 160 is not open to students having previous instruction or experience in piano playing. This course may be repeated for credit but not more than eight (8) units in piano will be granted by Glendale Community College for Music 160, 161, 162, 163. It is recommended that the student have a piano available for practice and is expected to practice one (1) hour a day. **Transfer credit: CSUC, UC, USC**

**161 – Piano II** 2 Units  
A course for the advancement of the beginning pianist in skills, interpretation and tonal coloring. Lecture 2 hours. **Prerequisite:** Music 160 or one-half year of piano experience. **Note:** This course may be repeated for credit but not more than eight (8) units in piano will be granted by Glendale Community College for Music 160, 161, 162, 163. It is recommended that the student has a piano available for practice and is expected to practice one (1) hour a day. **Transfer credit: CSUC, UC, USC**

**162 – Piano III** 2 Units  
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. Lecture 2, hours. **Prerequisite:** Music 161 or one year of piano experience. **Note:** This course may be repeated for credit but not more than eight (8) units in

piano will be granted by Glendale Community College for Music 160, 161, 162, 163. It is recommended that the student has a piano available for practice and is expected to practice one (1) hour a day. **Transfer credit: CSUC, UC, USC**

**163 – Piano IV** 2 Units  
Music 163 is a continuation of Piano III, with emphasis placed upon the development of each student through the study of all periods and styles of piano literature. Lecture 2 hours. **Prerequisite:** Music 162 or three years of piano experience. **Note:** This course may be repeated for credit but not more than eight (8) units in piano will be granted by Glendale Community College for Music 160, 161, 162, 163. It is recommended that the student has a piano available for practice, and is expected to practice one (1) hour a day. Students are given the opportunity to perform in a recital during the semester. **Transfer credit: CSUC, UC, USC**

**165 – Accompanist Training** 1-2 Units  
Music 165 is a course designed to give training in the piano accompaniment of choral, instrumental solo, and ensemble groups. Lecture 2-4 hours. Laboratory 3-6 hours. **Prerequisite:** Ability to sight read and play with ease piano literature of more than moderate difficulty. **Note:** The student may take accompanist training for one (1) or two (2) units each semester. A proportionate amount of work will be required according to the number of units elected by the student and signed for at the time of registration. **Transfer credit: CSUC, UC, USC**

**166 – Organ** 2 Units  
Not Offered 1981-82. **Transfer credit: CSUC, UC, USC**

**168 – Piano Improvisation** 2 Units  
Music 168 is a course designed for students who read music and have keyboard facility and want to learn improvisation. Emphasis will be placed on the use of chord structure and keyboard harmony in developing an individual piano style. Lecture 2 hours. **Prerequisite:** Music 161 or one year of piano instruction or equivalent. **Note:** This course may be repeated for a total of four (4) units. **Transfer credit: CSUC, UC, USC**

**169 – Piano Improvisation II** 2 Units  
Music 169 is designed for students who have completed 168 or its equivalent. Emphasis will be placed on advanced chord structure in developing an individual improvisational piano style. Lecture 2 hours. **Prerequisite:** Music 168 or equivalent. **Note:** This course may be repeated for a total of four (4) units. **Transfer credit: CSUC**

- 170 – Music Theater Workshop** 3 Units  
 Music 170 is a course designed to provide training and experience in the art of the musical stage. A major production will be the objective of the course work. All students will have the opportunity to participate in the rehearsals, and audition for principle roles will be open. It is recommended that students plan to enroll for both semester credits. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Ability to sing with good pitch and acceptable vocal quality. **Note:** This course may be repeated for a maximum of twelve (12) units. **Transfer credit: CSUC, UC, USC**
- 171 – Commercial Music** 3 Units  
 Music 171 offers prospective musicians an introduction into the many vocational aspects of their field. It is designed to provide a basic understanding of such essentials as fields of commercial music employment opportunities, seeking employment, copyright law, typical financial transactions, modern recording procedures. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC**
- 172 – Commercial Music Workshop** 2 Units  
 Not Offered 1981-82. **Transfer credit: CSUC, UC, USC**
- 174 – Music Copying** 2 Units  
 Music 174 is a course to introduce the student to the skills and materials necessary to become a music copyist and to assist the student in developing those skills to a point of professional acceptability. The greatest emphasis will be placed on penmanship, technique, and style. Differences between "classical" and "commercial" approaches will be examined, with an emphasis being placed on the commercial style. The basic business procedures and techniques of music copying will be presented, as well as suggestions for job procurement. Lecture 2 hours. **Prerequisite:** None.
- 175 – Synthesizer – Electronic Music I** 3 Units  
 A study of the synthesizer and electronic music through discussion of the history and literature and the practical use of electronic instruments. Instruction 3 hours, directed practice by arrangement 3 hours. **Prerequisite:** None. **Transfer credit: UC, USC**
- 180 – Folk Guitar I** 2 Units  
 Music 180 is a course prepared to teach students the basic first position keys and chords, harmonization by ear, ear training, and transposition. Basic right-hand accompaniments and performance style are also taught. Lecture 2 hours. **Prerequisite:** None. **Note:** Students are required to have a standard six (6) string guitar to use in class and daily practice. Three (3) hours practice a week are required. This course may be repeated for credit but not more than eight (8) units in Music 180, 181 will be granted by Glendale Community College. **Transfer credit: UC, USC**
- 181 – Folk Guitar II** 2 Units  
 Music 181 is a continuation of Music 180 and includes the study of introductory blues and ballad accompaniment. Country style finger-picking, treble and bass melodic line, barre chords, and additional repertoire of American Folk songs will be studied along with chording by "ear". Lecture 2 hours. **Prerequisite:** Music 180 or equivalent. **Note:** Students are required to have a standard six (6) string guitar to use in class and daily practice. Three (3) hours practice a week are required. This course may be repeated for credit but not more than eight (8) units in Music 180, 181 will be granted by Glendale Community College. **Transfer credit: UC, USC**
- 185 – Strings I** 2 Units  
 (Formerly Music 150)  
 Music 185 provides class instruction in the basic techniques of stringed instruments. This course is primarily designed as a preparatory course for music majors who plan to enter the field of music education. The course is, however, open to non-music majors; it is of special value to those students who wish to become elementary teachers, but it also provides a fundamental knowledge of the potential of string instruments for purposes of composition and arranging. Lecture 2 hours. **Prerequisite:** None. **Note:** The string instruments are violin, viola, cello, and string bass. This course may be repeated for credit but not more than eight (8) units in Music 185, 186, 187 and 188 will be granted by Glendale Community College. The student is expected to practice one (1) hour a day. **Transfer credit: CSUC, UC, USC**
- 186 – Strings II** 2 Units  
 Music 186 is a continuation of Music 185. Lecture 2 hours. **Prerequisite:** Music 185 or equivalent. **Note:** The string instruments are violin, viola, cello, and string bass. This course may be repeated for credit but not more than eight (8) units in Music 185, 186, 187 and 188 will be granted by Glendale Community College. The student is expected to practice one (1) hour a day. **Transfer credit: CSUC, UC, USC**
- 187 – String III** 2 Units  
 Music 187 is a continuation of Music 186. Lecture 2 hours. **Prerequisite:** Music 186 or equivalent. **Note:** The string instruments are violin, viola, cello, and string bass. This course may be

repeated for credit but not more than eight (8) units in Music 185, 186, 187 and 188 will be granted by Glendale Community College. The student is expected to practice one (1) hour a day. **Transfer credit: CSUC, UC, USC**

**188 – String IV** 2 Units  
Music 188 is a continuation of Music 187. Lecture 2 hours. **Prerequisite:** Music 187 or equivalent. **Note:** The string instruments are violin, viola, cello and string bass. This course may be repeated for credit but not more than eight (8) units in Music 185, 186, 187 and 188 will be granted by Glendale Community College. The student is expected to practice one (1) hour a day. **Transfer credit: CSUC, UC, USC**

**190 – Woodwinds I** 2 Units  
Music 190 provides class instruction in the basic techniques of a woodwind instrument and the rudiments of music reading. Music 190 also provides a fundamental knowledge of the potential of woodwind instruments for purposes of composition and arranging. The content of the course will be based on the assumption that students have had no previous musical training. Lecture 2 hours. **Prerequisite:** None. **Note:** The woodwind instruments are flute, oboe, clarinet, saxophone and bassoon. This course may be repeated for credit but not more than eight (8) units may be earned in Music 190, 191, 192, and 193. Students are expected to practice at least one (1) hour a day. **Transfer credit: CSUC, UC, USC**

**191 – Woodwinds II** 2 Units  
Music 191 is a continuation of Music 190. Lecture 2 hours. **Prerequisite:** Music 190 or equivalent. **Note:** The woodwind instruments are flute, oboe, clarinet, saxophone and bassoon. This course may be repeated for credit but not more than eight (8) units may be earned in Music 190, 191, 192, and 193. Students are expected to practice at least one (1) hour a day. **Transfer credit: CSUC, UC, USC**

**192 – Woodwinds III** 2 Units  
Music 192 is a continuation of Music 191. Lecture 2 hours. **Prerequisite:** Music 191 or equivalent. **Note:** The woodwind instruments are flute, oboe, clarinet, saxophone and bassoon. This course may be repeated for credit but not more than eight (8) units may be earned in Music 190, 191, 192, and 193. Students are expected to practice at least one (1) hour a day. **Transfer credit: CSUC, UC, USC**

**193 – Woodwinds IV** 2 Units  
Music 193 is a continuation of Music 192. Lecture 2 hours. **Prerequisite:** Music 192 or equivalent. **Note:** The woodwind instruments are flute, oboe, clarinet, saxophone and bassoon. This

course may be repeated for credit but not more than eight (8) units may be earned in Music 190, 191, 192, and 193. Students are expected to practice at least one (1) hour a day. **Transfer credit: CSUC, UC, USC**

**195 – Brass I** 2 Units  
Music 195 provides class instruction in the basic techniques of a brass instrument and the rudiments of music notation. Music 195 also provides a fundamental knowledge of brass instruments for purposes of composition and arranging. The content of the course will be based on the assumption that students have had no previous musical training. Lecture 2 hours. **Prerequisite:** None. **Note:** The brass instruments are trumpet, horn, trombone and tuba. This course may be repeated for credit, but not more than eight (8) units may be earned in Music 195, 196, 197 and 198. Students are expected to practice at least one (1) hour a day. **Transfer credit: CSUC, UC, USC**

**196 – Brass II** 2 Units  
Music 196 is a continuation of Music 195. Lecture 2 hours. **Prerequisite:** Music 195 or equivalent. **Note:** The brass instruments are trumpet, horn, trombone and tuba. This course may be repeated for credit, but not more than eight (8) units may be earned in Music 195, 196, 197, and 198. Students are expected to practice at least one (1) hour a day. **Transfer credit: CSUC, UC, USC**

**197 – Brass III** 2 Units  
Music 197 is a continuation of Music 196. Lecture 2 hours. **Prerequisite:** Music 196 or equivalent. **Note:** The brass instruments are trumpet, horn, trombone and tuba. This course may be repeated for credit, but not more than eight (8) units may be earned in Music 195, 196, 197 and 198. Students are expected to practice at least one (1) hour a day. **Transfer credit: CSUC, UC, USC**

**198 – Brass IV** 2 Units  
Music 198 is a continuation of Music 196. Lecture 2 hours. **Prerequisite:** Music 197 or equivalent. **Note:** The brass instruments are trumpet, horn, trombone and tuba. This course may be repeated for credit, but not more than eight (8) units may be earned in Music 195, 196, 197 and 198. Students are expected to practice at least one (1) hour a day. **Transfer credit: CSUC, UC, USC**

**205 – Music/Art/Literature Survey** 3 Units  
Music 205 is a study of the art, music and literature of the western world from the classical era to the present day, focusing on the major figures in each period and the ideas that influ-

enced them. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**210 – Piano Tuning and Repair** 2 Units  
(Formerly Music 173)

Music 210 is a course designed to introduce the student to the skills and materials necessary for piano tuning and repairing. Emphasis will be placed on practical application of repairs and piano knowledge with an overview of the history and physics of the piano. Differences between aural and electronic tuning will be examined, with emphasis being placed on aural perception. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None.

**211 – Piano Tuning and Repair II** 2 Units

Music 211 is a continuation of Music 210 with advanced training in the skills and techniques of piano tuning and repair. Emphasis will be placed on preparing the student for possible employment within the music industry or for self employment. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Music 210 or equivalent.

**NATURAL HISTORY**  
See Biology 130

**NURSING**  
See Allied Health

**NUTRITION**  
See Family and Consumer  
Studies 125

**OCEANOGRAPHY**

**115 – Oceanography** 4 Units

Introduction to physical, chemical, and geologic and biologic oceanography. Field study will include cruises on oceanographic research vessels when possible, examination of off-shore drilling platforms and the investigation of physical and biologic phenomena along the California coast. Lecture 3 hours per week, field study 2½ days per semester. **Prerequisite:** None. **Note:** The student is responsible for transportation costs of approximately \$10 connected with the field study. **Transfer credit:** CSUC, UC, USC

**OFFICE  
ADMINISTRATION**

**101 – Office Procedures** 3 Units  
(Formerly Business 231)

Office Administration 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 interview. Lecture 3 hours. **Prerequisite:** Office Administration 205 (2 units) or Office Administration 200 (2 units) or one year of typing in high school.

**103 – Basic Office Skills** 1 Unit  
(Formerly Business 233)

Office Administration 103 offers instruction and practical application in clerical office procedures which include duplicating—selecting appropriate supplies and process (carbon, photocopy or fluid), preparing copy for masters, and operating duplicating machines; as well as proofreading and copy correction techniques; telephone techniques; and fundamentals of alphabetic filing and recordkeeping. Lecture 1½ hours, laboratory 1½ hours (8 weeks). **Prerequisite:** Office Administration 205 (2 units) or Office Administration 200 (2 units) or one year of typing in high school. **Note:** Recommended for students who desire to become aides to the instructional staff or in administrative offices at Glendale Community College.

**105 – Filing Methods and Systems** 1 Unit  
(Formerly Business 234)

Office Administration 105 covers principles and procedures for establishment and use of various filing systems including 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 2 hours, laboratory 1 hour (8 weeks). **Prerequisite:** None.

**110 – Machine Transcription** 1-3 Units  
(Formerly Business 235)

Office Administration 110 is a machine transcription course which will enable students to transcribe business communications, with emphasis on excellence in typing and proficiency in the use of English skills, such as spelling, grammar, and punctuation. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Office Administration 205 (3 units) or one year of typing in high school; and completion of, or concurrent enrollment in, the following: (1) Busi-



ness—General 105, and (2) Business—General 101 or Business—General 120 or a satisfactory score on the English Placement Examination.

**120 – Beginning Shorthand** 1-5 Units  
(Formerly Business 201)

Office Administration 120 is an introductory course in shorthand covering theory, speed development, and beginning transcription skills. Lecture 5 hours. **Prerequisite:** Completion of, or concurrent enrollment in, the following: (1) Business—General 105, (2) Business—General 101 or Business—General 120 or a satisfactory score on the English Placement Examination, and (3) Office Administration 210 (3 units) or equivalent. **Note:** Students who can take dictation at least 60 words a minute should enroll in Office Administration 125 (3 units). In classes where individualized instruction is given, a student may complete one module of instruction for one unit of credit, with a maximum of five units for this course. **Transfer credit: CSUC**

**125 – Shorthand Transcription I** 1-3 Units  
(Formerly Business 202)

Office Administration 125 is a continuation of Office Administration 120, which incorporates review of theory, transcription techniques, and English skills to produce mailable letters. Lecture 3 hours. **Prerequisite:** Office Administration 120 (5 units), or at least one year of shorthand in high school; and concurrent enrollment in Office Administration 110 (3 units) and Office Administration 140 (enrollment for the second unit is optional upon achievement of 80 wpm); and completion of, or concurrent enrollment in, the following: (1) Business—General 105, (2) Business—General 101 or Business—General 120 or a satisfactory score on the English Placement Examination, and (3) Office Administration 215 (3 units) or equivalent. **Note:** Students who have earned "B" grade in second-year shorthand in high school should enroll in Office Administration 130 (3 units). In classes where individualized instruction is given a student may complete one module of instruction for one unit of credit, with a maximum of three units for this course. **Transfer credit: CSUC**

**130 – Shorthand Transcription II** 1-3 Units  
(Formerly Business 203)

Office Administration 130 is a finishing course for the executive secretary. Emphasis will be on office style dictation of business communications, applying transcription skills acquired in Office Administration 125. Lecture 3 hours. **Prerequisite:** Office Administration 125 (3 units), or a "B" grade in second-year shorthand in high school; and concurrent enrollment in Office Administration 140 (enrollment for the

second unit is optional upon achievement of 100 wpm); and completion of, or concurrent enrollment in the following: (1) Business—General 105, (2) Business—General 101 or Business—General 120 or a satisfactory score on the English Placement Examination, (3) Office Administration 110 (3 units), and (4) Office Administration 215 (3 units) or equivalent. **Transfer credit: CSUC**

**135 – Shorthand Review** 1-2 Units  
(Formerly Business 210)

Office Administration 135 is a quick, thorough review of the theory of shorthand, which provides an opportunity to brush up on principles, brief forms, phrases, and high-frequency words. Lecture 2 hours. **Prerequisite:** Prior training in shorthand. **Note:** A student may take this course for 1-2 units each semester, with a maximum of two units for this course.

**140 – Shorthand Speed Development** 1-2 Units  
(Formerly Business 211)

Office Administration 140 is a course offering shorthand speed development on an individualized basis with dictation ranging from 50 words a minute to 160 words a minute. Lecture 2 hours. **Prerequisite:** Office Administration 120 (4 units), or one year of high school shorthand or equivalent. **Note:** A student may take this course for 1-2 units each semester, with a maximum of six units for this course.

**160 – Legal Procedures I** 3 Units  
(Formerly Business 207)

Office Administration 160 is a course offering specialized training in legal phraseology, spelling, specific training in the preparation of legal documents, office routine and methods, and other legal procedures information. Lecture 3 hours. **Prerequisite:** Office Administration 210 (3 units) or two years of typing in high school. **Note:** Office Administration 125 (3 units) is recommended. **Transfer credit: CSUC**

**161 – Legal Procedures II** 3 Units  
(Formerly Business 208)

Office Administration 161 is an advanced legal procedures course offering specific training in the preparation and filing of legal documents, including citations, points and authorities, and motions; general discussion of research methods; and the applicable law in preparation of such materials. Lecture 3 hours. **Prerequisite:** Office Administration 160. **Transfer credit: CSUC**

**165 – Legal Machine Transcription** 2 Units  
(Formerly Business 236)

Office Administration 165 is a machine transcription course which will enable students to transcribe legal communications and to type

legal forms commonly used in legal offices. Emphasis will be placed on excellence in typing and proficiency in use of English skills, such as spelling, grammar, and punctuation. Lecture 1½ hours, laboratory 1½ hours. **Prerequisite:** Office Administration 205 (3 units) or one year of typing in high school; and completion of, or concurrent enrollment in, the following: (1) Business—General 105 and (2) Business—General 101 or Business—General 120 or a satisfactory score on the English Placement Examination.

**180 – Medical Terminology I** 3 Units  
(Formerly Business 221)

Office Administration 180 is designed to familiarize those 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 will be placed on the roots, prefixes, suffixes, and word combinations. Lecture 3 hours. **Prerequisite:** None.

**181 – Medical Terminology II** 3 Units  
(Formerly Business 222)

Office Administration 181 is a continuation of Office Administration 180. The course is designed to provide an adequate vocabulary for persons interested in employment in the medical profession. Emphasis will be placed on the roots, prefixes, suffixes, and word combinations, as well as on medical abbreviations, symbols, and terms common in patients' records and laboratory reports. Lecture 3 hours. **Prerequisite:** Office Administration 180.

**185 – Medical Office Procedures –  
Administrative** 3 Units  
(Formerly Business 225)

Office Administration 185 is a course offering an introduction to the medical office and concentrating 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 co-workers; preparation and care of medical records; correspondence; financial records; insurance; and general management of a medical facility. Training will be applicable in offices of physicians, medical hospitals and clinics, dental and mediological agencies and government-sponsored medical facilities. Lecture 3 hours. **Prerequisite:** Office Administration 181 (which may be taken concurrently) or equivalent.

**190 – Medical Machine Transcription I** 2 Units  
(Formerly Business 237)

Office Administration 190 is a machine transcription course which will enable students to

transcribe medical communications and to type medical forms commonly used in medical offices. Emphasis will be placed on excellence in typing and proficiency in use of English skills, such as spelling, grammar, and punctuation. Lecture 1½ hours, laboratory 1½ hours. **Prerequisite:** Office Administration 205 (3 units) or one year of typing in high school; and completion of, or concurrent enrollment in, the following: (1) Office Administration 180, (2) Business—General 105, and (3) Business—General 101 or Business—General 120 or a satisfactory score on the English Placement Examination.

**195 – Medical Machine Transcription II** 2 Units  
(Formerly Business 238)

Office Administration 195 covers machine transcription of case histories, surgical and pathological reports for hospital records, and letters dictated by physicians representing the medical specialties. Lecture 1½ hours, laboratory 1½ hours. **Prerequisite:** Office Administration 190 and completion of, or concurrent enrollment in Office Administration 181 and Office Administration 215 (3 units).

**200 – Personal Typing** 1-2 Units  
(Formerly Business 240)

Office Administration 200 is an introductory typing course which offers students an opportunity to learn how to operate the typewriter for their own personal use. Emphasis is placed on basic skill development and on theory concepts. Lecture 1½ hours, laboratory 1½ hours. **Prerequisite:** None. **Note:** Recommended for nonclerical and nonsecretarial majors. The student will receive one unit of credit for each module of individualized instruction successfully completed with a maximum of two units for the course.

**205 – Beginning Typing** 1-3 Units  
(Formerly Business 241)

Office Administration 205 develops the basic skills 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. **Note:** Students who can type at least 30 words a minute should enroll in Office Administration 210. The student will receive one unit of credit for each module of individualized instruction successfully completed, with a maximum of three units for the course. **Transfer credit:** CSUC

- 210 – Intermediate Typing** 1-3 Units  
(Formerly Business 242)  
Office Administration 210 is a continuation of Office Administration 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. **Prerequisite:** Office Administration 205 (3 units) or a typing speed of at least 30 words a minute. **Note:** Students who can type at least 40 words a minute should enroll in Office Administration 215. The student will receive one unit of credit for each module of individualized instruction successfully completed, with a maximum of three units for the course. **Transfer credit: CSUC**
- 215 – Advanced Typing** 1-3 Units  
(Formerly Business 243)  
Office Administration 215 is a vocational course and the standards are set in terms of business demands. This program is designed to help the student to develop and integrate all of the "back-up" skills, knowledge, and techniques into complete production typewriting skill. Emphasis is placed upon the development of accuracy and speed both in straight-copy material and production projects and upon the application of related learnings. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Office Administration 210 (3 units) or a typing speed of at least 40 words a minute. **Note:** The student will receive one unit of credit for each module of individualized instruction successfully completed, with a maximum of three units for the course. **Transfer credit: CSUC**
- 225 – Legal Typing** 1 Unit  
(Formerly Business 249)  
Office Administration 225 is a course offering specific training in and supervision of preparation of legal documents. Lecture 1 hour, laboratory 1 hour. **Prerequisite:** Office Administration 210 (3 units) or a typing speed of at least 40 words a minute.
- 230 – Typewriting Speed/Control Building** 1-2 Units  
(Formerly Business 244)  
Office Administration 230 is designed to provide intensive training and practice in building typewriting speed and control. The student is allowed to pursue individual goals. Lecture 1½ hours, laboratory 1½ hours. **Prerequisite:** Office Administration 205 (3 units). **Note:** This course may be taken twice for a maximum of two units of credit. Concurrent enrollment in Office Administration 210 and Office Administration 215 is permissible if the student needs additional speed and/or accuracy practice.
- 240 – Word Processing – IBM Memory Typewriter** 1 Unit  
(Formerly Business 245)  
Office Administration 240 provides an introduction to the capabilities of automatic typing systems. Students will develop competency in operating the IBM Memory Typewriter, which includes typing and revising business reports, memos, letters, tables, and columnar projects; preparing repetitive letters; and storing and retrieving data on magnetic media. Lecture 1 hour, laboratory 3 hours (8 weeks). **Prerequisite:** A typing speed of at least 45 words a minute on an electric typewriter. **Note:** Completion of, or concurrent enrollment in Office Administration 260 is recommended. Students who have completed one or two units in Office Administration 245 will receive no credit for this course.
- 245 – Word Processing – IBM Mag Card II Typewriter** 1-2 Units  
(Formerly Business 246)  
Office Administration 245 will provide for a thorough understanding of the capabilities of automatic typing systems. Students will develop competency in operating the IBM Magnetic Card II Typewriter, which includes recording, revising, and playing back business documents, indented material, tabulated documents, and multi-page projects. Sophisticated applications include scanning, alternate memory, and unattended playback. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** A typing speed of at least 50 words a minute on an electric typewriter and completion of, or concurrent enrollment in Office Administration 110 (3 units) and Office Administration 260 or equivalent. **Note:** Students who complete assignments equivalent to one half of the course content will earn one unit of credit. This course allows one unit of credit for students who have completed Office Administration 240.
- 250 – Word Processing – Visual Display Typewriter** 1-2 Units  
(Formerly Business 247)  
Office Administration 250 will enable students to develop competency in operating a visual display word processor utilizing a CRT (Cathode Ray Tube) screen, floppy disk media, and accompanying printer. The course includes general operating techniques; use of edit and repagination, search and replace, and glossary features; and printout for the following types of projects: correspondence, repetitive letters, multiple-page documents, indented format, outline format, tabular and columnar projects, forms fill-in and document assembly. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** A typing

speed of at least 50 words a minute on an electric typewriter and completion of, or concurrent enrollment in, Office Administration 110 (3 units) and Office Administration 260 or equivalent. *Note:* Students who complete assignments equivalent to one half of the course content will earn one unit of credit. **Transfer credit: CSUC**

**260 – Word Processing Concepts in the Modern Office** 2 Units  
(Formerly Business 261)

Office Administration 260 covers the effect of automated office equipment on office organization structures including the four phases of word processing (origination, production, reproduction, and distribution); the roles of management and secretaries; and career opportunities in the word processing field. Lecture 2 hours. **Prerequisite:** None.

**270 – Managing Office Support Areas** 3 Units  
(Formerly Business 265)

Office Administration 270 will present techniques of management and supervision for word processing/administrative support areas, which include structuring and implementing the system; operating the word processing center; selecting, training, and motivating personnel; working with users; preparing procedure and policy manuals, work measurement tools, and work flow charts; quality assurance; evaluating and selecting word processing equipment and software support; studying work environment requirements; conducting dictation training; and improving interview techniques. Lecture 3 hours. **Prerequisite:** Office Administration 260 and either Office Administration 240 or Office Administration 245 or Office Administration 250, or equivalent. **Transfer credit: CSUC**

## PALEONTOLOGY

**101 – General Paleontology** 3 Units

A survey of the classification and history of life including both plants and animals. An interpretation of the significance of fossils as evidence of organic evolution and of the adaptations of life to its physical and biological environments. The sequences of floras and faunas as found in the rocks. An outline of the human's physical development. Lecture 3 hours. **Prerequisite:** None. *Note:* A good high school record or second semester standing is recommended. **Transfer credit: CSUC, UC, USC**

## PERSONAL DEVELOPMENT See Family and Consumer Studies 133

## PHILOSOPHY

**101 – Introduction to Philosophy** 3 Units

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:** Sophomore standing preferred. A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit: CSUC, UC, USC**

**112 – Human Values and Environmental Issues** 2 Units

Philosophy 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. Students will briefly study certain current environmental problems, then consider various ways in which a consciously considered value system might be deliberately applied to specific kinds of solutions to them. Lecture 2 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit: CSUC**

**113 – Comparative World Religions: Near East** 3 Units

A comparative study of the salient ideas and philosophical developments in Zoroastrianism, Judaism, Christianity, Islam, and the primitive and national religions of the past. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination, or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit: CSUC, UC, USC**

**114 – Comparative World Religions:**

Far East

3 Units

A comparative study of the salient ideas and philosophical developments in Hinduism, Buddhism, other Indian religions, Taoism, Confucianism, and Shinto. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit: CSUC, UC, USC**

**116 – Ethics**

3 Units

An analysis of the concept of the good, the scope of morality, the deterministic controversy, the standards of evaluation, and the major ethical systems. 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, and existentialism. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination, or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit: CSUC, UC, USC**

**117 – Introduction to Logic**

3 Units

A study of the structure and functions of language, inductive and deductive forms of reasoning and argumentation. Includes the study of formal argumentation and its application to ordinary language, symbolic forms of reasoning, and propositional functions. Analyzes analogical argumentation, the methods of experimental inquiry, the nature of scientific hypothesis, and probability theory. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination, or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit: CSUC, UC, USC**

**119 – History of Philosophy: Ancient**

Period

3 Units

A critical study of the philosophic systems and ideas of the Western civilization from the ancient Greeks to the end of the Medieval period, with special emphasis on the Pre-Socratics, Plato, Aristotle, Roman philosophical thinkers, and the impact of Christian thought on Western culture. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination, or a "B" average in United States History and Government courses in high school or 12

units of college courses with a "C" average.

**Transfer credit: CSUC, UC, USC****120 – History of Philosophy: Modern Period**

3 Units

A critical study of the philosophic systems and ideas of the modern period which have had a dominant impact on Western civilization, with special emphasis on Descartes, Spinoza, Leibniz, Locke, Berkeley, Hume, Kant, Hegel, Marx, Nietzsche, Twentieth Century British and American philosophers. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination, or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit: CSUC, UC, USC**

## PHOTOGRAPHY

**101 – Elements of Photography** 2 Units

A two-hour lecture course. Survey of still cameras; characteristics of lenses and shutters; experience in printing and practice in composition. Photographic nomenclature. Lecture 2 hours. **Prerequisite:** None. **Transfer credit: CSUC, UC, USC**

**102 – Elements of Photography\*** 2 Units

Photography 102 is lecture and laboratory practice. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Photography 101 or Photography 111 and Art 113. **Transfer credit: CSUC, UC, USC**

**103 – Intermediate Photography\*** (See Note)

A lecture and laboratory course designed for students who have had some experience in photography. Lecture, laboratory — (See Note). **Prerequisite:** Photography 101 or Photography 111 (which may be taken concurrently). **Note:** One hour is required for each one-half unit earned. May be taken for the number of units indicated on the Schedule. The course may be repeated for a total of six units. **Transfer credit: CSUC, UC, USC**

**105 – Advanced Photography\*** (See Note)

An advanced course for competent students with previous training and experience. Portfolio preparation. Individual assignments. Lecture and laboratory — (See Note). **Prerequisite:** Photography 103. **Note:** One hour is required for each one-half unit earned. May be taken for the number of units indicated on the Schedule. The course may be repeated for a total of ten units. **Transfer credit: CSUC, UC**

107 – Special Projects –  
Photography\* (See Note)

A course to develop the talent of students unable to devote full time to photography, to offer art majors an opportunity to experiment and combine artistic ability with photo-technique, to complete projects related to a specific field; such as botany, technical graphics, advertising design. Lecture and laboratory. **Prerequisite:** None. **Note:** Two hours are required for each unit earned. May be taken for one, two, or three units according to the Schedule. The course may be repeated for a total of six units. Art 113 is recommended. Special assignments will be required for architecture majors. **Transfer credit: CSUC, UC**

108 – Photocommunication 2 Units  
Photography 108 consists of lectures and assignments in black and white and color photography. Units include journalism, cover design, slide presentations, brochures, magazine illustration, and TV still communication. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Previous course in photography at college or high school or experience in the field. **Note:** Course may be repeated once for total of 4 units. **Transfer credit: CSUC, UC, USC**

109 – Color Photography I 2 Units  
Photography 109 covers the basic knowledge and steps in color film processing. Emphasis on negative and positive color is stressed. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** A photography laboratory course in high school or college, or equivalent. **Transfer credit: UC, USC**

110 – Color Photography II 2 Units  
Photography 110 is a continuation of processes offered in Photography 109. Emphasis on color printing techniques is stressed. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Photography 109. **Transfer credit: UC**

111 – Basic Photography 2 Units  
This three-hour lecture and laboratory course surveys still cameras, lenses, flash units, light meters, shutters, and film as well as the kinds of paper and chemicals utilized in processing black and white pictures. Laboratory experience includes practice in composition, portraiture, and development techniques. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** No credit will be granted to students who have completed Photography 101. **Transfer credit: UC**

115 – Basic Camera 1 Unit  
This course is designed to provide the student with basic knowledge of cameras and their

operation. Lecture 2 hours (8 weeks) **Prerequisite:** None. **Transfer credit: USC**

120 – Super Eight I 2 Units  
This course will enable the owners of Super 8 movie cameras to improve their ability to take better pictures using professional guidelines and techniques. This is not a course for the established professional, but rather for the beginner who has no clear knowledge of the capabilities of his equipment. Lecture 2 hours, Laboratory 1 hour. **Prerequisite:** None.

\*The College reserves the right to retain student work for one year for exhibit purposes.

## PHYSICAL EDUCATION

All first-time college students are required to enroll in physical education activity classes for their first two consecutive semesters of attendance at Glendale Community College, except that persons may be exempt upon presentation of evidence that they (1) have attained the age of 21 years, or (2) are registered for 8 units or less, or (3) have a medical excuse on file, or (4) are enrolled in special programs such as extended day only, licensed vocational nursing, or block-unit occupational programs.

It is recommended that a variety of activities be taken during a student's attendance at Glendale Community College. It may be possible to repeat the same class for more than one semester. All classes are coeducational unless otherwise noted. A student may take two to five (2-5) hours per week in any one activity for a total of one-two and one half (1-2.5) units per semester in that activity.

120 – Introduction to Physical Education 1-2½ Units  
A course designed to acquaint prospective teachers with the social, physical, and professional demands of physical education. A preview of the profession of physical education as a whole is gained through testing, class recitation and field trips. Opportunities in health and recreation are explored. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Note:** Recommended for physical education majors. This course will not fulfill physical education activity requirements. **Transfer credit: CSUC, UC, USC**

**124 – Sports Officiating – Volleyball, Basketball** 2 Units

Physical Education 124 is a course in the theoretical and practical techniques of officiating basketball and volleyball. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** Recommended for physical education majors and recreation majors and for prospective community youth leaders. **Transfer credit:** CSUC, UC, USC

**125 – Sports Officiating** 1-2½ Units

A theory and practical course in the techniques of officiating basketball; volleyball, softball, and track and field. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Participation in basketball, volleyball, and softball. **Note:** Recommended for physical education and recreation majors and for prospective community youth leaders. This course will not fulfill physical education activity requirements. **Transfer credit:** CSUC, UC, USC

**126 – Sports Officiating – Track and Field, Softball** 2 Units

Physical Education 126 is a course in the theoretical and practical techniques of officiating softball and track and field. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** Recommended for physical education majors and recreation majors and for prospective community youth leaders. **Transfer credit:** CSUC, UC, USC

**127 – Physical Education Activities** 1-2½ Units

Instruction in the fundamentals of individual activities and seasonal sports. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**130 – Adapted Activities** 1-2½ Units

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 ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** A medical excuse on file with the school nurse that exempts the student from all scheduled physical education activities. **Transfer credit:** CSUC, UC, USC

**135 – Beginning Archery** 1-2½ Units  
Not Offered. 1981-82 **Transfer credit:** CSUC, UC, USC

**136 – Intermediate Archery** 1-2½ Units  
Not Offered 1981-82. **Transfer credit:** CSUC, UC, USC

**137 – Advanced Archery (Varsity)** 1-2½ Units  
Not Offered 1981-82. **Transfer credit:** CSUC, UC, USC

**140 – Beginning Badminton** 1-2½ Units  
Instruction in the rules and practice in individual fundamentals, development of singles and doubles play, and competitive participation. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**141 – Intermediate Badminton** 1-2½ Units  
Additional practice and more detailed instruction in fundamentals, development of singles and doubles play, and court strategy. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Physical Education 140. **Transfer credit:** CSUC, UC, USC

**142 – Advanced Badminton (Varsity)** 1-2½ Units  
Not Offered 1981-82. **Transfer credit:** CSUC, UC, USC

**147 – Intermediate Baseball** 1-2½ Units  
Instruction in rules and game strategy is included in Physical Education 147 as well as practice in fundamental techniques of throwing, fielding, batting, and team play. Fall Semester only. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**148 – Advanced Baseball (Varsity)** 1-2½ Units  
Development of team play for competitive participation. Spring Semester only. Daily. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Some previous playing experience in baseball. **Note:** Limited to students trying out for the varsity teams. **Transfer credit:** CSUC, UC, USC

**150 – Beginning Basketball** 1-2½ Units  
Instruction and practice in the fundamental techniques and rules of the game. Development of team play and competitive participation. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**154 – Intermediate Basketball** 1-2½ Units  
Instruction in rules and game strategy, practice in fundamental techniques. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**157 – Advanced Basketball (Varsity)** 1-2½ Units  
Individual instruction and development of team play for competitive participation. Fall Semester only. Daily. Lecture ½-1½ hours, laboratory

1½-3½ hours. **Prerequisite:** Some experience on an organized team. **Note:** Limited to students competing for the varsity team. **Transfer credit:** **CSUC, UC, USC**

**160 – Advanced Basketball (Varsity)** 1-2½ Units  
(Women)

Physical Education 160 provides the opportunity for individual instruction and development of team play for competitive participation with other community colleges. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Some previous playing experience in basketball. **Note:** Limited to students competing for the varsity team. **Transfer credit:** **CSUC, UC, USC**

**162 – Beginning Bicycling** 1-2½ Units  
Not Offered 1981-82. **Transfer credit:** **CSUC, UC, USC**

**163 – Intermediate Bicycling** 1-2½ Units  
Not Offered 1981-82. **Transfer credit:** **CSUC, UC, USC**

**164 – Rhythmic Aerobics** 1-2½ Units  
Physical Education 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 1-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** **CSUC**

**165 – Body Contouring and Conditioning** 1-2½ Units  
(Women)

Conditioning exercises to increase body flexibility, and increase cardio-respiratory endurance and strength of musculature in various parts of the body; to develop skilled body control with respect to agility, balance, and coordination; and to produce skills in relaxation. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** **CSUC, UC, USC**

**166 – Weight Training for Women** 1-2½ Units

Physical Education 166 is designed to give the female student an opportunity to develop a physical fitness program through weight training. It provides opportunity for the further development of body flexibility, strength and coordination, along with contributing to the general physical well-being of the individual. Students will be prepared to set up and design a personal weight training program to fit their individual needs. Lecture ½-1½ hours, laboratory 1½-3½

hours. **Prerequisite:** None. **Transfer credit:** **CSUC**

**167 – Body Conditioning and Weight Training (Men)** 1-2½ Units

Conditioning exercises to increase body flexibility and strength of musculature in various parts of the body; to develop skilled body control with respect to agility, balance, and coordination; and to produce skills in relaxation. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** **CSUC, UC, USC**

**168 – Intermediate Body Mechanics (Men)** 1-2½ Units

Conditioning exercises to increase strength, body flexibility, and overall physical fitness. Instruction and practice and techniques of weight training. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Physical Education 167. **Transfer credit:** **CSUC, UC, USC**

**170 – Bowling** 1-2½ Units  
Instruction and practice in the fundamental techniques and rules of the game. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Note:** Each student is responsible for the lane fee. **Transfer credit:** **CSUC, UC, USC**

**172 – Cross-Country Running (Varsity)** 1-2½ Units  
(Men)

Designed for competitive participation. Fall Semester only. Daily. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Note:** Recommended for distance runners and track students wishing to condition themselves for track. **Transfer credit:** **CSUC, UC, USC**

**173 – Cross-Country Running (Varsity)** 2½ Units  
(Women)

Designed to competitive participation. Fall Semester only. Lecture 1½ hours, laboratory 3½ hours. **Prerequisite:** None. **Note:** Recommended for distance runners and track students wishing to condition themselves for track. **Transfer credit:** **CSUC, UC, USC**

**174 – Ethnic Dance** 1-2½ Units

Instruction and participation for recreational groups in ethnic dance forms. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** **CSUC, UC, USC**

**175 – Intermediate Ethnic Dance** 1-2½ Units  
Physical Education 175 will give the student of ethnic dance a wider knowledge of dances, experience in leading dances for recreational groups, instruction in dance notation, and information on folk dancing opportunities in the Los Angeles area. Lecture 1-2½ hours, laboratory



1-2½ hours. **Prerequisite:** Physical Education 174, or equivalent. **Transfer credit:** **CSUC**

**176 – Jazz Technique I** 1-2½ Units  
Physical Education 176 provides an opportunity to learn the functions of the body, in relationship to music; the opportunity to develop and condition the body for jazz dance; and the opportunity to meet the demand for professional dance in theater today. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** **CSUC, UC, USC**

**177 – Jazz Technique II** 1-2½ Units  
Physical Education 177 provides an opportunity to further the student's knowledge of Jazz dance; study more technical detail in the development and conditioning of the body for Jazz, and to further meet the demands for professional dance in theater today. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Physical Education 176 or equivalent. **Transfer credit:** **CSUC, UC, USC**

**179 – Modern Dance Technique I** 1-2½ Units  
Physical Education 179 provides an opportunity for personal development in modern dance technique. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** **CSUC, UC, USC**

**180 – Modern Dance Technique II** 1-2½ Units  
Physical Education 180 provides an opportunity to extend the student's knowledge of modern dance technique. It provides greater technical detail for the personal development and control of the body needed in advanced modern dance production. Lecture: ½-1½ hours, laboratory 1½-3½ hours. **Prerequisites:** Physical Education 179 or equivalent. **Transfer credit:** **CSUC**

**181 – Modern Dance Workshop I** 1-2½ Units  
A wide variety of concrete experiences in movement relative to the acquisition of concepts for a structure of understanding of modern dance as an art form is presented. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** **CSUC, UC, USC**

**182 – Modern Dance Workshop II**  
(Formerly Modern Dance II) 1-2½ Units  
Experience in understanding the principles that govern movement, ability to control the body as an instrument of expression, and understanding of the use of space, time, and force factors related to the basic principles that govern art forms. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Physical Education 181 or equivalent. **Transfer credit:** **CSUC, UC, USC**

**184 – Modern Dance Production** 1-2½ Units  
Physical Education 184 provides practical experience in utilization of knowledge and understanding in modern dance as an art form. Opportunity is provided for student choreography and participation in modern dance productions. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Physical Education 181 or Physical Education 182 or equivalent. **Transfer credit:** **CSUC, UC**

**185 – Preparation for Commercial Dance** 2-2½ Units  
Physical Education 185 is a course designed to give the serious dance student a working knowledge of the dance in the entertainment industry. It provides opportunity for the further development of technical excellence and style in various commercial dance forms. It provides an inside look at film, television and stage work. The student will be prepared for entrance into the commercial dance field with information in the areas of agents, auditions, unions, wardrobe, classes, and other general details needed for participating in professional dance in Los Angeles. Lecture 2½-3 hours, laboratory 1½-2 hours. **Prerequisite:** Physical Education 180 or Physical Education 177 or equivalent. **Note:** An audition may be required for this class. **Transfer credit:** **CSUC**

**186 – Movement for Theatre** 1-2½ Units  
(Formerly Movement for Musical Theater)  
Physical Education 186 provides an opportunity for studying the problems of stage movement, character movement, and dance movement as related to theatre. Attention is also given to the demands placed upon the student who wishes to participate in stage performance. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** **CSUC, UC**

**187 – Basic Ballet Technique** 1-2½ Units  
Physical Education 187 provides practical experience, through exercise and discussion, to enable the student to develop a basic knowledge of the necessary physical and mental discipline in ballet technique. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** **CSUC**

**189 – Beginning Social Dancing** 1-2½ Units  
Not Offered 1981-82. **Transfer credit:** **CSUC, UC, USC**

**190 – Intermediate Social Dancing** 1-2½ Units  
Not Offered 1981-82. **Transfer credit:** **CSUC, UC, USC**

- 192 – Square Dance 1-2½ Units  
Instruction and participation for recreational groups in square dance. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC
- 194 – Structural Dynamics and Stretch 1-2½ Units  
Physical Education 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 1-2½ hours, laboratory 1-2½ hours. **Prerequisite:** None. **Transfer credit:** CSUC
- 195 – Football Theory (See Note) 1-2½ Units  
Theory and development of offensive and defensive formations. Lecture 4 hours. **Prerequisite:** Physical Education 198 taken concurrently. **Note:** Recommended for physical education majors. This course may be taken for two units each semester for a total of two semesters (4 units). **Transfer credit:** CSUC, UC
- 197 – Intermediate Football 1-2½ Units  
Instruction and practice in techniques of individual offense and defense. Spring Semester only. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC
- 198 – Advanced Football (Varsity) 1-2½ Units  
Development of team play for competitive participation. Fall Semester only. Daily. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Previous experience on an organized team. **Note:** Limited to students trying out for varsity team. **Transfer credit:** CSUC, UC, USC
- 200 – Touch Football 1-2½ Units  
Instruction and practice in fundamentals, with the development of team play and competition. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC
- 202 – Beginning Golf 1-2½ Units  
Instruction and practice in the fundamentals of golf. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC
- 203 – Intermediate Golf 1-2½ Units  
Advanced instruction and practice on the golf course are included in this course. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Physical Education 202 or equivalent. **Transfer credit:** CSUC, UC, USC
- 205 – Advanced Golf (Varsity) 1-2½ Units  
Development of play for competitive participation. Spring Semester only. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Some previous playing experience in golf. **Note:** Limited to students competing for the varsity team. **Transfer credit:** CSUC, UC, USC
- 207 – Beginning Gymnastics (Men) 1-2½ Units  
Not Offered 1981-82. **Transfer credit:** CSUC, UC, USC
- 208 – Beginning Gymnastics 1-2½ Units  
Physical Education 208 covers techniques in tumbling and apparatus activities with emphasis upon body balance, coordination, and rhythm. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC
- 213 – Hiking and Backpacking 1-2½ Units  
Not Offered 1981-82. **Transfer credit:** CSUC, UC, USC
- 216 – Jogging 1-2½ Units  
An introduction to jogging as a life-time activity. To make the student aware of the physiological benefits derived from jogging. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC
- 218 – Beginning Judo 1-2½ Units  
Not Offered 1981-82. **Transfer credit:** CSUC, UC, USC
- 219 – Martial Arts 1-2½ Units  
Not Offered 1981-82. **Transfer credit:** CSUC, UC, USC
- 220 – Judo 1-2½ Units  
Not Offered 1981-82. **Transfer credit:** CSUC, UC, USC
- 222 – Paddle Tennis 1-2½ Units  
Instruction and practice in the basic strokes, fundamental techniques, and rules of the game. A sport very similar to regular tennis. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC
- 224 – Racquetball 1-2½ Units  
Introduction and practice in the fundamental techniques and rules of the game. Each student is responsible for a minimal YMCA court fee. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC
- 227 – Self Defense for the Woman 1-2½ Units  
Physical Education 227 teaches practical self-defense techniques for women stressing both physical and psychological preparedness for defense. Lecture ½-1½ hours, laboratory 1½-

- 3½ hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC
- 229 – Soccer 1-2½ Units  
Instruction and practice in the basic fundamentals, techniques, and rules. Development of team play, with emphasis on offensive and defensive strategy. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC
- 230 – Advanced Soccer 1-2½ Units  
Instruction and practice in intercollegiate play including techniques, rules, strategy, and history as well as comprehensive physical training. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Note:** Some experience playing soccer is recommended. **Transfer credit:** CSUC, UC, USC
- 231 – Softball 1-2½ Units  
This course 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 ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC
- 235 – Advanced Softball (Varsity) 2½ Units  
Physical Education 235 provides the opportunity for individual instruction and development of team play for competitive participation with other community colleges. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Some previous playing experience in softball. **Note:** Limited to students competing for the varsity team. **Transfer credit:** CSUC, UC, USC
- 237 – Beginning Swimming 1-2½ Units  
Not Offered 1981-82. **Transfer credit:** CSUC, UC, USC
- 238 – Intermediate Swimming 1-2½ Units  
Not Offered 1981-82. **Transfer credit:** CSUC, UC, USC
- 239 – Swimming Conditioning 1-2½ Units  
Not Offered 1981-82. **Transfer credit:** CSUC, UC, USC
- 240 – Advanced Swimming and Diving (Varsity) 1-2½ Units  
Not Offered 1981-82. **Transfer credit:** CSUC, UC, USC
- 242 – Beginning Diving 1-2½ Units  
Not Offered 1981-82. **Transfer credit:** CSUC, UC, USC
- 245 – Intermediate Water Polo 1-2½ Units  
Not Offered 1981-82. **Transfer credit:** CSUC, UC, USC
- 247 – Advanced Water Polo (Varsity) 2½ Units  
Not Offered 1981-82. **Transfer credit:** CSUC, UC
- 250 – Senior Lifesaving 1-2½ Units  
Not Offered 1981-82. **Transfer credit:** CSUC, UC
- 253 – Water Safety Instruction 1-2½ Units  
Not Offered 1981-82. **Transfer credit:** CSUC, UC, USC
- 256 – Synchronized Swimming 1-2½ Units  
Not Offered 1981-82. **Transfer credit:** CSUC, UC, USC
- 259 – Underwater Safety Instruction 1-2½ Units  
Not Offered 1981-82. **Transfer credit:** CSUC, UC, USC
- 261 – Beginning Tennis 1-2½ Units  
Instruction and practice in the basic strokes, fundamental techniques and rules of the game. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC
- 262 – Intermediate Tennis 1-2½ Units  
Instruction and practice in individual fundamentals, development of team play and court strategy. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Some previous playing experience in tennis. **Transfer credit:** CSUC, UC, USC
- 263 – Advanced Tennis 1-2½ Units  
Individual instruction and development of advanced techniques for competitive participation. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Physical Education 262 or equivalent. **Transfer credit:** CSUC, UC, USC
- 266 – Advanced Tennis (Varsity) (Men) 1-2½ Units  
Development of team play for competitive participation. Offered Spring Semester only. Daily. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Some previous playing experience in tennis. **Note:** Limited to students trying out for the varsity team. **Transfer credit:** CSUC, UC, USC
- 267 – Advanced Tennis (Varsity) (Women) 1-2½ Units  
Development of advanced techniques for competitive participation with other community colleges. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Some previous experience in tennis. **Note:** Recommended for students trying out for the varsity team. Offered Spring Semester only. **Transfer credit:** CSUC, UC, USC

**270 – Intermediate Track and Field**

1-2½ Units

Instruction and practice in fundamental techniques of running and field events. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**272 – Advanced Track and Field (Varsity) (Men)**

1-2½ Units

Designed for competitive participation. Spring Semester only. Daily. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Note:** Limited to students trying out for the varsity team. **Transfer credit:** CSUC, UC, USC

**273 – Advanced Track and Field (Varsity) (Women)**

2½ Units

Designed for competitive participation. Spring Semester only. Lecture 1½ hours, laboratory 3½ hours. **Prerequisite:** None. **Note:** Limited to students trying out for the varsity team. **Transfer credit:** CSUC, UC, USC

**274 – Beginning Volleyball**

1-2½ Units

Instruction and practice in volleyball techniques with team tournaments. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**275 – Intermediate Volleyball**

1-2½ Units

Instruction and practice in volleyball techniques with team tournaments for experienced players. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Physical Education 274 or equivalent. **Transfer credit:** CSUC, UC, USC

**276 – Advanced Volleyball**

1-2½ Units

Development of advanced techniques in volleyball for competitive participation with other community colleges. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Physical Education 275 or equivalent. **Transfer credit:** CSUC, UC, USC

**281 – Advanced Volleyball (Varsity) (Men)**

1-2½ Units

Instruction and practice in individual fundamentals, development of team play and court strategy for competitive participation. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Previous playing experience in volleyball. **Note:** Recommended for physical education majors. Limited to students trying out for varsity volleyball teams. **Transfer credit:** CSUC, UC, USC

**282 – Advanced Volleyball (Varsity) (Women)**

1-2½ Units

Physical Education 282 provides the opportunity for individual instruction of development of team play for competitive participation with other community colleges. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Some previous playing experience in volleyball. **Note:**

Limited to students competing for the varsity team. **Transfer credit:** CSUC, UC, USC

**285 – Beginning Water Skiing**

1-2½ Units

Not Offered 1981-82. **Transfer credit:** UC, USC

**287 – Beginning Wrestling (Men)**

1-2½ Units

Not Offered 1981-82. **Transfer credit:** CSUC, UC, USC

**288 – Advanced Wrestling – (Men) (Varsity)**

1-2½ Units

Not Offered 1981-82. **Transfer credit:** CSUC, UC, USC

**289 – Beginning Yoga**

1-2½ Units

Physical Education 289 involves basic yogic postures, breathing and meditation techniques intended to increase body agility, suppleness, and establish a regimen of healthful living. The course covers various yoga postures, methods, and exercises. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**290 – Intermediate Yoga**

1-2½ Units

Physical Education 290 students will be instructed in advanced yoga postures, relaxation and concentration exercise, and group meditation. Lecture 1-2½ hours, laboratory 1-2½ hours. **Prerequisite:** Physical Education 289, or equivalent. **Transfer credit:** CSUC

**293 – Techniques of Relaxation**

1-2½ Units

Physical Education 293 will provide the student with skills by which they can identify and alleviate their individual patterns of tension. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSUC

## PHYSICAL SCIENCE

**131 – General Physical Science**

4 Units

The course 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 methods by which scientific facts are established and related by means of scientific theories. The course is an integrated survey of physics, chemistry, geology, and astronomy. Elementary mathematical concepts are introduced as required. Lecture 4 hours, discussion 1 hour, laboratory 1 hour. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

## PHYSICS

### 101 – Engineering Physics 5 Units

Mechanics and properties of matter. An intensive study of motion, dynamics and statics, oscillations, wave motion, and sound, with emphasis upon vector analytical methods. Lecture 5 hours, laboratory 2 hours. **Prerequisite:** Physics 105 with a grade of "C" or better or physics taken in high school with a grade of "C" or better and Mathematics 103 with a grade of "C" or better. (Mathematics 104 must be taken concurrently or prior to taking Physics 101.) **Note:** Physics 101 is restricted to engineering and science majors. **Transfer credit:** CSUC, UC, USC

### 102 – Engineering Physics 4 Units

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, electro-magnetism and induced currents, Maxwell's Equations and radiation theory. Lecture 4 hours, laboratory 2 hours. **Prerequisite:** Physics 101 with a grade of "C" or better and Mathematics 104 with a grade of "C" or better. (Mathematics 105 must be taken concurrently or prior to taking Physics 102.) **Transfer credit:** CSUC, UC, USC

### 103 – Engineering Physics 5 Units

Heat, thermodynamics, optics, and modern physics. An intensive study of the concept of fluids, temperature, heat, calorimetry, heat transfer, thermodynamics, entropy, and kinetic theory. 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:** Physics 101 with a grade of "C" or better and Mathematics 104 with a grade of "C" or better. (Mathematics 105 must be taken concurrently or prior to taking Physics 103.) **Transfer credit:** CSUC, UC, USC

### 105 – General Physics 4 Units

A general course including properties of matter, mechanics, heat, wave motion, and sound. Lectures, demonstrations, problems, and laboratory work. Ability to use a slide rule is recommended. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** Physics or chemistry (any one of: Physics 110 or one year of physics in high school, Chemistry 141 or Chemistry 110, or one year of chemistry in high school) and trigonometry (one semester of trigonometry in high school or Mathematics 102

which may be taken concurrently with Physics 105). **Note:** Required of pre-dental and pre-medical students. **Transfer credit:** CSUC, UC, USC

### 106 – General Physics 4 Units

A general course including the study of light, electricity, magnetism, and modern physics. Lectures, demonstrations, problems, and laboratory work. Ability to use a slide rule is recommended. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** Physics 105. **Note:** Required of pre-dental and pre-medical students. **Transfer credit:** CSUC, UC, USC

### 110 – Introduction to Physics 3 Units

A brief presentation of some of the more important and usual phenomena in physics with classroom demonstrations and lectures in mechanics, heat, sound, light, electricity, magnetism, and modern physics. Lecture 3 hours. **Prerequisite:** Mathematics 141 and Mathematics 140, or one year of algebra and one year of geometry in high school. **Note:** This course may not be taken for credit by students who have completed Physics 101, Physics 105. **Transfer credit:** CSUC, UC, USC

## APPLIED PHYSICS

See Technical Education 145

## PHYSIOLOGY

See Biology 121

## POLICE SCIENCE

See Administration of Justice

## POLITICAL SCIENCE

### 101 – Introduction to Government 3 Units

An introduction to the principles and problems of government in the United States with emphasis placed on the Federal government and the interplay of democratic politics at the national level. Political Science 101 meets the California State requirement in the United States Constitution. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Note:** Political Science 101 allows only one unit of credit for students who have completed Political Science 105 or Social Science 131-132. Recommended for students seeking a Bacca-

laureate (4-year) degree. **Transfer credit: CSUC, UC, USC**

**102—Modern Comparative Governments 3 Units**

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:** Political Science 101 or Political Science 105, or Social Science 131-132 and a satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit: CSUC, UC, USC**

**103—Introduction to World Politics 3 Units**  
The development of 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:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit: CSUC, UC, USC**

**104—American Political Culture 3 Units**  
Political Science 104 is an examination of American attitudes towards politics and government through an analysis of American literature. Lecture and discussion 3 hours. **Prerequisite:** Completion of one of the following courses: Political Science 101, 102, 103, 105, 106, 108, or equivalent. **Transfer credit: CSUC, UC, USC**

**105—American Political Ideals 2 Units**  
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. Political Science 105 meets the California State requirement in the United States Constitution. Lecture 2 hours. **Prerequisite:** None. **Note:** It is recommended that the California State requirement in American History be completed prior to enrollment in this course. Political Science 105 allows no credit for students who have completed Political Science 101 or Social Science 131-132. Recommended for students seeking an Associate in Arts (2-year) degree. Students who have successfully completed Political Science 106 will be granted only two units of credit for completion of Political

Science 151. Students who have successfully completed Political Science 105 and Political Science 106 will not be granted credit for Political Science 151. **Transfer credit: CSUC, UC, USC**

**106—American State and Local Government 1 Unit**

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. Lecture 2 hours. (8 weeks) **Prerequisite:** None. **Note:** It is recommended that this course be taken after the completion of the Constitution requirement. This course of Social Science 131-132 is a graduation requirement. No credit is allowed for this course to students having credit in Social Science 131-132. Students who have successfully completed Political Science 106 will be granted only two units of credit for completion of Political Science 151. Students who have successfully completed Political Science 105 and Political Science 106 will not be granted credit for Political Science 151. **Transfer credit: CSUC, UC, USC**

**107—Probability and Statistics 3 Units**  
An introduction to the areas of probability and statistics. A consideration of the methods of gathering, classifying, and analyzing statistical data. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. One year of high school algebra or Mathematics 141 or equivalent. **Transfer credit: CSUC, UC, USC**

**109—Field Studies in Comparative Government—Area Studies 1-6 Units.**  
Political Science 109 provides units of credit for the study of government and politics 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. (The agency must be bonded or maintain a trust account.) One unit of credit is earned for each 48 hours of course activity. **Prerequisite:** None. **Note:** Approval of program and units of credit attempted must be obtained from the Administrative Dean—Instruction prior to foreign travel. **Transfer credit: CSUC**

**110—Contemporary World Problems 3 Units**  
Current problems of too many people, too little food, and too little space. Accent is on the political and sociological solutions to the problems posed by excess fertility and declining

food per capita in select areas of the world. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit: CSUC, UC, USC**

**111 – The Modern Middle East: Its Political and Economic Impact** 3 Units  
A survey of the countries of the Middle East: historical antecedents, peoples, cultures, religions; the impact of colonialism and imperialism on the emergence of modern states and their impact upon modern world politics and economics. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC, UC, USC**

**151 – Fundamentals of Government and You** 3 Units  
Political Science 151 is designed for the non-transfer student; this course deals with the individual as a student, as a worker, and as a member of society. It examines the benefits, controls, and rights of the individual which result from our political system as it operates through government. Meets the requirements of the A.A. Degree in the United States Constitution and state and local government. Lecture 3 hours. **Prerequisite:** None. **Note:** Students who have successfully completed Political Science 106 will be granted only two units of credit for completion of Political Science 151. Students who have successfully completed Political Science 105 and Political Science 106 will not be granted credit for Political Science 151.

**INTRODUCTION TO SOCIAL SCIENCE**  
See Social Science 125-126, 131-132

**PRE-SCHOOL CHILD**  
See Family and Consumer Studies 135

**PRINTING**

**101 – Survey of Graphic Arts Fundamentals** 2 Units  
Not Offered 1981-82. **Transfer credit: CSUC**

**102 – Letterpress Presswork Procedures** 2 Units  
Not Offered 1981-82. **Transfer credit: CSUC**

**103 – Offset Printing Process** 2 Units  
Not Offered 1981-82. **Transfer credit: CSUC**

**104 – Advanced Offset Processes** 2 Units  
Not Offered 1981-82. **Transfer credit: CSUC**

**PSYCHOLOGY**

**101 – General Psychology** 3 Units  
An intensive study of human behavior; emotions, learning, memory, motivation, and thinking; the individual differences in ability, intelligence, personality, maturation, and development; personal applications. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-test of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Note:** Sophomore standing preferred. **Transfer credit: CSUC, UC, USC**

**102 – Advanced General Psychology** 3 Units  
Not Offered 1981-82. **Transfer credit: CSUC, UC**

**103 – Physiological Psychology** 3 Units  
Psychology 103 is an exploration of the relationship between mind and body, emphasizing the neurological correlates of behavior. The course includes the structure and functions of the nervous system, methodology, concepts of physiological psychology, and current developments. Lecture 3 hours. **Prerequisite:** Psychology 101. **Transfer credit: CSUC, UC, USC**

**105 – Psychology of Human Sexuality** 3 Units  
A study of human sexuality, including internal and external anatomy, physiological functioning, cultural and psychological influences, dysfunctions and their causes and corrections, sexual communication, conception, pregnancy and childbirth, and methods of birth control and family planning. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in Psychology 101 or Psychology 131. **Transfer credit: CSUC, UC, USC**

**107 – Probability and Statistics** 3 Units  
An introduction to the areas of probability and statistics. A consideration of the methods of gathering, classifying, and analyzing statistical data. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-

tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. One year of high school algebra or Mathematics 141 or equivalent. **Transfer credit: CSUC, UC, USC**

**108 – Loss, Death and Grief 3 Units**  
 Psychology 108 is a study of loss experiences, including death, together with their impact on the grieving survivor. This course will examine historical and contemporary attitudes and practices. Various kinds of losses, including but not limited to loss by death, will be defined and explored. Stages of dying, death preparation, and stages of grieving and recovery will be included together with recommendations from modern experts for facilitating recovery. Lecture 3 hours. **Prerequisite: None. Transfer credit: CSUC**

**110 – The Psychology of Personal and Social Adjustment 3 Units**  
 Psychology 110 is a study of the processes of human adjustment. The forces that shape healthy and unhealthy personality patterns will be studied. . . . Principles will be applied to the problems of personal growth, interpersonal relationships, education, careers, marriage, parenthood and life values. Lecture 3 hours. **Prerequisite: None. Transfer credit: UC, USC**

**111 – Dynamics of Effective Groups I 3 Units**  
 Not Offered 1981-82. **Transfer credit: CSUC, UC**

**112 – Dynamics of Effective Group II 3 Units**  
 Not offered 1981-82. **Transfer credit: CSUC, UC**

**113 – Psychology of Women 3 Units**  
 Psychology 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 sexual and self-esteem. Lecture 3 hours. **Prerequisite: None. Transfer credit: CSUC**

**131 – Marriage and Family Living 3 Units**  
 Psychology 131 is a study of the psychological factors that contribute to marital adjustment. Major topics will include the nature of masculinity and femininity, the emotion of love, the partner selection process, marital compatibility, parenthood, marital conflict, and divorce. Lecture 3 hours. **Prerequisite: None. Transfer credit: CSUC, UC, USC**

**140 – Interpersonal Skills 3 Units**  
 Psychology 140 is an elementary course designed to introduce basic skills for participating in personal interaction. Self-assessment, elements of communication, and active listening for feelings as well as for factual content will be emphasized. Problem-solving methods, crisis recognition, and the use of appropriate communication styles will enable students to recognize the limits of existing relationships and make effective use of interpersonal skills to influence desired changes. Lecture 3 hours. **Prerequisite: None.**

## PUBLIC ADMINISTRATION

**101 – Public Service Administration Practices 3 Units**  
 Not Offered 1981-82. **Transfer credit: USC**

**102 – Federal Organizations, Functions, and Relationships 3 Units**  
 Not Offered 1981-82. **Transfer credit: USC**

**103 – Governmental Financial Management 3 Units**  
 Not Offered 1981-82. **Transfer credit: USC**

## REAL ESTATE

Classes in Real Estate are offered for students interested in the field of real estate. The courses 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 salesman and real estate broker licenses. Most of the courses are scheduled in the Extended Day program. A Certificate of Completion may be earned.

**101 – Real Estate Principles 3 Units**  
 Real Estate 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 salesman license



examination. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, USC

**120 – Real Estate Practice 3 Units**  
(Formerly Real Estate 105)

Real Estate 120 covers the day-to-day operations in real estate roles and brokerage, including listing, prospecting, advertising, financing, sales techniques, escrow, and ethics. This course applies toward State's educational requirement for the broker's examination. Lecture 3 hours. **Prerequisite:** Real Estate 101 or equivalent. **Transfer credit:** CSUC

**130 – Real Estate Economics 3 Units**  
(Formerly Real Estate 103)

Real Estate 130 deals with those trends and factors which affect the value of real estate; the nature and classification of land economics; the development of property, construction and subdivision, economic values and real estate; evaluation; real estate cycles and business fluctuations, residential market trends, real property, and special purpose property trends. Lecture 3 hours. **Prerequisite:** Real Estate 101 or equivalent. **Note:** It is recommended that Real Estate 120 or Real Estate 140 be taken prior to this course or that the student be a holder of a valid California Real Estate license. **Transfer credit:** CSUC

**140 – Legal Aspects of Real Estate 3 Units**  
(Formerly Real Estate 107)

Real Estate 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:** Real Estate 101 or equivalent. **Transfer credit:** CSUC

**150 – Real Estate Finance 3 Units**  
(Formerly Real Estate 109)

Real Estate 150 analyzes real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties are emphasized. Lecture 3 hours. **Prerequisite:** Real Estate 101 or equivalent. **Note:** It is recommended that Real Estate 120 or Real Estate 140 be taken prior to this course or that the student be a holder of a valid California Real Estate license. **Transfer credit:** CSUC

**160 – Real Estate Appraisal I 3 Units**  
(Formerly Real Estate 111)

Real Estate 160 covers the purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis is on residential and single-unit property. Lecture 3 hours. **Prerequisite:** Real Estate 101 or equivalent. **Note:** It is recommended that Real Estate 120 or Real Estate 140 be taken prior to this course or that the student be a holder of a valid California Real Estate license. **Transfer credit:** CSUC

**161 – Real Estate Appraisal II 3 Units**  
(Formerly Real Estate 112)

Real Estate 161 covers real estate appraisal covering methods of appraising such properties as apartment buildings, industrial properties, subdivisions, and rural properties. Lecture 3 hours. **Prerequisite:** Real Estate 160.

**190 – Property Management 3 Units**  
(Formerly Real Estate 113)

Real Estate 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:** Real Estate 101 or equivalent. **Transfer credit:** CSUC

**250 – Escrow I 3 Units**  
(Formerly Real Estate 115)

Real Estate 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:** Real Estate 101 or equivalent. **Transfer credit:** CSUC

**251 – Escrow II 3 Units**  
(Formerly Real Estate 117)

Real Estate 251 is an advanced study of the principles and methods of handling escrows involving title to land, exchanges, sale of Deed of Trust and Note, and Lease-hold. Included is a study of the various forms and practices employed in the drawing of the escrow instructions, required documents, and buyers' and sellers' closing statement. Lecture 3 hours. **Prerequisite:** Real Estate 250.

252 – Escrow III 3 Units  
(Formerly Real Estate 118)

Real Estate 252 is an advanced study of three-part exchange escrows with cash outs, bulk sales, condominiums, sub-divisions, and depository escrows and mobile home escrows. Lecture 3 hours. **Prerequisite:** Real Estate 251 or equivalent.

253 – Escrow IV 3 Units  
Real Estate 253 is a study of the advanced techniques involved in preparing and settling the ten primary exchange escrows, from the even-exchange through the multiple-compound exchange with companion pick-up and resale escrows. Lecture 3 hours. **Prerequisite:** None.

275 – Tax Aspects and Exchange of Real Estate 3 Units  
(Formerly Real Estate 119)

Real Estate 275 is an advanced course on tax principles governing the acquisition, ownership, operation, and disposition of real property as well as tax planning and integration of tax concepts and procedures. Lecture 3 hours. **Prerequisite:** Real Estate 120 and Real Estate 140.

## RECREATION LEADERSHIP

105 – Physical Education and Recreation for the Handicapped 2 Units

Designed to train people to provide physical education and recreational activities for the handicapped, this course will help the student understand and appreciate needs, desires, and problems related to various handicaps as well as learn how to provide such activities. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC.

109 – Recreation Leadership 2 Units

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. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** Recommended for physical education majors and students entering the recreation field. **Transfer credit:** CSUC, UC, USC

## RUSSIAN

110 – Basic Conversational Russian I 2 Units  
Fundamentals of grammar and correct pronunciation are taught in Russian 110 so that the student can employ a small working vocabulary in conversation and writing. The ability to read simple Russian is also developed. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** This course may be repeated for a maximum of four units. **Transfer credit:** USC

## SCIENCE

See Physical Science 131

## SIGN LANGUAGE

101 – Sign Language I 4 Units  
Sign Language 101 is designed to provide basic instruction in sign language for students desiring to become interpreters for institutions, hospitals, schools, and industry. It is also intended to provide training for those who are deaf and those who have hard-of-hearing or deaf people with related learning disabilities in their homes. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** None.

102 – Sign Language II 4 Units  
Sign Language 102 is designed to provide a continuation of the first course for students interested in vocational opportunities and for those with family members who can profit from this method of communication. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Sign Language 101 or equivalent.

103 – Sign Language III 4 Units  
Sign Language 103 expands on the first two courses by utilizing basic learnings, and incorporating idiomatic language, and developing smooth transitions from character to character to build competency. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Sign Language 102 or equivalent.

## SOCIAL SCIENCE

101 – Introduction to Education 2 Units  
An introductory course designed to acquaint the student with the field of teaching, with the personal and professional qualifications need-

ed by the successful teacher, with the duties and opportunities of the professional educator, and with the availability of teacher training facilities and requirements. Lecture 2 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit: CSUC, UC, USC**

**102 – Educational Participation in the Community I** 1 Unit

Field experience in community agencies such as social services, guidance clinics, health services, schools and others are emphasized. Weekly class meetings utilize role playing, case studies, lecture, and discussion to promote understanding of these experiences. Student logs detailing activities, reactions, and impressions during the field experience are required. Lecture 1 hour, laboratory/fieldwork 10 hours to be arranged. **Prerequisite:** Guidance 196 and Psychology 111 with grades of "C" or better. **Note:** Cooperative Education 102 (for two units) must be taken concurrently. These courses, Social Science 102 and Cooperative Education 102, may be repeated for a maximum of 6 units. **Transfer credit: CSUC, UC**

**103 – Educational Participation in the Community II** 1 Unit  
Not Offered 1981-82. **Transfer credit: CSUC, UC**

**110 – Computers and Society** 3 Units  
This is a survey course designed to introduce the terminology and concepts of electronic data processing, and to discuss the impact of computers upon organizations, and upon American social and political life. It is directed toward students who do not need an in-depth technical knowledge of computing, but who desire an understanding of the fundamentals of computing and its impact upon the individual and society. Lecture 3 hours. **Prerequisite:** None. **Note:** Social Science 110 will not transfer as a business data processing course. **Transfer credit: CSUC, UC, USC**

**121 – Ethnic and Racial Minorities** 3 Units  
A survey of the major ethnic and racial minorities in the United States. A basis for a better understanding of the socio-economic, cultural and political conditions among the following minorities: Afro-American, Mexican-American, Chinese, Japanese, and American Indian. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government

courses in high school or 12 units of college courses with a "C" average. **Note:** This course is included in the list of State-approved college courses for school staff preparation in the history, culture, and current problems of racial and ethnic minorities (Article 3.3, Education Code Section 13344.1). **Transfer credit: CSUC, UC, USC**

**122 – Mexican-American Studies** 3 Units

A study of the Mexican-Americans in contemporary society. An analysis of the role, accomplishments and contributions of the Mexican-American people. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "C" average in United States History and Government courses in high school or 12 units of college courses with a "C" average or consent of the instructor. **Note:** This course is included in the list of State-approved college courses for school staff preparation in the history, culture, and current problems of racial and ethnic minorities (Article 3.3, Education Code Section 13344.1). **Transfer credit: CSUC, UC, USC**

**123 – Asians in America** 3 Units

Social Science 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. **Prerequisite:** None. **Transfer credit: CSUC, UC, USC**

**124 – International/Intercultural Studies** 3 Units

This is a course designed to provide an introduction to the human imperatives of global awareness (or understanding) through contemporary challenges. Studies are conducted on the ways in which the individual personality is shaped in a particular culture and civilization. Objectively the students will: (1) Grasp the nature of values, habits, and systems for survival which are culturally and socially engendered. (2) Recognize the effects of culture and society on their lives as well as the lives of people in other countries. (3) Acquire familiarity with the process of analyzing a culture and society in terms of value orientations. (4) Be able to identify and present a case for cultural pluralism in the

American educational system. Lecture 3 hours.  
**Prerequisite:** None. **Transfer credit:** **CSUC, UC, USC**

**125 – The American Experience – American Heritage 3 Units**

Social Science 125 covers issues and events, from colonial times through the first World 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 noncitizens in the United States and California are delineated and discussed. The completion of Social Science 125 and 126 fulfills the California State requirements in American History, Institutions and State and Local Government. Lecture 3 hours.  
**Prerequisite:** a grade of "C" or better in English 164 or equivalent. **Note:** No credit allowed for students who have completed History 110, 111, 117, 118, or 151; Economics 111; Political Science 101, 105, 106, or 151; Social Science 131 or 132. **Transfer credit:** **CSUC**

**126 – The American Experience – Modern America 3 Units**

Social Science 126 covers issues and events since the first World War 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 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 noncitizens in the United States and California are delineated and discussed. The completion of Social Science 125 and 126 fulfills the California State requirements in American History, Institutions, and State and Local Government. Lecture 3 hours.  
**Prerequisite:** A grade of "C" or better in Social

Science 125. **Note:** No credit allowed for students who have completed History 110, 111, 117, 118, or 151; Economics 111; Political Science 101, 105, 106, or 151; Social Science 131 or 132. **Transfer credit:** **CSUC**

**131 – Introduction to Social Science 4 Units**

The inter-relationship of the social sciences and their application to the problems of group living in the twentieth century are developed through a survey of the principle 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. Lecture 4 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Note:** Social Science 131 allows only two units of credit for students having credit in History 110 or 111. If History 117-118 are completed for credit, then no units are allowed for Social Science 131. **Transfer credit:** **CSUC, UC, USC**

**132 – Introduction to Social Science 4 Units**

The inter-relationship of the social sciences and their application to the problems of group living in the twentieth century are developed through a survey of the principle 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. This course meets the California State requirements in the American Constitution, and State and Local Government. Lecture 4 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Note:** Social Science 132 allows only two units of credit for students having credit in Political Science 101 or Political Science 105. If only Political Science 106 has been completed for credit, three units are allowed. **Transfer credit:** **CSUC, UC, USC**

**141 – Student Leadership 2 Units**

Fundamentals of student leadership. A study of leadership theory, parliamentary law, committee techniques, democratic organization, principles and functions of student government and group leadership problems. Lecture 2 hours,

laboratory 3 hours by arrangement. **Prerequisite:** None. **Note:** Open to all students interested in developing leadership skills. Officers of all student organizations are urged to enroll. This course may be repeated for a total of four (4) units.

## SOCIOLOGY

**101 – Introduction to Sociology** 3 Units  
An introduction to sociology, its methods and resources, the study of society and culture, personality organization and disorganization, social interaction and social processes, human groups and collective behavior, role and status, class and stratification, ethnic and other inter-group relations, ecology and urban sociology, population and social change. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit: CSUC, UC, USC**

**102 – Introduction to Sociology** 3 Units  
The development of a definition and criteria of social problems. An analysis of selected social problems, juvenile delinquency, crime, inter-group tensions, family disorganization, poverty, dependency, personality problems as related to social problems within the overall theoretical framework of the influence of social movements and institutional change. Lecture 3 hours. **Prerequisite:** Sociology 101. **Transfer credit: CSUC, UC, USC**

**105 – Social Gerontology: Aging in Contemporary Society** 3 Units  
An introduction to the study of social gerontology, aging and its implications for the individual and society utilizing a multi-disciplinary approach. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSUC, UC, USC**

**107 – Probability and Statistics** 3 Units  
An introduction to the areas of probability and statistics. A consideration of the methods of gathering, classifying, and analyzing statistical data. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. One year of high school algebra or Mathematics 141 or equivalent. **Transfer credit: CSUC, UC, USC**

## SPANISH

**101 – Beginning Spanish** 5 Units  
Fundamentals of Spanish grammar. Students are trained to pronounce Spanish correctly, to acquire a small working vocabulary which they use in conversation and writing, and to read simple Spanish. Recitation 3 hours, language laboratory 2 hours. **Prerequisite:** A satisfactory score on the English Placement Examination or a grade of "B" or better in English 191 or a grade of "C" or better in English 120. **Note:** Students may not receive credit for Spanish 101 if they have received credit for Spanish 115. In addition to regular class hours, the student must spend two half-hour periods a week in the laboratory. **Transfer credit: CSUC, UC, USC**

**102 – Beginning Spanish** 5 Units  
Spanish 102 is based upon the reading and interpretation of idiomatic Spanish prose, with a further study of pronunciation and review of the fundamentals of Spanish grammar. Lecture 3 hours, language laboratory 2 hours. **Prerequisite:** Spanish 101, or two years of Spanish in high school completed within the past two years. **Note:** Students may not receive credit for Spanish 102 if they have received credit for Spanish 116. In addition to the regular class hours, the student must spend two half-hour periods a week in the laboratory. **Transfer credit: CSUC, UC, USC**

**103 – Intermediate Spanish** 4 Units  
Spanish 103 includes further study of Spanish grammar and idioms, intensive and extensive reading in contemporary colloquial Spanish, and written composition. In addition to the regular class hours, the student must spend two half-hour periods a week in the laboratory. Lecture 4 hours. **Prerequisite:** Spanish 102, or three years of Spanish in high school completed within the past two years. **Transfer credit: CSUC, UC, USC**

**104 – Intermediate Spanish** 4 Units  
A continuation of Spanish 103 with reading of more difficult literary texts, and increased emphasis on conversation. In addition to the regular class hours, the student must spend two half-hour periods a week in the laboratory. Lecture 4 hours. **Prerequisite:** Spanish 103, or four years of Spanish in high school completed within the past two years. **Transfer credit: CSUC, UC, USC**

**105 – Conversational Spanish** 2 Units  
Spanish 105 is a course of intensive practice in oral expression and comprehension of spoken Spanish. Lecture (and participation) 2 hours.

**Prerequisite:** One year of college Spanish, or three years of high school Spanish, or equivalent. **Note:** This course may be repeated for a maximum of four units. **Transfer credit:** CSUC, UC, USC

**106 – Advanced Conversational Spanish 2 Units**

Spanish 106 is designed for those students who wish more advanced conversation on more controversial topics. It fills a general education requirement. Lecture 2 hours. **Prerequisite:** Spanish 105 or equivalent. **Note:** This course may be repeated for a maximum of four units. **Transfer credit:** CSUC, UC, USC

**110 – Basic Conversational Spanish I 2 Units**

Spanish 110 is an introduction to Spanish with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. The course develops working knowledge of reading and writing as well. Includes use of tapes or cassettes in the language laboratory. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** No credit will be granted to those students who have taken Spanish 102 prior to Spanish 110 or who take Spanish 102 concurrently with Spanish 110. This course may be repeated for a maximum of four units.

**111 – Basic Conversational Spanish II 2 Units**

Spanish 111 is an introduction to Spanish with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. The course develops working knowledge of reading and writing as well. Includes use of tapes or cassettes in the language laboratory. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Spanish 110. **Note:** No credit will be granted to those students who have taken Spanish 102 prior to Spanish 111 or who take it concurrently with Spanish 111. This course may be repeated for a maximum of four units.

**115 – Spanish for the Spanish Speaking I 5 Units**

Spanish 115 provides intensive training in oral and written Spanish for students who have a familiarity with the language but little or no formal instruction in it. Structure of the language, oral communication, fundamentals of grammar, and composition are included. Lecture 5 hours. **Prerequisite:** A native Spanish-speaking background. **Note:** Students may not receive credit for Spanish 115 if they have received credit for Spanish 101. **Transfer credit:** CSUC, UC, USC

**116 – Spanish for the Spanish Speaking II 5 Units**

Continuing study of Spanish for students with native Spanish-speaking background, with emphasis on reading comprehension, composition, oral communication, and a more advanced study of the structure of the language. Lecture 5 hours. **Prerequisite:** Spanish 115. **Note:** Students may not receive credit for Spanish 116 if they have received credit for Spanish 102. This course will meet the prerequisite for Spanish 103. **Transfer credit:** CSUC, UC, USC

**117 – Basic Conversational Spanish for Medical Personnel 1 Unit**

Spanish 117 is an introduction to Spanish, with emphasis on developing essential skills in communication, for medical personnel. The verbal active method is used and oral expression is stressed. The course also develops working knowledge of reading and writing Spanish. Lecture 3 hours. **Prerequisite:** Spanish 111 or equivalent. **Note:** This course may be repeated for a maximum of two units.

**118 – Conversational Spanish for Law Enforcement and Fire Fighting Personnel 1 Unit**

Spanish 118 is an introduction to Spanish, with emphasis on developing essential skills in communication, for law enforcement and fire fighting personnel. The verbal active method is used and oral expression is stressed. The course also develops a working knowledge of reading and writing Spanish. Lecture 3 hours. **Prerequisite:** Spanish 111 or equivalent. **Note:** This course may be repeated for a maximum of two units.

**124 – English Translations of Masterpieces of Hispanic Literature 3 Units**

A study of samplings of the best in Hispanic essays, novels and short stories, translated into English for the non-Spanish speaking student. Lecture 3 hours. **Prerequisite:** English 101. **Note:** Students may not receive credit for Spanish 124 if they have received credit for Spanish 125 or Spanish 126. **Transfer credit:** CSUC, UC, USC

**125 – Survey of Spanish Literature 3 Units**

Spanish 125 is a lower division survey of the literature of peninsular Spain, from the ballads of the Medieval period to the twentieth century. Reading and class lectures are entirely in Spanish and are supplemented by tapes, records and films. Lecture 3 hours. **Prerequisite:** Spanish 104 and Spanish 106, or equivalent. **Note:** Students may receive only one unit of credit for Spanish 125 if they have received credit for Spanish 124. **Transfer credit:** CSUC, UC, USC

**126—Survey of Spanish American Literature** 3 Units

Spanish 126 is a lower division survey of the literature of Spanish America, from the prehispanic literature of the Incas, as recorded by el Inca Garcilaso de la Vega, and the histories of the Mayas in the Popol Vuh, to the literature of the twentieth century. Reading and lectures will be entirely in Spanish. Tapes and records will be used to supplement text and lectures. Lecture 3 hours. **Prerequisite:** Spanish 104 and Spanish 106 or equivalent. **Note:** Students may receive only one unit of credit for Spanish 126 if they have received credit for Spanish 124. **Transfer credit: CSUC, UC, USC**

**127—Mexican Literature From Pre-Hispanic to Present Day** 3 Units

Spanish 127 is a study of the literature of Mexico from Nahuatl poetry to current authors. Reading and class lectures are entirely in Spanish and are supplemented by tapes, records and films. Lecture 3 hours. **Prerequisite:** Spanish 104 and Spanish 106, or Spanish 116 or equivalent. **Transfer credit: CSUC, UC, USC**

**128—Cuban Literature** 3 Units

Spanish 128 is a study of the literature of Cuba from the period of exploration to the present. Lecture 3 hours. **Prerequisite:** Spanish 104 and Spanish 106, or Spanish 116, or equivalent. **Transfer credit: CSUC, UC, USC**

**138—Spanish for School Personnel** 2 Units

Minimum fundamentals of Spanish grammar and correct pronunciation so that teachers and other school personnel can communicate with parents and pupils whose language is Spanish. Dialogues are emphasized. Lecture and practice 2 hours. **Prerequisite:** None.

**144—Bilingual Focus on Business** 5 Units

The course is specifically designed for the student who speaks both English and Spanish to help maximize the chances of acquiring a job. This course presents the first steps to bilingual competency in the business world and covers the essential ingredients of communicating oral and written; differences in cultural patterns; comparison of writing conventions in English and Spanish; listening and conversing; and job-search strategies for the bilingual student. Lecture 5 hours. **Prerequisite:** Three years of high school Spanish or equivalent. **Note:** English 164 or English 165 may be taken concurrently. This course is designed primarily for the student with a native Spanish-speaking background who has minimal ability in the Spanish language.

**146—Language for Business – Bilingual** 5 Units

Spanish 146/Business—General 120 is a course designed to help bilingual secretarial and business students achieve proficiency in the grammar, punctuation, vocabulary, syllabication, and sentence structure of both languages. Lecture and discussion 5 hours. **Prerequisite:** Spanish 144/Business—General 115, or the following: (1) Completion of, or concurrent enrollment in, Spanish 103 or equivalent and (2) a satisfactory score on the English Placement Examination. **Note:** English 165 may be taken concurrently. Credit will be granted for only one: Spanish 146 or Business—General 120. This course will allow two units of credit for students who have completed Business—General 101, three units of credit for students who have completed English 101, and four units of credit for students who have completed English 120, 131, or 191.

## SPEECH

**101—Public Speaking** 3 Units

Emphasis is placed upon organization and delivery of extemporaneous speeches. Experience is provided in group discussion, oral reading, and informative and persuasive speaking. This course satisfies speech requirements of those expecting to transfer to specialized and professional work in colleges and universities. Lecture 3 hours. **Prerequisite:** A satisfactory score on the English Placement Examination; or a grade of "B" or better in English 191 or English 165 or Business—General 101; or a grade of "C" or better in English 120 or English 131 or Business—General 110. **Transfer credit: CSUC, UC, USC**

**102—Public Speaking** 3 Units

Not Offered 1981-82. **Transfer credit: CSUC, UC**

**121—Fundamentals of Speech** 2 Units

Training in oral communication to assist the student in eliminating stage fright and developing self-confidence, poise, and an acceptable speaking voice. Exercises in voice development, in reading aloud, and in preparing extemporaneous speeches. Lecture 2 hours. **Prerequisite:** None. **Transfer credit: USC**

**139—Communication With the Deaf** 2 Units

Provides instruction in sign language, finger-spelling, and lipreading. Combined, they are referred to as total communication. The history and purposes of such signs and practice in their

use are included. Lecture and practice 3 hours.  
**Prerequisite:** None.

**141 – Student Leadership** 2 Units  
 Fundamentals of student leadership. A study of leadership theory, parliamentary law, committee techniques, democratic organization, principles and functions of student government and group leadership problems. Lecture 2 hours, laboratory 3 hours by arrangement. **Prerequisite:** None. **Note:** Open to all students interested in developing leadership skills. Officers of all student organizations are urged to enroll. This course may be repeated for a total of four (4) units.

**STATISTICS**  
**See Economics 107**  
**Political Science 107**  
**Psychology 107**  
**Sociology 107**

## TECHNICAL DIVISION

- Administration of Justice, See p. 103
- Architecture, See p. 109
- Automatic Sprinkler and Fire Control, See p. 117
- Electronic Computer Technology, See p. 134
- Cooperative Education, See p. 130
- Cosmetology, See p. 131
- Drafting, See p. 132
- Clothing, See p. 142
- Engineering, See p. 136
- Fashion Design, See p. 142
- Fashion Sketching, See p. 144
- Fire Technology, See p. 146
- Food Service, See p. 147
- Food Service Management, See p. 149
- Graphics and Design, See p. 152
- Machine Technology, See p. 160
- Pre-School Education, See p. 144
- Photography, See p. 179
- Television Repair, See p. 199
- Textiles, See p. 142
- Welding, See p. 201

## TECHNICAL EDUCATION

**142 – Technical Mathematics** 3 Units  
 Technical Education 142 is a review of the basic principles of arithmetic. This course is specifically designed for those students in the various mechanical trade programs. It will provide a working knowledge and understanding of basic shop mathematics as required in the mechanical technical trades. Phases covered include: Metric system, applied geometry, shop trigonometry, tapers, screw threads, gears, and measuring instruments. Lecture 3 hours. **Prerequisite:** None. **Note:** Technical Education 142 will meet the prerequisite requirements for Technical Education 143.

**143 – Technical Mathematics** 3 Units  
 A review of the basic principles of arithmetic covered briefly. Practical algebra through quadratic equations will be covered. The work is illustrated by practical problems drawn from the industrial field. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Mathematics Proficiency Examination or Mathematics 150 or Mathematics 151 (2 units) or Technical Mathematics 142.

**144 – Technical Mathematics** 3 Units  
 Phases covered include: percent, ratio and proportion, areas and volume, trigonometry, logarithms, slide rule, and mathematical tables. Lecture 3 hours. **Prerequisite:** Technical Education 143 or a satisfactory score on the Mathematics Proficiency Examination plus Mathematics 141 or one year of high school algebra.

**145 – Applied Physics** 3 Units  
 The application of physics to industry. 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 — its measurement, transfer, and conversion to work, light and color, magnetism, atomic energy, and electronics. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Mathematics Proficiency Examination or Technical Education 143 or Mathematics 150.  
**Transfer credit: CSUC**



## PERSPECTIVE GRAPHICS

See Architecture 105

## TECHNICAL MATHEMATICS

See Technical Education 143,  
144TELEVISION REPAIR  
(See Electronics)

**101 – Television Repair** 4 Units  
This is the first of a series of courses which will enable the student to diagnose and repair the defective television receiver with the end objective being to develop those skills required to perform a satisfactory home service call. Basic television receiver circuits, theory and service techniques. The study of high voltage circuits, deflection circuits and test equipment. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** None.

**102 – Television Repair** 4 Units  
Advanced theory and servicing of black and white television receivers. Front end alignment and fringe area problems. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Television Repair 101 or one year of high school or community college electronics or one year in the trade.

**103 – Television Repair** 4 Units  
Advanced circuit analysis and receiver techniques. Colorimetry, adjustment techniques and test equipment. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Television Repair 102.

**104 – Television Repair** 4 Units  
Advanced circuit analysis and service techniques. Set up techniques; test equipment application to modern color television receivers. The student will become familiar with the components and fundamental circuits used in color receivers and obtain experience in adjusting, testing and servicing the complete color receiver. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Television Repair 103.

## THEATER ARTS

**101 – Introduction to Theater, Television and Motion Pictures** 3 Units

This course is designed to give students a broad introduction to the performing arts and technical skills of television, film, and theater. The course will use field trips, play analysis, lectures, and audiovisual presentations to give students a first or renewed appreciation of these three dramatic media. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**102 – Theater History** 3 Units  
This course is a survey of the history of the theater through its major influences concentrating on Greek, Roman, Renaissance, Elizabethan, Restoration and Modern era. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**103 – Fundamentals of Acting (Vocal Interpretation)** 3 Units  
A course planned to introduce the student to the theory and basic mechanics of vocal control and interpretation necessary for the successful study of acting. Lecture 3 hours, laboratory 2 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**104 – Fundamentals of Acting (Body Control)** 3 Units  
Theater Arts 104 deals with the development of bodily control and interpretation and the integration of a controlled voice and body. Lecture 3 hours, laboratory 2 hours. **Prerequisite:** Theater Arts 103. **Transfer credit:** CSUC, UC, USC

**105 – Theater Arts Workshops** 1-3 Units  
Students enrolled in this course will be formed into a company to present the Glendale Community College drama productions. Students will be assigned to work in accordance with their interests and talents. The following phases of a producing theater are involved: acting, directing, playwriting, business administration, and publicity. Rehearsal laboratory consists of 10-15 hours per week. Usually ten weeks are spent preparing a production. Two productions are attempted each semester. **Prerequisite:** Theater Arts 103-104 either completed or in progress, or equivalent. **Note:** The student may take Theater Arts 105 for 1-3 units each semester for a total of 12 units. A proportionate amount of work will be assigned according to the number of units elected. **Transfer credit:** CSUC, UC, USC

**109 – Stage Make-Up****1 Unit**

Instruction in the use and application of all types of stage make-up. Students from this course will compose the make-up crew for all College productions. Theater Arts majors should have at least one semester of make-up. Laboratory 3 hours. **Prerequisite:** None. **Transfer credit:** CSUC, UC, USC

**110 – Stage Make-Up****1 Unit**

A continuation of Theater Arts 109 with emphasis on unusual character make-up. Laboratory 3 hours. **Prerequisite:** Theater Arts 109. **Transfer credit:** CSUC, UC, USC

**121 – Stage Scenic Design****2 Units**

Theater Arts 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 theater techniques is helpful. Laboratory 3 hours. **Prerequisite:** Theater Arts 131 (3 units) or equivalent. **Transfer credit:** CSUC, UC, USC

**122 – Stage Scenic Design****2 Units**

A continuation of Theater Arts 121 with more emphasis on originality of design. Laboratory 3 hours. **Prerequisite:** Theater Arts 121. **Transfer credit:** CSUC, UC, USC

**123 – Stage Costume****4 Units**

Designing and construction of group costumes for stage, ensembles, etc. This course includes 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. Lecture 2 hours, laboratory 8 hours. **Prerequisite:** Family and Consumer Studies 117 and/or Family and Consumer Studies 111. (Family and Consumer Studies 117 may be taken concurrently). **Note:** Students may repeat this course for a maximum of 8 units. **Transfer credit:** CSUC, UC, USC

**131 – Technical Stage****(See Note)**

A laboratory class in the construction, painting, and handling of scenery and scenic effects and in the operation of the stage. All technicians for staging the various Glendale Community College productions will be drawn from this class. It is required that class members have free time to devote to rehearsals and performances. Theater Arts majors should have at least one semester of technical stage. See also Theater Arts 105. **Prerequisite:** None. **Note:** The student may take Theater Arts 131 for 1-3 units each semes-



ter for a total of nine units. A proportionate amount of work will be required according to the number of units elected by the student and signed for at the time of registration. **Transfer credit: CSUC, UC, USC**

**134 – Practical and Theoretical Aspects of Stage Lighting** 2 Units  
This course is for the advanced student in technical theater. 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 5 hours. **Prerequisite:** Theater Arts 131 (6 units) or equivalent. **Transfer credit: CSUC, UC, USC**

## VOCATIONAL NURSING

### See Allied Health

## WELDING

**117 – General Welding** 3 Units  
Techniques in metallic arc welding, inert arc welding and the studies of the basic metals. Emphasis is also placed on teaching techniques for industrial arts majors. The student is given experience in applying the principles by individual practice on a sequence of selected plates of various metals. Lecture 1-2 hours, laboratory 3-4 hours. **Prerequisite:** None. **Note:** This course may be repeated for a maximum of six units. **Transfer credit: CSUC**

**118 – General Welding** 2-3 Units  
Techniques of metals and stainless steel, titanium, beryllium, zirconium, aluminum and magnesium. Emphasis is placed on more heli-arc welding and the studies of atomic-arc welding and other new techniques of fabrication. Principles of pattern development are discussed and developed. Emphasis is also placed in techniques needed for certification of welders. Lecture 1-2 hours, laboratory 3-4 hours. **Prerequisite:** Welding 117. **Note:** This course may be repeated for a maximum of six units.

**121 – Occupational Welding** 5 Units  
Welding 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 metallic arc and oxy-acetylene welding. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** None.

**122 – Occupational Welding** 5 Units  
Welding 122 is second in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers fundamentals of blueprint reading, interpreting shop drawings and sketches, advanced metallic arc and oxy-acetylene welding and provides, an introduction to tungsten inert gas and metal inert gas arc welding. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Welding 121 or equivalent.

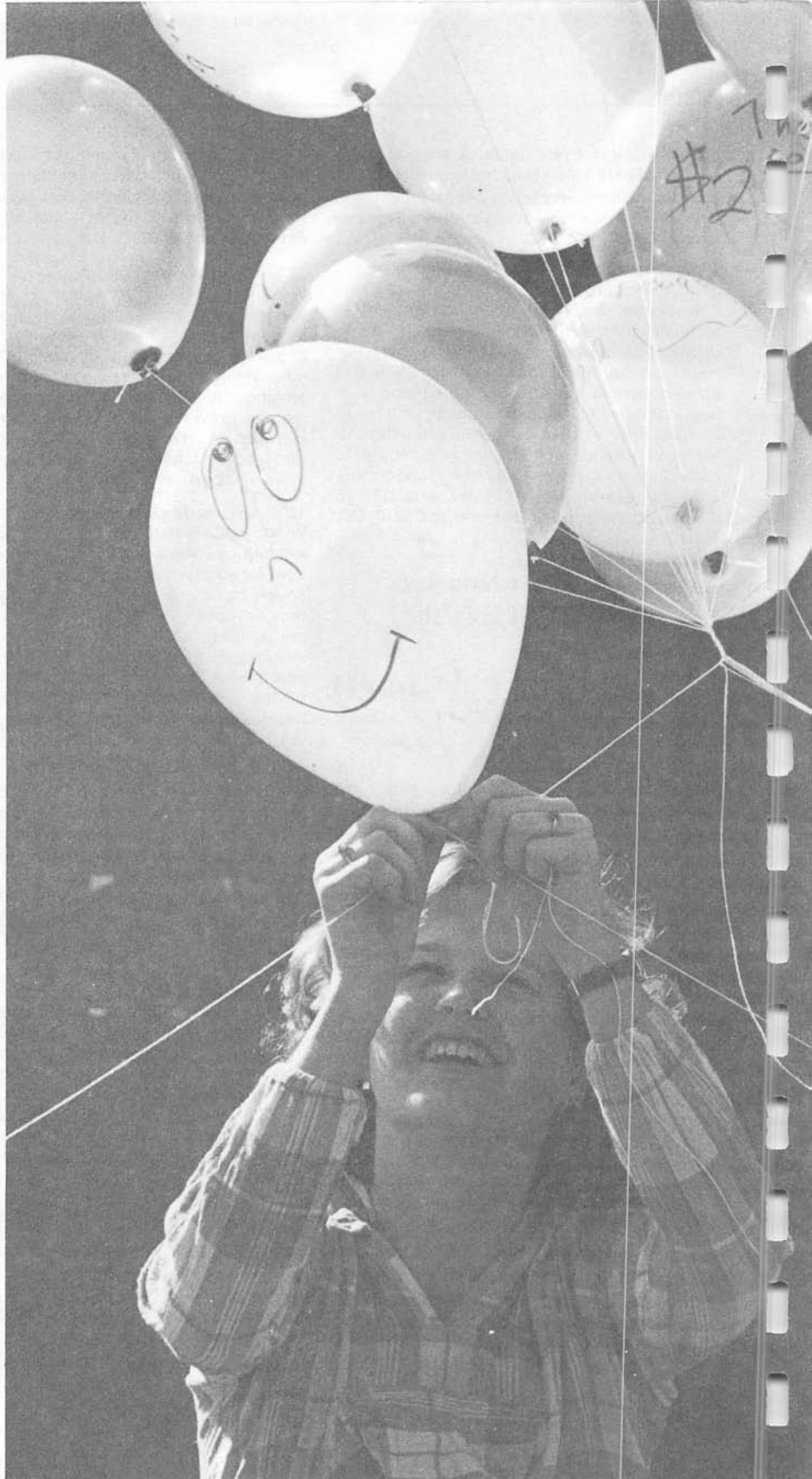
**123 – Occupational Welding** 5 Units  
Welding 123 is third in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers basic preparation for welding certification, advanced metallic arc, tungsten inert gas, metal inert gas, and oxy-acetylene welding, including specific welding exercises needed to prepare the student for the manipulative phase of the certification examination. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Welding 122 or equivalent.

**124 – Occupational Welding** 5 Units  
Welding 124 is fourth in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It will cover final preparation for a welding certification in metallic arc, tungsten inert gas, and metal inert gas arc welding. Lecture 3 hours, laboratory 9 hours. **Prerequisite:** Welding 123 or equivalent.

**125 – Advanced Welding Procedures** 1-4 Units  
Welding 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 3-12 hours by arrangement. **Prerequisite:** Welding 117 or Welding 121, or equivalent. **Note:** Hours to vary according to student needs; 48 hours laboratory equals 1 unit. May be repeated up to a total of 32 Units credit.

## WORK EXPERIENCE

### See Cooperative Education



# GENERAL EDUCATION REQUIREMENTS FOR GRADUATION FROM COLLEGES AND UNIVERSITIES

The requirements for college and university entrance with advanced standing vary significantly.

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.

In general, students who are eligible for admission to a university at the time of twelfth year graduation are admitted to that institution with full credit for all courses which are listed by that university as first two-year courses which they have completed at Glendale Community College, provided they have maintained a satisfactory record in all work taken since twelfth year graduation.

Ordinarily students with high school deficiencies are not permitted to transfer to a higher institution in advanced standing until they have proven their ability to do college work. They may remove their high school grade subject deficiencies by completing specific courses and maintaining a specific grade-point average.

## TRANSFERS TO THE UNIVERSITY OF CALIFORNIA

Applicants from the community college are subject to regulations governing admissions in advanced standing. They may not disregard their college record and apply for admission in freshman standing. Applicants for admission to advanced standing must meet the requirements listed below. See the University of California UNDERGRADUATE ADMISSIONS CIRCULAR for details.

## ADMISSION IN ADVANCED STANDING

Eligibility for admission of advanced standing students who are California residents is established according to statements which follow:

1. Students who were eligible for admission to the University as a freshman, may be admitted in advanced standing any time after having established an overall grade-point average of 2.0 or better in another college or university.
2. Students who were not eligible for admission as a freshman only because of not having studied one or more of the required high school subjects, may be admitted after:
  - a. establishing an overall grade-point average of 2.4 or better in another college or university,

- b. completing with a grade of "C" or better, appropriate college courses in the high school subjects that are deficient and
- c. completing twelve or more quarter or semester units of transferable college credit beyond high school graduation or having successfully passed the CEEB tests required of freshman applicants.

Note: Students not choosing to make up subject deficiencies, may become eligible by the provision which follows:

- 3. Students who were ineligible for admission to the University as a freshman because of low scholarship or a combination of low scholarship and a lack of required subjects may be admitted after having earned a grade-point average of 2.4 or better in at least 84 quarter units (56 semester units) of college credit in courses accepted by the University for transfer. They must also make up any deficiency over two units in the required high school subjects.  
or
- 4. An alternative to the criteria in (3) above may be used beginning with Fall 1980 applicants. A student may present one college course in mathematics, one in English and one in either U.S. History, a laboratory science, or a foreign language. These courses must be passed with a grade of C or better. Courses other than mathematics must be transferable to the University. The course in mathematics must complete a sequence of courses at least as advanced as the equivalent of two years of high school algebra (elementary and intermediate) or one year of algebra (elementary) and one year of high school geometry.

## ADMISSION IN FRESHMAN STANDING

To be eligible for admission to freshman standing, an applicant must be a high school graduate who meets the subject requirement, scholarship requirement, and examination requirement.

Courses offered in satisfaction of the subject requirement listed below must be completed with at least a grade of C in each semester or quarter of each course and must appear on a list certified by the high school principal as meeting the specific subject requirement and filed with the Coordinator, Admissions and Outreach Services of the University of California. This course sequence is often called the "A-F" pattern.

Examination Requirement: All freshman applicants must submit test scores as described below. Students applying for admission to the fall quarter should take the tests preferably by December and no later than January of their senior year in high school. The following tests are required:

- 1. One Aptitude Test — either:
  - A. Scholastic Aptitude Test (SAT) /The verbal and mathematics scores submitted from this test must be from the same sitting; or
  - B. American College Test (ACT) /composite score  
and
- 2. Three College Entrance Examination Board (CEEB) Achievement Tests, which must include (a) English composition, (b) one from among the social studies or foreign languages, and (c) mathematics (level 1 or 2).
  - (a) History (U.S. History or U.S. History and Civics) ..... 1 unit
  - (b) English..... 3 units  
(Beginning Fall 1981 4 units)
  - (c) Mathematics (college preparatory courses in subjects such as algebra, geometry, trigonometry, calculus, elementary functions, matrix algebra or courses combining these topics) ..... 2 units
  - (d) Science (a year course in one laboratory science,

- taken in the 10th, 11th, or 12th grade) ..... 1 unit
- (e) Foreign Language (in one language) ..... 2 units
- (f) Additional..... 1 unit

A year course in any laboratory science completed subsequent to the laboratory science used for (d) or Advanced Mathematics or Foreign Language. (If in a language other than that offered under (e) 2 units will be required.)

Complete details on admission to the University will be found in the University of California UNDERGRADUATE ADMISSIONS CIRCULAR.

## **UNIVERSITY OF CALIFORNIA, BERKELEY — COLLEGE OF LETTERS AND SCIENCE**

The College of Letters and Science has begun implementation of its current breadth requirements which apply to freshman students (those with no more than 30 semester units) admitted to the College in the fall quarter 1979 and after. These breadth requirements will apply to all new students starting with the fall quarter 1980 and to all students who graduate from the College in the fall quarter 1983 and after.

1. General University Requirements:
  - English Subject A — Students completing English 101 in Glendale Community College with grade of "C" or better satisfy this requirement.
  - The American History requirement may be met by completing one of the following courses:
    - Economics 111 — Economic History of U.S.
    - History 110 — U.S. History
    - History 117 — History of the U.S.
    - History 118 — History of the U.S.
  - The Institutions' requirement may be met by completing one of the following courses:
    - Social Science 132 — Introduction to Social Science
    - Political Science 101 — Introduction to Government
    - Political Science 106 — American State and Local Government

2. Reading and Composition:
  - English 101-102

3. Foreign Language

College graduation requirements currently include competency at the third level in one foreign language or competency at the second level in each of two foreign languages. Students may satisfy this requirement in any *one* of the following ways:

- A. With *one* foreign language:
  - In high school: Completion of three years of one foreign language with minimum grades of C-.
  - a. By combining high-school and college-level courses: Completion of two years of one foreign language with minimum grades of C- in high school and completion of the third-semester UCB transfer course in the same foreign language with a minimum grade of C-.
  - b. In college-level courses: Completion of three semesters of UCB transfer courses in one foreign language with minimum grades of C-.
- B. With *two* foreign languages:
  - a. In high school: Completion of two years of *each* of two foreign languages with minimum grades of C-.
  - b. By combining high-school and college-level courses: Completion of two years of one foreign language with minimum grades of C- in high school and completion of two semester UCB transfer courses in a second foreign language with minimum grades of C-.
  - c. In college-level courses: Completion of two semesters *each* of two foreign languages (UCB transfer courses) with minimum grades of C-.

- C. By demonstrating equivalent knowledge through examination, including the CEEB Advanced Placement Examination and the CEEB Achievement Test (taken before admission to the College) or the Modern Language Association of America Test. Some foreign language departments on this and other UC campuses offer acceptable foreign language placement examinations, as well.

The last course in the sequence offered for completion of the foreign language requirement must be taken for a letter grade, if taken while the student is enrolled in the College. No course fulfilling the foreign language requirement may be used to satisfy another breadth requirement of the College. Freshmen are expected to satisfy this requirement by the end of the first year (45 units) of their attendance in the College; they must satisfy the requirement by the end of their second year (90 units). Beginning in fall quarter 1981, transfer students with 84 or more units who are admitted to the College must have satisfied the current foreign language requirement prior to their admission.

4. Quantitative Reasoning

Students may satisfy the quantitative reasoning requirement in any *one* of the following ways:

- A. Achievement of a minimum score of 600 in the Mathematics Section of the Scholastic Aptitude Test (SAT).
- B. Achievement of a minimum score of 550 in the CEEB Achievement Test in Mathematics (Level I or Level II).
- C. Completion of one semester of any of the following courses: Computer and Information Systems 110, 150; Mathematics 103, 104, 105, 106, 111, 112, 130.

A minimum grade of C- is required in any course offered in satisfaction of the quantitative reasoning requirement. No course fulfilling the quantitative reasoning requirement may be used to satisfy another breadth requirement by the end of their second year (60 units). Beginning in fall quarter 1981, transfer students with 84 or more units who are admitted to the College must have satisfied the quantitative reasoning requirement prior to their admission.

5. Eight Courses Outside the Field of the Majors

In order to satisfy the current breadth requirement of eight courses outside the field of the student's major, a student must complete at least two courses from each of the two fields outside the field of the major. The fields are humanities, social science, and natural science. If one of the outside fields is natural science, the required two courses in that field may not include courses in statistics, mathematics, or computer science. If one of the outside fields is humanities, the required two courses may not be elementary courses in foreign language. Courses in statistics, mathematics, computer science, and elementary foreign language, however, may be used for the additional four breadth courses outside the major field, distributed as the student wishes. The chart below outlines the options open to students in different fields of concentration.

General Education courses to be taken outside the major field as listed below:

*Natural Science*

Anthropology 101

Astronomy 101

Biology 101, 102, 112, 120, 121, 122, 124

Chemistry 101, 102, 103, 105, 106

Economics 107

Geography 101

Geology 101 or 110, 105

Mathematics 103, 104, 105, 106

Mineralogy 101

Paleontology 101

Physics 101, 102, 103, 105, 106, 110, 111

*Social Science*



Anthropology 102, 103  
 Economics 101, 102, 105, 111  
 Geography 102  
 \*History 101, 102, 103, 104, 106, 107, 108, 109, 110, 112, 117, 118, 119, 120  
 Political Science 101, 102, 103, 110  
 Psychology 101, 102  
 Social Science 121, 131, 132  
 Sociology 101, 102

*Humanities*

Art 101, 102, 103, 106, 107, 108, 116, 117, 118, 119, 120, 121, 134, 135, 136, 137, 138, 139, 140.  
 English 105, 106, 109, 110, 122, 123, 125, 126, 198  
 French 101, 102, 103, 104  
 German 101, 102, 103, 104  
 History 101, 102, 103, 104, 107, 108, 109, 110, 112, 117, 118, 119, 120  
 Music 104-107, 105-108, 106-109, 110, 114, 120, 125, 126, 131, 132, 133, 144, 145, 151, 152  
 Philosophy 101, 113, 114, 116, 117, 119, 120  
 Spanish 101, 102, 103, 104  
 Theater Arts 103, 104

A. Humanities Majors

1. Natural Science: Two courses (May not include courses in mathematics, statistics, or computer science.) See above.
2. Social Science: Two courses. See above
3. Four courses from Natural Science and/or Social Science (Courses in mathematics, statistics, or computer science may be included if they are not applied to the quantitative reasoning requirement.) See above.

B. Social Science Majors

1. Natural Science: Two courses (May not include courses in mathematics, statistics, or computer science.) See above
2. Humanities: Two courses (May not include courses in elementary foreign language.) See above
3. Four courses from Natural Science and/or Humanities (Courses in mathematics, statistics, and computer science may be included if they are not applied to the quantitative reasoning requirement; courses in elementary foreign language may be included if they are not applied to the foreign language requirement.) See above

C. Natural Science Majors Except for Mathematics, Statistics, Computer Science Majors

1. Social Science: Two courses. See above
2. Humanities: Two courses. (May not include courses in elementary foreign language.) See above.
3. Four courses from Social Science and/or Humanities (Courses in elementary foreign language may be included if they are not applied to the foreign language requirement.) See above

D. Mathematics, Statistics, Computer Science Majors

1. Natural Science: Two courses (May not include courses in mathematics, statistics, or computer science.) See above
2. Social Science: Two courses. See above
3. Humanities: Two courses (May not include courses in elementary foreign language.) See above
4. Two courses from Social Science and/or Humanities (Courses in elementary foreign language may be included if they are not applied to the foreign language requirement.) See above

E. History Majors

1. Natural Science: Two courses (May not include courses in mathematics, statistics, or computer science.) See above
2. Social Science: One course (May not include a course in History.) See above
3. Humanities: One course (May not include a course in History or in elementary foreign language.) See above
4. Four courses from Natural Science, Social Science, Humanities (Courses in mathematics, statistics, and computer science may be included if they are not applied to the quantitative reasoning requirement; courses in elementary foreign language may be included if they are not applied to the foreign language requirement; courses in History may be included.) See above

Courses offered in satisfaction of the breadth requirement of eight courses outside the field of the student's major must have a minimum value of three semester units. Students may satisfy this requirement by completing courses with minimum letter grades of D- or with Pass grades, if courses are taken on a passed or not passed basis. If a course is offered in satisfaction of this requirement, it may not be applied toward the satisfaction of any other breadth requirement.

## UNIVERSITY OF CALIFORNIA, DAVIS COLLEGE OF LETTERS AND SCIENCE

The requirement for junior standing is the completion of not less than 56 units of college work. Following are the breadth requirements for the A.B. degree in the College.

a. General University Requirements:

English Subject A — Students completing English 101 in Glendale Community College with grade "C" or better satisfy this requirement.  
 American History and Institutions — Satisfied with "C" grades in American History and Government courses in high school.

b. English Composition

1. Pass an examination in English Composition while a registered student at Davis no earlier than the final quarter of the sophomore year, or
2. Complete, with a minimum grade of "C-" or "Pass," two UCD courses in English composition, as follows:
  - a. One course from this group — English 1, 2, 3, 4A, 4B, or 20;
  - b. English 103, which must be taken after a student has completed 56 units toward the degree

c. Foreign Language

For the A.B. degree: Satisfy by electing one of the following options:

1. In high school, earn a qualifying score on a CEEB Achievement Test in a foreign language. A score of 500 will be accepted for any examination.
2. In college, complete 8 units (or the equivalent) in one foreign language;
3. At UCD, earn a satisfactory score on a Foreign Language Placement or Proficiency Examination;

d. Area Requirement

For the A.B. degree: Complete a minimum of 35 units from the Humanities, Social Sciences and Natural Sciences with a minimum of 8 and a maximum of 14 units in any one area. (A maximum of 4 of the 8 units offered in satisfaction of the Foreign Language Requirement and all other foreign language units may be counted toward the Humanities Requirement.)

For the B.S. degree: Complete a minimum of 14 units from the Social Sciences and/or Humanities areas; 60 units in the Natural Sciences. (All foreign language units may be offered toward satisfaction of this 14-unit Social Science/Humanities Requirement.)

Consult the Davis General Catalog to determine the classification of subjects according to Social Sciences, Humanities and Natural Sciences.

e. Major Requirements

Consult appropriate departmental section in the UCD General Catalog.

\*Transfer courses considered by the Dean of the College of Letters and Science comparable to English 1, 2, 3, 4A, 4B, 20 and 103) (an upper division course), can be accepted in satisfaction of this requirement.

## UNIVERSITY OF CALIFORNIA, IRVINE

The academic Structure. There are five schools central to the academic structure at Irvine: Biological Sciences, Fine Arts, Humanities, Physical Sciences, and Social Sciences. Each of these schools offers majors or areas of specialization under its broad subject field. In addition to these five schools, majors and degrees are offered in the Department of Information and Computer Science and in the program in Social Ecology (people and their cultural and physical environment).

Professional education is offered in the School of Engineering, the Graduate School of Administration, and the College of Medicine. The Office of Teacher Education offers instruction leading to California teaching credentials. A wide range of majors and emphases is available within all these areas.

Students entering college for the first time in fall 1980 with plans for eventual transfer to UCI will want to plan their course work to help them meet UCI's new breadth requirement. The breadth requirement may be met at any time during the undergraduate years, with the exception of the upper-division portion of the Writing Requirement. Transfer students should not feel that they must complete all their breadth courses in the community college. Students will eventually need to complete a year sequence in each of the following categories:

- I. Writing *Eng 101-102*
- II. Natural Sciences
- III. Social and Behavioral Sciences
- IV. Humanistic Inquiry
- V. Foreign Language, Linguistics, Logic, Mathematics, or Computer Science

A year sequence consists of two semesters work, with a minimum of six semester units credit.

- I. Students who transfer with two semesters of English composition English 101-102 will have satisfied both the Subject A requirement and the lower-division portion of the Writing Requirement. Students transferring with only one semester of English composition through which they have fulfilled the Subject A requirement will not have met any part of the new UCI breadth Writing Requirement.
- II. The Natural Sciences requirement may be satisfied by a year sequence in one of the following areas: general biology, general chemistry, basic physics, and the physical sciences with the exception of mathematics. Examples include Chemistry 101-102, Physics 105-106, Biology 101-102. These need not be laboratory courses, however.
- III. To meet the Social and Behavioral Sciences requirement, prospective transfer students may use a year of work in anthropology and comparative culture, economics, political science, psychology, sociology or social ecology. They may take the entire year's work in one area or in a combination of areas. History, for the purposes of the breadth requirement, is not considered a social or behavioral science, but falls into the category of Humanistic Inquiry. Examples: Anthropology 101, 102; Economics 101, 102; Political Science 101, 102; Psychology 101, 102, 103.
- IV. Humanistic Inquiry encompasses the following disciplines: classics, history, philosophy, humanities, English Literature, comparative literature, dramatic literature, art history, history of music, and the nature and theory of art. Students should select any

two courses in the same subject area. Examples: Art 101, 102, 103, 107; English 105, 106, 109, 110; History 101, 102, 103, 104, 107, 108. It is important to note that performance courses may not be used to satisfy this requirement.

- V. To fulfill the category five requirement, a year sequence from one of the following areas may be applied: calculus, probability and statistics, logic, linguistics, computer science, or completion of the second year of a foreign language. Examples: French 103, 104; German 103, 104; Spanish 103, 104; Math 103, 104.

Transfer students who attended college for the first time prior to fall 1980 may choose instead to satisfy the breadth requirement via UCI's old "6-3-3" distribution, or through several other options open to them. Students and counselors are encouraged to raise any questions they may have about these options with Muriel Shishkoff at the Office of Relations with Schools and Colleges, Irvine, CA 94717, (714) 833-5832. Ms. Shishkoff will also provide information about specific transferable courses which will apply to either the old or the new breadth requirement.

## UNIVERSITY OF CALIFORNIA, LOS ANGELES COLLEGE OF FINE ARTS

Requirements for the A.B. degree:

Completion of the approved major in the College of Fine Arts:

Major in

Art History: Art 101, 102, 103. Students should not have more than 20 additional semester units of art courses. Recommended Electives: Art 107.

Design: Two courses from Art 101, 102, 103, 106, 107, 108, 113, 115. Students should not have more than 16 additional semester units of art courses. Recommended Electives: Art 116, 132.

Painting/Sculpture/Graphic Arts: Two courses from Art 101, 102, 103, 106, 107, 108, 116, 118, 134, 135, 140. Students should not have more than 16 additional semester units of art courses. Recommended Electives: Art 119, 136, 142. \*Portfolio required.

Dance: All preparatory to be taken at UCLA. \*Audition is required. Students should not have more than 16 additional semester units of dance courses.

Music: Music 104, 105, 106, 107, 108, 109, 114. \*Audition is required. Students should not have more than 16 additional semester units of music courses. Recommended: Music 115.

Motion Picture/Television: Students should not have more than 24 additional semester units of Theater and MP/TV courses.

Theater: Theater Arts 103 or 104 (both are recommended), English 125. Recommended: Theater Arts 121, 123, 131, 134. Students should not have more than 22 additional semester units of Theater and MP/TV courses.

Ethnic Arts: All core must be completed at UCLA, therefore a student should not have more than 6 units of performance and/or studio courses in any area. Anthropology 102.

\*Detailed information regarding audition or portfolio will be mailed to applicant after application is received.

### A. General College Requirements

1. English 101 (composition, grammar and rhetoric) with grade of "C" (2.0 gpa) or better (not acceptable on credit/no credit basis). This requirement must be completed before entry to Fine Arts.
2. English 102 (composition and literature) with grade of "C" (2.0 gpa) or better (not acceptable on credit/no credit basis). This requirement must be completed before entry to Fine Arts.
3. Foreign Language — Two semesters of one college language through the second level — Proficiency examinations may not be used to complete this requirement. The language must be completed before entry to Fine Arts. French 101, 102; German 101, 102; Spanish 101, 102.

4. Science/Math — One course Physical or Biological Science. One course other Natural Science or Mathematics or another Physical or Biological Science (no laboratory science required) .

*Physical or Biological Science*

Astronomy 101, 102; Biology, all courses except Biology 123, 124; Chemistry all courses; Geology 101, 102, 103, 105, 110; Mineralogy 101; Oceanography 115; Paleontology 101; Physical Science 131; Physics, all courses.

*Other Natural Science*

Anthropology 101; Biology 123, 124; Geography 101; Mathematics, all courses except 130.

5. Social Science — One course in History after the 17th Century. One course Social Science (may be another History course) .

*History Prior to 17th Century*

History 101, 107

*History After the 17th Century*

History 102, 103, 104, 106, 108, 109, 110 through 120, 160

*Social Science Elective*

Anthropology 102, 103; Economics, all courses; Geography 102, 105; Political Science, all courses; Psychology 101, 102, 107; Social Science 121, 122, 131, 132; Sociology, all courses.

6. Humanities (Performance or studio courses do not meet this requirement.) One course in Arts (history, criticism, appreciation) . One course in Literature. One course in Philosophy and/or Religion. Courses in the student's major department may not apply on the humanities requirement.

*The Arts*

Art 101, 102, 103, 106, 107, 108, 180; Music 120, 125-126.

*Literature*

English 105, 106, 109, 110, 122, 123, 125\*, 126, 127, 128; French 125, 126; Spanish 124, 125, 126.

*Philosophy/Religion*

Philosophy, all courses.

Note: When "all courses" are listed, this does not include independent study.

A "C" AVERAGE IS REQUIRED FOR THE GENERAL COLLEGE REQUIREMENTS.

(If courses taken Pass/Not Pass, the Pass must be a "C" (2.0 gpa) or better.)

B. General University Requirements

1. Subject A — Required, no unit credit.

2. American History and Institutions — Any course used to meet this requirement may *not* also apply on the General College Requirements.

This requirement may be met in one of the two following ways:

1. Completion of two semesters in *high school* of American History or American Government or a combination, with a "B" average.
2. Completion of one course chosen from the following with grade of "C" or better. (Credit/No Credit is acceptable.): Economics 111; English 122, 123; History 110, 111, 118, 160; Political Science 101, 104, 105, 106; Social Science 132.

\*Not for Theater majors.

## UNIVERSITY OF CALIFORNIA LOS ANGELES, COLLEGE OF LETTERS AND SCIENCE

### BREADTH REQUIREMENTS

For the purpose of Breadth requirements, departmental and indepartmental majors are classified in the following divisions.

#### PHYSICAL SCIENCES

Applied Geophysics  
Astronomy  
Atmospheric Sciences  
Biochemistry  
Chemistry  
Cybernetics  
Earth and Space Sciences  
Economics-System Science  
Geology (with specializations)  
Mathematics  
Mathematics — Applied Science  
Mathematics — Computer Science  
Mathematics — System Science  
Physics

#### HUMANITIES

African Languages  
Ancient Near Eastern Civilizations  
Arabic  
Chinese  
Classics  
English  
Ethnic Arts  
French  
German  
Greek  
Hebrew  
Indo-European Studies  
Italian  
Japanese

Jewish Studies  
Latin  
Linguistics  
Near Eastern Studies  
Philosophy  
Portugese  
Russian  
Scandinavian Languages  
Slavic Languages  
Spanish  
SOCIAL SCIENCES  
Afro-American Studies  
Anthropology  
Business-Economics  
Chicano Studies  
Communication Studies  
East Asian Studies  
Economics  
Geography  
Geography-Ecosystems  
History  
Latin American Studies  
Political Science  
Sociology  
LIFE SCIENCES  
Biology  
Kinesiology  
Microbiology  
Psychology  
Psychobiology  
Quantitative Psychology

### General University Requirements

- a. Subject A. Every undergraduate entrant must demonstrate an acceptable ability in English composition. This requirement may be met by (1) achieving a grade of 5, 4, or 3 in the College Entrance Examination Board (CEEB) Advanced Placement Examination in English, or (2) achieving a score of 600 or higher in the CEEB Achievement Test in English composition. Students completing English 101 in Glendale Community College with a grade of "C" or higher satisfy this requirement.
- b. American History and Institutions. Completion of requirements set by Glendale Community College meets the State requirement.

### College Requirements

Effective Fall 1978, students with less than 24 semester units (36 quarter units) must meet the following breadth requirements. Those who have completed 24 or more semester units prior to the beginning of Fall 1978 may choose to complete the new requirements or those

described in the 1977-78 UCLA General Catalog.

The student will satisfactorily complete 24 semester units: 8 courses, with at least 2 courses in each division outside the division of his major field. To apply on breadth, a course must have 1.5 semester units. A one unit laboratory science course will apply only if it is combined with the lecture. No course in the student's major department will apply on breadth.

Language courses 1, 2, and 3, apply as Humanities courses, provided the 3rd semester (or 4th quarter) course has been satisfactorily completed in the same language. Conversational courses may not be applied toward breadth. See UCLA General Catalog for regulations concerning deduction for duplication of high school language credit.

- a. Composition Requirement
  - May be satisfied by completion of English 101 or 102 with a grade of "C" or better.
  - The course used to satisfy this requirement may not be used on breadth.
- b. Physical Science
  - Astronomy 101, 102
  - Chemistry 101, 102, 103, 105, 106, 107, 110, 120, 121
  - Geography 101
  - Geology 101, 102, 103, 104, 105, 110
  - Mathematics 103, 104, 105, 106, 111, 112
  - Oceanography 115
  - Paleontology 101
  - Physical Science 131
  - Physics 101, 102, 103, 105, 106, 110, 111
- c. Life Science
  - Anthropology 101
  - Biology 101, 102, 112, 120, 121, 122, 123, 124, 125-126, 130, 137
  - Psychology 103
- d. Social Science
  - Anthropology 102, 103
  - Economics 101, 102, 105, 111
  - Geography 102, 105
  - History 101, 102, 103, 104, 106, 107, 108, 109, 110, 111, 112, 113, 117, 118, 119, 120, 121
  - Political Science 101, 102, 103, 104, 105, 110, 111
  - Psychology 101, 102
  - Social Science 121, 122, 123, 131, 132
  - Sociology 101, 102, 105
- e. Humanities
  - Art 101, 102, 103, 106, 107, 108, 110, 205
  - English 101, 102, 103, 105, 106, 109, 110, 122, 123, 124, 125, 126, 127, 128, 129, 130, 205
  - French 101, 102, 103, 104, 124, 125, 126
  - German 101, 102, 103, 104
  - Music 120, 125, 126, 129, 205
  - Philosophy 101, 113, 114, 116, 117, 119, 120
  - Spanish 101, 102, 103, 104, 124, 125, 126, 127, 128
  - Speech 101, 102
  - Theater Arts 102

### **University of California, Riverside**

There now exist on campus two colleges offering undergraduate work and awarding the baccalaureate degree. The colleges and degree programs offered are:

#### **College of Humanities and Social Sciences**

Administrative Studies	Latin American Studies
Anthropology	Liberal Studies
Art (Studio)	Linguistics
Art History	Music
Black Studies	Philosophy
Chicano Studies	Political Science
Comparative Literature	Psychobiology
Dance	Psychology
Economics	Religious Studies
English	Russian Studies
French	Social Relations
German	Sociology
History	Spanish
Human Development	Theatre
Humanities and Social Sciences	
Interdisciplinary	
Language	

These additional programs do not offer a major, but their offerings may supplement a degree program:

Creative Writing  
Health and Society  
Law and Society

### **Academic Minors**

Marxist Studies  
Chicano Bilingual/bicultural Studies  
Urban Studies  
Women's Studies  
Western American Studies  
International Relations

### **College of Natural and Agricultural Sciences**

Biochemistry	Physical Sciences
Biology	Physics
Botany (Fall 1980)	Plant Science
Chemistry	Pre-Engineering
Computer Science	Psychobiology
Entomology	Soil Science
Environmental Sciences	Statistics
Geography	Systems Ecology
Geophysics	
Mathematics	
Paleobiology	

Students who are undecided on a major register with the Undeclared Majors Advising Center where special counseling is provided.

Students may transfer from one disciplinary college to another or may complete a double major in two colleges.

The School of Education offers credential programs for teachers, including certification in Special Education.



**General University Requirements:**

English Subject A — Students completing English 101 at Glendale Community College with Grade “C” or better satisfy this requirement.

American History and Institutions — History 117 or 118 or Political Science 101 or Political Science 105 at Glendale Community College satisfies this requirement.

May also be met by one high school unit in American History or one-half high school unit in American History and one-half high school unit in civics or American government.

Students are advised to consult the general catalog for courses required for a specific major.

**College of Humanities and Social Sciences Requirements**

The following requirements are in effect for candidates for the bachelor’s degree from the College of Humanities and Social Sciences:

English Composition: Students must demonstrate writing proficiency by satisfying any of the following: (1) achievement of level 3 or above on the College Advanced Placement Test in English; (2) achievement of a passing score on the California State Universities and Colleges English Equivalency Examination; (3) six units of English composition with a grade of “C” or better at a community or junior college, or university other than University of California at Riverside; (4) completion of English 101-102 with a grade of “C” or better.

**Humanities:** Fifteen units to be taken in two or more different departments or programs, and excluding non-literature English courses and studio, technical and performance courses. Courses eligible for this requirement are those offered by the following departments or programs: Art History, Art (Studio), Classics, Comparative Literature, Creative Writing, Dance, English, French, and Italian, German and Russian, History, Humanities and Social Sciences Interdisciplinary, Linguistics, Music, Philosophy, Religious Studies, Spanish, and Theater. Up to three units from courses in programs in Black Studies, Chicano Studies, and Latin American Studies may be counted toward the humanities requirement. The fifteen units shall include at least three units focusing on an ethnic group or foreign area.

**Social Sciences:** Twelve units to be taken in two or more different departments or programs from the following list: Anthropology, Economics, Human Development, Political Science, Psychology, Sociology and Urban Studies. Up to three units from courses in programs in Black Studies, Chicano Studies and Latin American Studies may be counted toward the social science requirement. The twelve units shall include at least three units focusing on an ethnic group or foreign area.

**Sciences:** Eight units are to be taken in courses offered by the College of Natural and Agricultural Sciences, with the exception that three units in the history of science or the philosophy of science may be used in partial satisfaction of this requirement.\*

No courses from a student’s major discipline may be used in satisfaction of requirements in Humanities and Sciences, although courses in a second major or courses required for the major but outside the major discipline may be used in satisfaction of the requirements. Also, the same course may not be used to meet two breadth requirements.

\*At the University of California at Riverside, this means courses offered by the following departments and majors: Biochemistry, Biology, Biomedical Sciences, Botany and Plant Sciences, Chemistry, Entomology, Environmental Sciences, Geography, Geology, Geophysics, Mathematics, Paleobiology, Physical Sciences, Physics, Plant Pathology, Plant Sciences, Soil Science, Statistics, and Computer Science.

**College of Natural and Agricultural Sciences Requirements**

The College of Natural and Agricultural Sciences strongly advises transfer students to complete their lower division *science* work while at Glendale Community College. Sacrificing lower division science work to satisfy Breadth Requirements for the college may adversely affect chances for completion of the degree within two years following transfer.

The requirements are:

*Bachelor of Arts Degree*

English Composition: English 101-102 with a grade of C or better, or a score of 3 or above on the College Advanced Placement Test in English.

Foreign Language: 12 units, (a) in one language by completing course 3 or equivalent, or (b) by completing 6 units or equivalent in each of two languages. (Exception: Biology majors seeking the A.B. degree must complete course 3 in a single foreign language.) Completion of four years or equivalent of one foreign language in high school will meet the College requirement. Students who choose option (b) may satisfy the requirement for one of the two languages by completing two years of that language in high school.

Humanities and Social Sciences: 24 units, with no fewer than 6 units in each. Applicable courses in the Humanities are: Art 101, 102, 103, 106, 107, 108, 110, 180, 202, 205. (Performance courses for which credit is granted to the extent of 4 quarter units: Art 113, 114, 115, 116-117, 118-119, 120-121, 126-127-128-129, 130, 132, 134-135, 136-137, 138-139, 140-142, 143, 144-145, 147-148-149-150, 160, 161, 162, 165, 170, 172; English 103, 105, 106, 109, 110, 115, 122, 123, 124, 125, 126, 127, 128, 129, 130, 140, 193, 194, 195, 196, 205; History 101, 102, 103, 104, 106, 107, 108, 109, 110, 111, 112, 113, 115, 117, 118, 119, 120, 121, 160; Music 101, 102, 104, 105, 106, 107, 108, 109, 114, 115, 120, 125, 126, 129, 205.) (Performance courses for which credit is granted to the extent of 4 quarter units: Music 130, 131, 132, 133, 135-136, 138, 140, 141, 142, 143, 144, 145, 150, 151, 152, 156, 157, 158, 159, 160, 161, 162, 163, 165, 166, 170, 172, 175, 180, 181); Philosophy 101, 113, 114, 116, 117, 119, 120; Applicable courses in the Social Sciences are: Anthropology 101, 102, 103; Economics 101, 102, 105, 107, 111; Geography 102, 105; Political Science 101, 102, 103, 104, 105, 106, 107, 110, 111; Psychology 101, 102, 103, 107, 110, 111, 112, 131; Sociology 101, 102, 105, 107; Social Science 101, 102, 103, 110, 121, 122, 123, 131, 132, 150, 155.

Natural Sciences: 12 units.

#### *Bachelor of Science Degree*

English 101-102, with a grade of C or better, or a score of 3 or above on the College Advanced Placement Test in English.

Humanities and Social Sciences: 12 units, with no fewer than 8 units in each. Applicable courses in the Humanities are: Art 101, 102, 103, 106, 107, 108, 110, 180, 202, 205. (Performance courses for which credit is granted to the extent of 4 units: Art 113, 114, 115, 116-117, 118-119, 120-121, 126-127-128-129, 130, 132, 134-135, 136-137, 138-139, 140-142, 143, 144-145, 147-148-149-150, 160, 161, 162, 165, 170, 172; English 103, 105, 106, 109, 110, 115, 122, 123, 124, 125, 126, 127, 128, 129, 130, 140, 193, 194, 195, 196, 205; History 101, 102, 103, 104, 106, 107, 108, 109, 110, 111, 112, 113, 115, 117, 118, 119, 120, 121, 160; Music 101, 102, 104, 105, 106, 107, 108, 109, 114, 115, 120, 125, 126, 129, 205.) Performance courses for which credit is granted to the extent of 4 units: Music 130, 131, 132, 133, 135-136, 138, 140, 141, 142, 143, 144, 145, 150, 151, 152, 156, 157, 158, 159, 160, 161, 162, 163, 165, 166, 170, 172, 175, 180, 181); Philosophy 101, 113, 114, 116, 117, 119, 120; Applicable courses in the Social Sciences are: Anthropology 101, 102, 103; Economics 101, 102, 105, 107, 111; Geography 102, 105; Political Science 101, 102, 103, 104, 105, 106, 107, 110, 111; Psychology 101, 102, 103, 107, 110, 111, 112, 131; Sociology 101, 102, 105, 107; Social Science 101, 102, 103, 110, 121, 122, 123, 131, 132, 150, 155.

Natural Sciences: 12 units.

### UNIVERSITY OF CALIFORNIA, SAN DIEGO MUIR COLLEGE

WRITING. One course: English 101# (NOTE: One more Writing course may be required at Muir after transfer. Also note: The course above plus one more semester of English Composition and Literature will complete the Humanities option.)

Choose 2 Groups under Section A and 2 under Section B, and complete two courses in each of the 4 chosen Groups. No work is required in the 2 remaining Groups unless demanded by the major.

**SECTION A**

**SOCIAL SCIENCES GROUP.** 2 courses from one subject area:

Anthropology 101#, 102#, 103  
 Economics 101#, 102#, 105, 111  
 History 117#, 118#  
 Political Science 101#, 102#, 103#, 104, 110, 111  
 Psychology 101#, 102#, 103#, 110, 111, 112, 131  
 Social Science 121, 122, 123, 131, 132  
 Sociology 101#, 102#, 105

**MATHEMATICAL SCIENCES GROUP.** 2 courses from among:

Math 103\*, 104\*, 105\*, 106\*, 111, 112

**NATURAL SCIENCES GROUP.** 2 courses (6 or more units) from one subject area (Lab not required by the College):

Biology 101\*, 102\*, 112, 120, 121, 122, 123, 124, 125, 126, 130, 137  
 Chemistry 101\*, 102\*, 103, 105\*, 106\*, 107, 110, 120, 121  
 Earth Science Area: Geology 101, 102, 103, 104, 105, 110; Paleontology 101  
 Physics 101\*, 102\*, 103\*, 105, 106, 110, or 111

**SECTION B**

**FINE ARTS GROUP.** 6 or more units from one subject:

Art 101#, 102#, 103#, 106, 107, 108, 180  
 Music 101, 102, 107, 108, 109, 114, 120, 125#, 126#  
 Theatre Arts 101, 102

**HUMANITIES GROUP.** 6 or more units in one subject area:

*Literature Area.* English 101#, 102#, 105, 106, 109, 110, 115, 122, 123, 124, 127, 128, 129, 130; French 124, 125, 126; Spanish 124, 125, 126, 127, 128.  
*Cultural History Area.* History 107-108-109 (any 2) or 119-120.  
*Philosophy Area.* Philosophy 101, 113, 114, 116, 119#, 120#

**LANGUAGE LEARNING GROUP.** 2 consecutive courses in Spanish or other language, starting at whatever level the student is prepared to enter. Examples: Spanish (or other language) 101-102, 102-103, 103-104, 104-125, 125-126

# Recommended if you plan to major in that particular subject.

\* Offerings from among which science majors should choose their courses; math courses marked this way are recommended also for majors in economics and psychology.

**UNIVERSITY OF CALIFORNIA, SAN DIEGO REVELLE COLLEGE**

**MATHEMATICS.** Math 103\* and 104\* (105\*, 106\* recommended as electives)

**NATURAL SCIENCE.** 2 courses each in Chemistry and Physics, and one in Biology.

Chemistry 101\* and 102\* (105\*, 106\* recommended as electives)  
 Physics 101\* and 102\* (103\* recommended as elective) or 105 and 106  
 Biology: One course from among Biology 101\*, 102\*, 122

**FOREIGN LANGUAGE.** Transfer students will have met this requirement if they have credit for Spanish (or other language) 103 at Glendale College.

**COMPOSITION AND LITERATURE.** Two courses:

English 101# and 102#

**SOCIAL SCIENCES.** 2 courses from one subject area:

Anthropology 101#, 102#, 103  
 Economics 101#, 102#, 105, 111  
 History 117#, 118#  
 Political Science 101#, 102#, 103#, 104, 110, 111  
 Psychology 101#, 102#, 103#, 110, 111, 112, 131  
 Social Science 121, 122, 123, 131, 132  
 Sociology 101#, 102#, 105

ADDITIONAL SOCIAL SCIENCES OR HUMANITIES. 2 courses (6 units) from the above list of Social Sciences OR 2 from the following list:

- Art 101#, 102#, 103#, 106, 107, 108, 110, 180
- English 105, 106, 109, 110, 115, 122, 123, 127, 128, 129, 130
- French 124, 125, 126
- German 125, 126
- History 101, 102, 107, 108, 109, 119, 120
- Music 120, 125#, 126#
- Philosophy 101, 113, 114, 116, 119#, 120#
- Spanish 124, 125, 126

FINE ARTS. In addition to courses used to meet minimum requirements in the section just above, take at least 3 units from the following:

- Art 101#, 102, 103#, 106, 107, 108, 110, 180
- English 105, 106, 109, 110, 115, 122, 123, 124, 127, 128, 129, 130
- French 124, 125, 126
- History 101, 102, 107, 108, 109, 119, 120
- Music 120, 125#, 126#
- Philosophy 101, 113, 114, 116, 119#, 120#
- Spanish 124, 125, 126, 127, 128

# Recommended if you plan to major in that particular subject.

\* Offerings from among which science majors should choose their courses; math courses marked this way are recommended also for majors in economics and psychology.

### UNIVERSITY OF CALIFORNIA, SAN DIEGO, THIRD COLLEGE

WRITING. Two courses: English 101# and 102#

NATURAL SCIENCE. Two courses (6 or more units) from among:

- Biology 101\*, 102\*, 112, 120, 121, 122, 123, 124, 125, 130, 137
- Chemistry 101\*, 102\*, 103, 105\*, 106\*, 107, 110, 120, 121
- Physics 101\*, 102\*, 103\*, 105, 106, 110 or 111

OPERATIVE LOGIC. Choose any two of the following numbered categories and take at least one course in each of the chosen two:

1. *Computer Science*. Computer and Information Systems 150; Math 130
2. *Mathematics*. Math 103\*, 104\*, 105\*, 106\*, 112, 138
3. *Statistics*. Math 111; Political Science 107; Psychology 107; Sociology 107

SOCIETAL ANALYSIS. Choose any TWO of the following numbered categories and take at least one course in each of the chosen two; at least one of the courses must be in category No. 3 or 4:

1. *Communications*. Journalism 101
2. *Economics*. Economics 101# or 102#
3. *Literature and Society*. Spanish 124, 125, 126, 127, 128
4. *Third World Studies*. Anthropology 102#, Art 106, 108, Geography 102, 105, History 103, 104, 113, 119, 120, Philosophy 113, 114, Political Science 111, Social Science 121, 122, 123
5. *Urban and Rural Studies*. Political Science 108

A ONE-YEAR SEQUENCE IN HUMANITIES, FINE ARTS, FOREIGN LANGUAGE, OR SOCIAL SCIENCE. Any one of the following sequences (a sequence is indicated by courses joined with a hyphen):

- Anthropology 101#-102#; Art 101#-102#-103# (any 2), 106-107; Economics 101#-102#; English 101#-102#, 105-106, 109-110, 122-123; French 124-125-126 (any 2); History 101-102, 103-104, 107-108-109 (any 2), 117#-118#, 119-120; Music 107-108-109-114 (any 2), 125#-126#; Philosophy 113-114, 119#-120#; Political Science 101#-102#-103#-104 (any 2); Psychology 101#-102#, 111-112; Social Science 131-132; Sociology 101#-102#; Spanish (or other language) 101-102, 102-103,

103-104, 125-126

# Recommended if you plan to major in that particular subject.

\* Offerings from among which science majors should choose their courses; math courses marked this way are recommended also for majors in economics and psychology.

### **UNIVERSITY OF CALIFORNIA, SAN DIEGO, WARREN COLLEGE**

WRITING. 2 courses: English 101# and 103

FORMAL SKILLS. 2 courses: Math 103\* and 104\* (105\*, 106\* recommended as electives)

THE MAJOR. As in the other three Colleges, a major requires 12 to 15 upper division courses based on appropriate preparation in lower division. Such preparation is the same in Warren College as in all the others; all majors are available to students in every College.

SECONDARY AREAS OF CONCENTRATION (the MINORS). Two minors are required, one of them non-contiguous — that is, not in the same category as the major. A minor consists of 6 courses, of which 3 are usually in lower division and 3 in upper division. To avoid interference with your academic progress, you should try to select your two minors early, and take a full year's work (2 semesters or 3 quarters) in each of them before transfer. These should be the introductory courses for majors.

Present programs of secondary concentration include the following:

*HUMANITIES AND FINE ARTS.* Chicano Studies. Chinese Studies. Classical Studies. Drama. History. Iberian Studies. Judaic Studies. Latin-American Studies. Literature (English/American, French, General, German, Greek, Hebrew, Italian, Latin, Literature and Society, Russian, Spanish). Music. Philosophy. Visual Arts. Writing.

*NATURAL SCIENCES.* Applied Mechanics and Engineering Sciences (AMES). Biology. Chemistry. Earth Science. Electrical Engineering and Computer Science (EECS), Mathematics. Physics. Scientific Perspectives.

*SOCIAL SCIENCES.* Anthropology. Communications. Economics (including Management Science). Frontiers of Science. International Relations. Linguistics. Political Science. Psychology. Religion. Science, Technology, and Public Affairs. Sociology. Teacher Education Program. Urban and Rural Studies.

+ + + +

ALSO REQUIRED (as in the other 3 Colleges); Electives to bring the total to 45 courses (180 quarter units — the equivalent of 120 semester units). At least 18 of these courses (including 12 in the major and usually 6 in the two minors) must be at the upper-division level.

# Recommended if you plan to major in that particular subject.

\* Offerings from among which science majors should choose their courses; math courses marked this way are recommended also for majors in economics and psychology.

### **UNIVERSITY OF CALIFORNIA, SANTA BARBARA**

#### **COLLEGE OF LETTERS AND SCIENCE — BACHELOR OF ARTS**

English Subject A — Students completing English 101 at Glendale Community College with grade "C" or better satisfy this requirement. Units

- |   |      |
|---|------|
| a. English 101-102 (Two courses) .....  | 6    |
| b. Natural Science and Mathematics (Two courses) .....  | 9-12 |
| Two courses from: Astronomy 101; Biology 101, 102, 112, 120, 121, 123, 124, 125-126, 130, 137; Chemistry 101, 102, 103, 105, 106, 107, 110, 120, 121; Geology 101, 102, 103, 105, 110; Mathematics 103, 104, 105, 106, 111, 112; Oceanography 115; Paleontology 101; Physical Science 131; Physics 101, 102, 103, 105, 106, 110, 111. |      |
| c. Fine Arts (Two courses) .....  | 2    |
| Art 101, 102, 103, 106, 107, 108, 110, 180; Music 120, 125, 126, 129; Social Science 155; Theatre Arts 101, 102.  |      |

- d. Humanities (Three courses) .....9  
 English 103, 105, 106, 109, 110, 115, 122, 123, 127, 128, 129, 130; French 103, 104, 125, 126; German 103, 104; Journalism 101; Philosophy 101, 113, 114, 116, 117, 119, 120; Spanish 103, 104, 124, 125, 126, 127, 128; Speech 101, 102.
- e. History, Social Sciences and Psychology (three courses) ..... 9-12
  - 1. Any course from the following:  
 Anthropology 102, 103; Business Administration 120, 125, 130; Economics 101, 102, 105, 107, 111; Geography 102, 105; History 101, 102, 103, 104, 106, 107, 108, 109, 110, 111, 112, 113, 115, 117, 118, 119, 120, 121, 160; Political Science 101, 102, 103, 104, 107, 108, 110, 111; Psychology 101, 102, 107, 110, 111, 112, 131; Social Science 131, 132, 150; Sociology 101, 102, 105, 107
  - 2. Two additional courses from above or from: Ethnic Studies, Environmental Studies (except physical or biological).  
 Social Science 121, 122.

In fulfilling these requirements, the following restrictions are applied to transfer courses:

1. Courses designed primarily for teaching do not apply toward these requirements.
2. Courses in the subject of the student's major may not fulfill General Education requirements b-e. (For example, a student majoring in History may not use History courses toward requirement e.) This stipulation applies to departmental majors only. For interdepartmental majors, all courses in the major will apply to the appropriate General Education requirement.

**UNIVERSITY OF CALIFORNIA, SANTA CRUZ**  
**COWELL, STEVENSON, CROWN, MERRILL, COLLEGE V, KRESGE,**  
**OAKES, COLLEGE VIII** (*Music/Art*)

The colleges at Santa Cruz are designed to strengthen undergraduate education by making natural the communication — between student and teacher, between students, and between fields — that is essential to the process and enjoyment of learning in a University.

Cowell College opened in 1965, Stevenson College in 1966, Crown College in 1967, Merrill College in 1968, College V in 1969, Kresge in 1971, and Oakes College and College VIII in 1972.

The eight separate colleges at Santa Cruz are one of its most distinctive features, with each college's faculty representing the range of disciplines in the arts and sciences — from anthropology to theater arts. Working side by side in the college communities (rather than in large, separate departments), faculty members are often inspired to design courses together to complement traditional programs. Examples of interdisciplinary courses offered by colleges include *Energy and Energy Resources*, taught jointly by a professor of earth sciences and a physicist, and a class on the twelfth century given by a professor of English and a professor of philosophy. Such cross-disciplinary approaches to learning are found in campuswide programs as well as, notably in psychobiology and environmental, community, marine, and religious studies.

Because the majors of students in each college are about equally distributed among the three main divisions of courses at Santa Cruz — humanities, natural sciences, and social sciences — there is a melding of interests and learning. A biology major may be encouraged to take a writing course or study music, while a history major might become intrigued with several courses in science.

Wide-ranging interests of faculties and students and a sense of adventure in learning are a natural part of the small college communities. The environment is ideal to combine the best of a traditional education with a spirit of openness and innovation.

Many of the courses offered by the colleges satisfy campus breadth requirements for graduation or requirements for a major, and generally students may take courses at any college on campus in addition to their own.

To help students focus their studies during their undergraduate years within the broad context of a liberal arts education, Santa Cruz offers a wide range of academic programs in which students may major. A student interested in majoring in one of the traditional disciplinary subjects may choose from among the following UCSC programs:

**HUMANITIES**

- Art
- Art History
- History
- Linguistics
- Literature (including creative writing)
- Languages
  - English
  - French
  - German
  - Greek
  - Italian
  - Latin
  - Russian
  - Spanish
- Music
- Philosophy
- Religious Studies
- Theatre Arts

**NATURAL SCIENCES**

- Biology
  - Chemistry
  - Earth Sciences
  - Information and Computer Sciences
  - Mathematics
  - Physics
- SOCIAL SCIENCES**
- Anthropology
  - Community Studies
  - Economics
  - Education\*
  - Environmental Studies
  - Politics
  - Psychology
  - Sociology

Santa Cruz also offers a number of interdisciplinary majors:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Aesthetic Studies</li> <li>American Studies</li> <li>Community Studies</li> <li>East Asian Studies</li> <li>Environmental Studies</li> <li>Information and Computer Sciences</li> <li>Latin American Studies</li> </ul> | <ul style="list-style-type: none"> <li>Modern Society and Social Thought</li> <li>Psychobiology</li> <li>Western Civilization</li> <li>Women's Studies</li> </ul> |
|--|---|

The additional programs listed below have not been established as majors but represent common areas of interest among groupings of faculty. They can assist students who want to declare individual majors in these fields.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>Classical Studies</li> <li>French Studies</li> <li>Marine Studies</li> </ul> | <ul style="list-style-type: none"> <li>Medieval Studies</li> <li>Natural Sciences</li> <li>Southeast Asian Studies</li> </ul> |
|---|---|

\*Education is not available as a major at UCSC, but the Committee on Education offers the courses, including student teaching, that are required for a preliminary (valid for hiring) teaching credential.

Faculty advisers are assigned each student by the college to help in academic matters, and professionally trained counselors are available in each college for personal and group counseling.

*Humanities.* Three courses (five quarter units each or nine semester units) or the equivalent.\*

*Natural Sciences.* Three courses (five quarter units each or nine semester units) or the equivalent, offered by the Boards of Studies in Astronomy, Biology, Chemistry, Earth

Sciences, Mathematics, \*\* or Physics, or by the Division of Natural Sciences. Any number may be used.

*Social Sciences.* Three courses (five quarter units each or nine semester units) or the equivalent Sciences. Administration of these requirements will be governed by the following principles:

Students entering the University of California at Santa Cruz as freshmen must satisfy the breadth requirements of this campus before graduation. Students entering with three or more quarters of advanced standing from other campuses of the University must satisfy the Santa Cruz breadth requirements unless, at the time of transfer, they have entirely satisfied the breadth requirements of the campus from which they are transferring.

\*Any level of Foreign Language — includes History

\*\*Mathematics 111, 112 may be selected in the place of a mathematics course.

### BRIGHAM YOUNG UNIVERSITY

#### CATEGORY I:

*Reading* (one course)

English 102

*Writing* (one course)

English 101

*Math* (one course)

Math 101, 102, 103, 104, 105, 106

*Health Education* (one course)

Health 103

#### CATEGORY II:

*Arts and Letters* (three courses)

Art 101, 102, 103, 106, 107, 108, 110, 111, 113, 116, 126, 134, 138, 140, 180

English 105, 106, 109, 110, 115, 121, 122, 123, 125, 126, 128, 129, 130

French 124, 125, 126

German 125, 126

Music 120, 125, 126, 129

Philosophy 101, 113, 114, 116, 117, 119, 120

Spanish 124, 125, 126, 127, 128

Speech 101, 102, 121

Theatre Arts 101, 102

*Social Systems* (three courses)

*American Heritage* (one course)

History 117, 118

Political Science 101

Social Science 131, 132

*Electives* (two courses)

Anthropology 102, 103

Economics 101, 102, 105, 107, 111

Family Development 135, 136

Geography 102, 105

History 101, 102, 103, 104, 106, 107, 108, 109, 110, 111, 112, 113, 115, 117, 118, 119, 120, 121, 160

Political Science 102, 103, 104, 105, 107, 108, 110, 111

Psychology 101, 102, 103, 107, 110, 111, 112, 131

Social Science 121, 122, 131, 132, 150, 155

Sociology 101, 102, 105, 107

*Natural Science* (three courses)

*Biological Broad* (one course)

Biology 101, 102, 112, 120, 121, 122, 123, 124, 125-126, 130,



137, 138  
 Paleontology 101  
 Physical Broad (one course)  
 Anthropology 101  
 Astronomy 101  
 Chemistry 101, 102, 103, 105, 106, 107, 110, 120, 121, 141, 143  
 Geography 101  
 Geology 101, 102, 105, 110  
 Oceanography 115  
 Physical Science 131  
 Physics 101, 102, 103, 105, 106, 110  
 Elective (one course)

**CATEGORY III:** May choose any from above Biological or Physical Science lists. An evaluation is required in advance writing and extramajor skill area. The extramajor skill areas (the students need to select one) currently approved are: foreign language, mathematical methods, statistical analysis, linguistic analysis, computer application, logic, method of analysis, etc. The student will need approximately nine to twelve semester hours of classroom experience to prepare his skill evaluation. The student will be required to pass both Category III's evaluations at BYU.

Transfer students will have their records evaluated on a course-by-course basis. Each transfer course judged equivalent to a GE preparatory course at BYU will be recognized as though that GE evaluation had been passed. A written summary of all transfer credit awarded is mailed to the student by the Evaluation Office (A-153 ASB) soon after the student is admitted. The student's college advisement center evaluates courses meeting requirements for the student's major.

## CALIFORNIA INSTITUTE OF TECHNOLOGY

### SPECIAL TRANSFER PROGRAM:

A student at Glendale College contemplating transfer to the California Institute of Technology must take, as a minimum, the following courses: Physics 101, 102, 103; Math 103, 104, 105, 106; Chemistry 101, 102, 103.

Humanities or Social Science courses which are transferable to the University of California should also be chosen. Caltech requires a minimum of 24 semester hours in such humanities courses for a B.S. degree, and 12 semester hours should be completed in the first two years.

Applicants to the regular transfer program have been required to earn approximately a 3.0 GPA and to take transfer examinations, given by the Institute, in Mathematics and Physics. However, a student whose overall GPA for at least 3 full semesters work is 3.5 or higher, and who has no more than 1 B (the rest of the grades being A) in the courses listed above, may be excused from the transfer examinations upon recommendation of a faculty member at Glendale College. The application will be considered as soon as possible on the basis of the 3-semester academic record, letters of recommendation, and a personal interview (arranged by Caltech).

No guarantee can be made of acceptance. However, it is expected that most students whose grades are satisfactory and receive faculty recommendation will be accommodated. Students who are admitted may still have to take certain lower-division courses at Caltech if their background is lacking in certain courses required by the Institute of all freshmen and sophomores.

Students who are interested in this transfer program should contact the Admissions office at Caltech early in their program to discuss any additional aspects of the program, including other possible preparatory courses for specific majors.

### CALIFORNIA LUTHERAN COLLEGE

A 2.0 (C) grade on all work attempted is required for transfer. For purpose of calculation, all grades are counted, including repeated courses. A repeated course does not "erase" an earlier grade.

Maximum of 70 credits are transferable from a community college.

"D" grades are granted transfer credit except in major.

Both BA and BS degrees are offered. The essential difference in the two degrees which applies to community college transfers is item C below.

Most majors require at least 32 credits with 20-24 credits at the upper division level. Consult the CLC catalog for specific departmental requirements.

Prospective transfer students are encouraged to schedule an appointment with the Director of Transfer Services for counseling and preliminary transcript evaluations. Students should call the Admissions Office at 492-2411.

- a. Creative Arts..... 6 units  
Two courses from: Art 101, 102, 103, 106, 107, 108, 116, 134; Music 110, 111, 120, 125, 126; Speech 101; Theatre Arts 103, 104, 131.
- b. English..... 6 Units  
English 101 and 102 or 101 and one of the following: 105, 106, 109, 110, 122, 123, 125, 126, 128.
- c. Foreign Language\* ..... 8 Units  
French, German, Spanish 101, 102, 103, 104  
Bachelor of Science Option ..... 8 Units  
Mathematics 100, 101, 102, 103; Philosophy 117; Economics 107; Psychology 107; Sociology 107; Mathematics 130.
- d. Natural Science ..... 7 Units  
Laboratory Science (4 Units): Biology 101, 102, 120, 121, 122, 124, 125-126; Chemistry 101, 102, 110; Physics 105, 106.  
Science of Mathematics (3 Units): Astronomy 101; Geology 101, 102, 105; Mathematics 101, 102, 103; Physics 110.
- e. Physical Education ..... 3 Units  
3 non-repeated activity courses
- f. Religion and Philosophy..... 6-9 Units  
Philosophy 101, 117, 119, 120 plus 3-6 credits in Religion at CLC.
- g. Social Sciences..... 7 Units  
Select two areas: Accounting 101; Administration of Justice 101, 103; Anthropology 101, 102; Economics 101, 102, 105, 111; Geography 101, 102, 105; Political Science 101, 102, 103, 105, 106, 110; Psychology 101; Sociology 101
- h. History ..... 3 Units  
History 101, 102, 103, 104, 106, 107, 108, 109, 112, 113, 119.
- i. California Requirement

Satisfactory completion of one of the following:

1. History 117 and 118 and Political Science 106
2. History 110 and Political Science 101 or 105 and 106
3. Social Science 131 and 132
4. History 111 and Political Science 101 or 105 and 106
5. History 151 and Political Science 151

\*Students able to demonstrate 2nd year college-level proficiency, by examination or transfer credit, shall have satisfied the language requirement.

### LOYOLA MARYMOUNT UNIVERSITY

Transfers are admitted each semester — fall and spring. Students admissible as freshmen to Loyola Marymount University at the time of their graduation from high school, may be

admitted to advanced standing at any semester if they have at least a "C+" average at the last college attended and at least a "C+" average for all previous college work.

Students inadmissible as freshmen at the time of their graduation from high school, may be admitted to advanced standing if they have completed at least the equivalent of 30 semester units of college level work with at least a "C" plus average.

Many courses are acceptable for transfer credit, but the following pattern satisfies the baccalaureate degree requirements. See notes below for College of Business and College of Science/Engineering additional requirements.

	Units
a. Communication Skills.....	6
English 101	
Speech 101 or 102.	
b. Fine Arts.....	3
Art 101, 102, 103	
Music 101, 120	
Theatre Arts 101, 102, 103	
c. History.....	6
History 102 or 109	
One course from History 104, 118, 120	
d. Literature/Psychology.....	6
Three semester units from English 102, 107, 108, 109, 110	
Additional three semester units from above, or Psychology 101	
e. Religious Studies.....	3
Philosophy 113 or 114	
f. Science.....	8
Two college-level science courses or a combination of one college-level science course and one college-level mathematics course may be used to fill this requirement.	
Astronomy 101	
Biology 101, 102, 112, 120, 121, 122, 123, 124, 125-126, 130, 137, 138	
Chemistry 101, 102, 103, 105, 106, 110	
Geology 101, 110	
Mathematics 101, 102, 103, 104, 105, 106, 111, 112	
Mineralogy 101	
Oceanography 115	
Paleontology 101	
Physical Science 131	
Physics 101, 102, 103, 105, 106, 110, 111	
g. Social Science.....	6
Two three-unit courses must be outside the major field	
Anthropology 102	
Economics 105	
Geography 102 or 105	
Political Science 101, 102	
Sociology 101, 102	
Note: Business majors should complete Accounting 101, 102; Business Administration 120; Computer and Information Systems 101 and 110; Economics 101, 102, 107; Mathematics 111, 112 as well as (a) through (e) above. Economics 101 and 102 will meet social science requirement and Mathematics 111 or 112 will meet half the science requirement. The other half must be satisfied by one of the science courses listed.	
Engineering majors should complete: Chemistry 101, 102; Engineering 101, 103, 110; English 101; a literature course from English 102, 109, 110; History 102; Mathematics 103, 104, 105, 106; Physics 101 and 102; Speech 101 or 102; and the	

(e) requirement listed above.

Science/Mathematics students are encouraged to consult their counselor in conjunction with the Loyola Marymount University catalog.

**MOUNT ST. MARY'S COLLEGE**

The following courses will satisfy General Education Requirements:

	Units
a. American History and Institutions .....	6-8
History 110; 117-118	
Political Science 101 or 105	
Social Science 131-132	
b. English.....	3
English 101	
c. Philosophy.....	9
Any course in philosophy, at least two must be lower division	
d. Religious Studies.....	9
Any course in theology and courses on an annually published list of Religious Studies.	
e. Foreign Language.....	12
Three semesters of college language study.	
f. General Studies .....	27
1. Humanities (6-15 units in two areas)	
Fine Arts — Art 101 or 102; Music 120, 125, or 126	
Literature — English 102, 105, 106, 109 and/or 110	
History 101; 102	
2. Natural Sciences (6-15 units in two areas)	
Biology 101, 102, 112, 120, 121	
Chemistry — any course or courses	
Physics 105, 106, 110	
Mathematics 103, 104, 105, 106, 130	
3. Social and Behavioral Sciences (6-15 units in two areas)	
Economics 101, 102, 105, 111	
History — Any non-survey U.S. History*	
Political Science 102	
Psychology 101 or 102, 110	
Sociology 101 or 102	
Anthropology 102	

**MAJOR REQUIREMENTS:** Consult Mount St. Mary's College catalog for major requirements. Specific requirements for a particular major are designated by the Major Department.

**EXAMINATIONS:** Consult Mount St. Mary's College catalog for areas in which requirements may be satisfied by examination.

\*No course may satisfy two requirements.

**NOTE:** Students interested in pursuing a degree in **NURSING** or **PHYSICAL THERAPY** should contact the admissions office for specific information regarding requirements and deadlines for admission: 476-2237

**NORTHROP UNIVERSITY**

Northrop University is an independent, coeducational senior institution accredited by the Western Association of Schools and Colleges, offering undergraduate degrees in Engineering, Technology and Management. Students are admitted each academic quarter and can receive advanced standing from transferable junior college credits with a grade of "C" or better. Students can receive maximum transferable credit in Engineering by taking the following courses:

Chemistry 101; English 101, 102; History 117, 118; Mathematics 103, 104, 105, 106, 130; Physics 101, 102, 103; Speech 101; and four 3-unit courses chosen from the fields of Anthropology, Biology, Economics, History, Philosophy, Political Science, Psychology, Sociology.

Students can receive maximum transferable credit in Engineering and Technology by taking the following courses:

Airframe and Powerplant Program; Chemistry 101; History 117 and 118; Engineering 104, 110; English 101, 102; Materials and Processes 146; Mathematics 103, 104; Physics 101, 102; Speech 101; and three 3-unit courses chosen from the fields of Anthropology, Biology, Economics, History, Philosophy, Political Science, Psychology, Sociology.

Students can receive maximum transferable credit in Management by taking the following courses:

Accounting 101, 102; Business Administration 120; Business—General 110; Chemistry 101; Computer and Information Systems 101, 140, 180, 185, 190; English 101, 102; History 117; Economics 101, 102; Marketing and Distribution 105; Mathematics 111, 112; Physics 101; Psychology 102.

## OCCIDENTAL COLLEGE

Students considering transfer in either the sophomore or junior year are strongly urged to check with the Admission Office for further information if the descriptions below are not adequate or do not relate sufficiently to the courses available to them at the college they are attending. They should refer also to the current catalog for information concerning prerequisites for proposed majors.

### LOWER DIVISION GENERAL DEGREE REQUIREMENTS FOR THE A.B. DEGREE

English: No English is required. However, competence is emphasized. Periodic checks are made on the writing performance of all students and a student may be remanded to an English course or a writing specialist if his/her new work is sub-standard. Freshman English is recommended.

Foreign Language: Competence in a foreign language at the level of completion of the third term of college work. (One quarter or semester of intermediate level.)

GENERAL STUDIES: All students entering Occidental College as Freshmen are required to complete a pattern of six General Studies courses by the end of the Junior year. Normally a transfer may not enroll in introductory level courses. To meet these requirements a student may transfer one course composition, exposition or a related English topic (for the Freshman Seminar requirement) and a two-term sequence course such as History of Civilization, Humanities, etc. (for the Perspective sequence). If such courses are not transferred the student will be required to enroll in additional Divisional Studies courses (see below). The requirement is:

Three Courses: INTRODUCTORY STUDIES. Required of Freshmen are one Freshman Seminar course and two courses in a Perspective sequence. Transfer students must take a two-course Perspectives sequence at Occidental or may transfer a similar sequence from a previous institution. Such sequences as History of Civilization, Humanities, etc. may be appropriate. Normally, transfer students may not enroll in Freshman Seminars, but may transfer one course in composition, exposition or a related topic or they will take an additional Divisional Studies course at Occidental (see below).

Three Courses: DIVISIONAL STUDIES: The academic departments of the College are divided among three Divisions: the Sciences and Mathematics (Division A), the Social Sciences (Division B), and the Humanities (Division C). Two Divisional Studies courses must be taken in one of the Divisions *outside of* which the student's major falls, and the third course must be taken from the other such Division. For example, a student whose major department is in the Humanities must take either two courses from "A"

and one from "B," or two from "B" and one from "A."  
 Transfer students who must take an additional Divisional Studies course in lieu of a Freshman Seminar (see above), must take two courses in each Division other than that of the major.

Core program in the Liberal Arts (for members of the Class of 1982 and thereafter): Students are required to complete nine courses, as described below. The Registrar and the Director of the Core Program determine, on an individual basis, the applicability of transfer courses toward fulfillment of Core Program requirements. Students wishing to transfer to Occidental should present courses as nearly equivalent as possible.

- One Course: FRESHMAN SEMINAR: An emphasis on orderly thinking and mastery of expository writing.
- Two Courses: EUROPEAN CULTURE: The development of western culture from origin to twentieth century, drawing upon science, social sciences, humanities, and fine arts.
- One Course: CONTEMPORARY AMERICAN CULTURE: Emphasis on the twentieth century, particularly in the United States, and its relationship to European and other cultural currents (native, Latin, Black, Oriental, etc.)
- Two Courses: WORLD CULTURES: Latin American Russian, Far Eastern and other cultures.
- One Course: CREATIVITY: Theory and practice of creation in the arts.
- One Course: MATHEMATICS
- Two Courses: SCIENCE

**MAXIMUM GENERAL STUDIES TRANSFER CREDIT:**

- Sophomores: Three courses. Should be equivalent to Perspectives, Freshman Seminar or a course from Division that does not include student's major. Balance of courses must be taken at Occidental.
- Juniors: Four Courses. Equivalent to Perspectives, Freshman Seminar and one course from a Division that does not include student's major. Balance of courses must be taken at Occidental.

American Institutions: This requirement is *only* for those students working toward a teaching credential.

The academic year at Occidental consists of three eleven-week terms, with each student allowed to take no more than three courses per term, plus certain fractional courses. A minimum of thirty-five courses, exclusive of credit for Physical Education activity courses, is required for graduation.

Please note that a maximum of 64 semester (96 quarter) units of lower division credit (equivalent to 18 courses) is accepted for transfer, and that a minimum of 17 courses must be taken at Occidental College in order to receive the B.A. degree.

**PACIFIC OAKS COLLEGE**

The two-year upper division program leads to the Bachelor of Arts degree in Human Development. Admission in junior standing requires completion of not less than 60 semester units of acceptable college work with at least a "C" grade average.

Glendale Community College courses which satisfy the lower division general education requirements are listed below.

- |  |       |
|--|-------|
|  | Units |
| a. Oral and Written Expression.....  | 9-15  |
| 1. REQUIRED: English 101; or English 102 or 120 or Speech 101, 102, or 121.              |       |
| 2. BY CHOICE: English 103, 105, 106, 109, 110, 121, 122, 123, 125, 126, 198, Journalism. |       |
| b. Natural Sciences and Mathematics.....   | 9-15  |
| 1. REQUIRED: Biology 101, 120, 121, or 122.  |       |

2. BY CHOICE: Anthropology 101; Astronomy 101; Biology 102, 112, 123, 124, 125, 130, 137; Business—General 130, 135; Chemistry; Economics 107; Geography; Geology; Mathematics-Mineralogy; Paleontology 101; Physics; Physical Science 131.
- c. Social Sciences..... 9-15
  1. REQUIRED: Psychology 101 and either Sociology 101 or Anthropology 102.
  2. BY CHOICE: Anthropology 103; Economics 101, 102; Geography 105; History 110, 112, 117, 118, 151; Family and Consumer Studies 135, 136, 140, 141, 142, 143; Political Sciences; Psychology 102, 107, 110, 131; Public Administration; Social Science; Sociology 102, 107; Journalism 101.

Include a course which covers the U.S. Constitution to meet credential requirements.
- d. Humanities..... 9-15  
 No specific course requirement.  
 BY CHOICE: Architecture; Art (any course through Art 150); History 101, 102, 103, 104, 106, 107, 108, 109, 119, 120; Music; Philosophy; Photography; Printing; Theatre Arts; Intermediate and Advanced Foreign Language.
- e. Electives  
 A maximum of 15 units of lower division electives taken in courses other than those listed in the above areas will be accepted. Courses which are NOT acceptable include most business courses, vocational courses, library courses, medical courses, orientation courses, and specifically sectarian religion courses. Health and physical education courses (maximum 4 units) and beginning foreign language courses will be accepted as electives. Although a maximum of 15 elective units will be accepted, no elective units are required.

**PEPPERDINE UNIVERSITY, LOS ANGELES**

1. These requirements may be met by work transferred to Pepperdine University. Students are advised that their last 28 units must be completed at Pepperdine University to meet the Residence Requirement.
 

	Units
a. English Composition.....	3
English 101 (Remedial Composition courses are not acceptable)	
b. Humanities.....	6
Students may meet these requirements by having taken courses in any two of the following areas: Literature, Art, Music, Philosophy, Religion, Foreign Languages, Theater Arts, Cultural History, Communications.	
Art 101, 102, 103, 108; English 109, 110; Music 120, 125, 126; Philosophy 101, 113, 114, 116, 119, 120	
c. Social Science.....	6
Students may meet these requirements by having taken courses in any two of the following subject areas: Sociology, Psychology, Economics, Anthropology, Political Science, Social or Economic History.	
Economics 102; Political Science 101, 102, 103, 110; Psychology 101; Social Science 121, 131, 132; Sociology 101	
d. Natural Science and Mathematics.....	6
Students may meet these requirements by having completed two courses in one or more of the three broad areas of natural science: the mathematical sciences, the physical sciences, and the life sciences. Remedial mathematics courses are not acceptable.	
Anthropology 101; Astronomy 101; Biology 101, 102, 121, 122, 124, 137; Chemistry 101, 102, 110; Geography 101; Geology 101, 105; Mathematics 101, 102; Mineralogy 101; Paleontology 101; Physical Science 131; Physics 105, 106, 110	

**PEPPERDINE UNIVERSITY, SEAVER COLLEGE (MALIBU)**

	Units
a. Communication .....	9
English 101	
Course in Communication theory or Mass Communication Elective — Speech 101, Foreign Language, Drama, Journalism	
b. Fine Arts.....	3
Art 101, 102, 103	
Music 120, 125, or 126	
c. Humanities.....	9*
History 107, 108, 109	
English 102, 105, 106, 109, 110; Philosophy 101, 119, 120	
*Two courses must be in history.	
d. Natural Science .....	6**
Astronomy 101	
Biology 101, 102, 112, 122, 131, 137	
Chemistry 101, 110	
Geology 101, 105, 110	
Physics 105, 106, 110	
Mathematics 101, 102	
**Must include one lab course and courses in both life and physical science.	
e. Religion.....	8
To be taken at Pepperdine (4 units required of those transferring with 60 units)	
f. Social Science .....	9
***History 110 and Political Science 101 OR History 110 and California Government Exam at Pepperdine OR Political Science 101 and U.S. History Exam at Pepperdine ***Social Science 131, 132; Psychology 101; Sociology 101 ***Economics 101; Social Science 121; any Political Science course; Psychology 101 OR Sociology 101 (provided another course satisfies the above requirement) ***Three units must be completed in each group.	
g. Physical Education .....	4 terms (not units)
Four Activity Courses	

**STANFORD UNIVERSITY  
UNIVERSITY REQUIREMENTS**

- a. Writing  
Two courses are required: English 101 and 102.
- b. Humanities and Fine Arts  
Three courses are required. These are to be selected from beginning courses in the subject areas. Foreign language courses are included among the eligible ones.
- c. Social Sciences  
Three courses are required. History courses are included. The beginning courses in Anthropology, Communications, Economics, Geography, Political Science, Psychology, Sociology, and many introductory History courses are included among the eligible ones.
- d. Natural Sciences/Mathematics/Technology  
Three courses are required at least one of which must be from an area other than the mathematical sciences.



**UNITED STATES INTERNATIONAL UNIVERSITY, SAN DIEGO**  
**CALIFORNIA WESTERN CAMPUS**  
**ELLIOTT CAMPUS**

**Maximum Community College Credit Approved**

The maximum number of units accepted from a Community College is 70 semester hours. After a student has completed the maximum number of units, whether at a Community College or a four year institution, or both, no further Community College units will be accepted for application toward a Bachelor's degree USIU. Only 3 semester hours of PE activity courses may be counted toward the degree.

**Total Units Required**

Total units required for all Bachelor degrees other than the Bachelor of Science in Civil Engineering is 120 semester units. The Bachelor of Science in Civil Engineering is 138 semester units.

**General Studies Requirements for College Transfer Students**

- a. English  
English 101-102
- b. Mathematics  
Select two courses:  
Mathematics 101, 102, 103, 104, 105, 106
- c. History and Social Science  
Select one course from three different fields:  
Economics 101, 102, 106  
History 102, 109, 117 and 118  
Political Science 101, 102, 103, 105  
Psychology 101, 110, 131  
Sociology 101, 102; Anthropology 102, 103
- d. Humanities  
One course from each group:  
Group I  
Art 102, 103, 113, 115  
Music 120, 125, 126  
Group II  
English 105, 106, 109, 110, 115, 122, 123  
Speech 101, 102, 121  
Theater Arts 103 and 104  
Group III  
Philosophy 101, 113, 114, 116, 117, 119, 120
- e. Natural Science  
Completion of a minimum of eight semester units of science with at least one laboratory science.

**UNIVERSITY OF SOUTHERN CALIFORNIA**  
**COLLEGE OF LETTERS, ARTS, AND SCIENCE**

The following courses are general education requirements which undergraduate students should strive to complete during their freshman and sophomore years. The requirements for junior standing are the completion of 60 units of transfer work.

**General Education Requirements**

- I. Freshman Composition: 2 semesters
- II. Foreign Language: 3 semesters
- III. Math Skill Level:

*Eng 101, 102*

IV. Areas of Exposure

1. The Natural World: 3 courses, one from List A, one from List B, one additional from either A or B.

List A:

Astronomy: 101  
 Biology: 101, 102, 112, 120, 121, 122, 124, 125-126, 130, 137  
 Geology: 101, 102, 104, 105, 110  
 Oceanography: 115  
 Paleontology: 101  
 Physical Science: 131  
 Physics: 101, 102, 103, 105, 106, 110, 111  
 Psychology: 103

List B:

Astronomy: 101  
 Chemistry: 101, 102, 103, 105, 106, 107, 110, 120, 121  
 Physical Science: 131  
 Physics: 101, 102, 103, 105, 106, 110

2. Representative Cultures:

- a. American Public Life: 1 course

Economics: 111  
 History: 110, 118  
 Political Science: 101, 105 + 106  
 Public Administration: 102  
 Social Science: 131, 132

- b. Foundations of Western Culture: 1 course

Art: 101  
 English: 109  
 History: 107  
 Philosophy: 113, 119  
 Theatre Arts: 102

- c. Non-Western Cultures: 1 course

Art: 106, 108  
 History: 107, 119, 121  
 Philosophy: 114

3. Representative Approaches to the Study of the Individual, Culture and Society:

- a. Empirical Approaches: 2 courses each from a different department.

Anthropology: 101, 102  
 Economics: 101, 102, 105  
 Geography: 101, 102, 105  
 Political Science: 102, 103, 110  
 Psychology: 101, 102  
 Social Science: 121, 131, 132  
 Sociology: 101, 102

- b. Aesthetic Approaches: Literature: 1 course

English: 105, 106, 109, 110, 123, 128  
 French: 125, 126  
 Spanish: 124, 125, 126

- c. Aesthetic Approaches: The Arts: 1 course

Art: 101, 102, 103, 106, 107, 108, 110  
 English: 129  
 Music: 120, 125, 126, 129  
 Theatre Arts: 102

- d. Ethical Approaches: 1 course

Philosophy: 116

*see 2*

*see 1*

All courses in the Areas of Exposure are to be chosen from a list of courses approved by the General Education Committee. For a complete List of courses available for General Education credit, please see the current "Addendum to the Bulletin of the college of Letters, Arts, and Sciences."

Some courses are listed for credit in two categories. A student may take these courses for credit in only one category. Only two courses counted toward the major may also fulfill a general education requirement. The second major of a double major is not subject to this restriction. A student may take no more than two courses from any one department in fulfilling general education requirements.

Transfer students have a one-year moratorium on the requirements for the A.B. degree. Students who began their studies at another institution in the Fall of 1979 will fall under the old G.E. requirements. Students who begin their studies at another institution in the Fall of 1980 and transfer to USC at a later date are subject to the new G.E. requirements outlined here.

All LAS students must complete a total of 128 units for the baccalaureate degree, of which not more than 4 units may be in physical education activity courses. A fulltime program at USC is normally 16 units.

\*Some Natural Science departments will be requiring a third semester of foreign language for their own majors. Students should see a departmental advisor or an LAS advisor concerning this requirement.

### **Bachelor of Science Degree**

- a. Complete general requirements
  1. Freshman Composition: 2 semesters
  2. Foreign Language: 2 semesters\*
  3. Math Skill Level
  4. Areas of Exposure
- b. Choose 3 courses, each course from a different category: American Public Life; Foundations of Western Culture, Non-Western Cultures, Empirical Approaches (See General Education Requirements)
- c. Aesthetic Approaches: Literature—1 course
- d. Aesthetic Approaches: The Arts—1 course
- e. Ethical Approaches—1 course

### **WHITTIER COLLEGE**

Whittier welcomes students who transfer from junior or community colleges and four-year institutions. Prospective students should note that the flexibility of the College's curriculum permits entrance at any of seven times during the academic year.

Applicants in good standing at community colleges and other institutions of recognized collegiate rank are admitted to appropriate class standing at Whittier. Transfer students are expected to have met the subject requirements for entering freshmen, or they may arrange to complete required work in a high school, community college, or at Whittier. (Minimum high school requirements: 3 units of English, 2 units of one foreign language, 1 unit of algebra, 1 unit of geometry, 1 unit of a lab science, and 1 unit of history.) The petitions committee may approve substitutions for some courses.

Transfer candidates may be required to submit scores from either the Scholastic Aptitude Test or the American College Test. All transferable course work must be "C-" or above. A maximum of 70 semester credits can be accepted in transfer from a junior or community college. Courses applicable to the Whittier Bachelor of Arts degree are established on an individual basis after review of each student's transcripts. (Certain courses purely technical, vocational, or remedial in nature, while beneficial to a student, may not be transferable.)



# THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

## ADMISSION REGULATIONS

Admission standards are prescribed by the Board of Trustees of the California State University and Colleges and are set forth in each college catalog and in Title 5 of the California Administrative Code. The following is a summary of the provisions of concern to the majority of prospective students.

### Eligibility Index

First-time freshman eligibility is governed by an eligibility index. The index is computed using the high school grade point average on all course work completed in the last three years of high school, exclusive of physical education and military science; and the ACT composite, or the SAT total score. The full table of grade point averages, with corresponding test scores and the equation by which the index is computed, is reproduced as Appendix B. Test results of either the CEEB Scholastic Aptitude Test (SAT) or the American College Testing Program Examination (ACT) are acceptable in establishing eligibility.

### Freshman

*Residents* — Applicants who are graduates of a California high school or legal residents of California for tuition purposes, need a minimum eligibility index of 741 using the ACT or 3072 using the SAT.

*Nonresidents* — Applicants who are neither graduates of a California high school nor residents for tuition purposes, need a minimum eligibility index of 826 (ACT) or 3402 (SAT).

*Test Requirements* — Applicants who have fewer than 56 semester units of transferable college work, are required to submit scores from either the American College Test Program (ACT) or the Scholastic Aptitude Test of the College Board (SAT).

Transfers — Applicants who are undergraduate transfers in good standing at the last institution attended, are eligible for admission if they meet either of the following provisions:

1. Students who were eligible for admission in freshman standing (see freshman requirements) and have a grade-point average of C (2.0 on a scale where A=4.0) or better in all transferable college units attempted.
2. Students who have completed at least 56 transferable semester units with a grade-point average of C (2.0 on a scale where A=4.0) or better if a California resident; nonresidents must have a grade-point average of 2.40 or better.

**BAKERSFIELD, CHICO, DOMINGUEZ HILLS, FRESNO, FULLERTON,  
HAYWARD, HUMBOLDT, LONG BEACH, LOS ANGELES, NORTHRIDGE,  
POLYTECHNIC (POMONA, SAN LUIS OBISPO), SACRAMENTO,  
SAN BERNARDINO, SAN DIEGO, SAN FRANCISCO, SAN JOSE,  
SONOMA, STANISLAUS**

This preliminary list of courses from which 39 units must be selected for certification has been submitted to the California State University and Colleges and is effective for students entering Glendale Community College for the fall and spring semesters of the school year 1981-1982.

**General Education Requirement**

**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, in American History, including the study of American Institutions and Ideals, and in the principles of state and local government established under the Constitution of the State of California. Courses satisfying all or part of this requirement are: Economics 111; History 110, 111, 117, 118; Political Science 101, 105, 106; Social Science 125-126, 131, 132.

**Breadth Requirement**

Breadth Requirement courses which the President of Glendale Community College or his/her designated officer will certify as meeting the intent expressed in Administrative Code, Title V, section 40405.2. Students will complete a minimum of thirty-nine (39) units from this list.

- A. COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING (9 units)
  - English 101 (Required)
  - Speech 101 (Required)
  - Economics 107
  - Mathematics 100, 101, 102, 103, 104, 105, 106, 111, 112, 138
  - Philosophy 117
  - Political Science 107
  - Psychology 107
  - Sociology 107
- B. PHYSICAL UNIVERSE AND ITS LIFE FORMS (9 units)
 

A maximum of six (6) units may be selected from either physical science or from biological science. The nine units must include a laboratory associated with a lecture.

Biological Science:

  - Anthropology 101
  - Biology 101, 102, 112, 120, 121, 122, 123, 124, 125, 126, 129, 130, 137, 139

Physical Science:

  - Astronomy 101, 102, 103
  - Chemistry 101, 102, 103, 105, 106, 107, 110, 120, 121
  - Geography 101
  - Geology 101, 102, 103, 104, 105, 110
  - Oceanography 115
  - Paleontology 101
  - Physical Science 131
  - Physics 101, 102, 103, 105, 106, 110
- C. ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGE (9 units)
 

A maximum of six (6) units may be selected from one discipline.

  - Art 101, 102, 103, 106, 107, 108, 110, 180, 205
  - English 102, 105, 106, 107, 108, 109, 110, 111, 112, 122, 123, 124, 125, 126, 127, 128, 129, 130, 135, 205

French 101, 102, 103, 104, 124, 125, 126

German 101, 102, 103, 104, 125, 126

Italian 101, 112, 113

Music 101, 102, 104, 105, 106, 107, 108, 109, 114, 120, 125, 126, 205

Philosophy 101, 112, 113, 114, 116, 119, 120

Spanish 101, 102, 103, 104, 115, 116, 124, 125, 126, 127, 128

Theater Arts 101, 102

D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS (9 units)

A maximum of six (6) units may be selected from one discipline.

Anthropology 102, 103

Economics 101, 102, 105

Ethnic Studies 101, 102, 124

Geography 102, 105, 110

History 101, 102, 103, 104, 106, 107, 108, 109, 112, 113, 115, 119, 120, 121

Political Science 102, 103, 104, 108, 109, 110, 111

Social Science 101, 102, 110, 121, 122, 123, 124

Sociology 101, 102

E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT (3 units)

Family and Consumer Studies 125

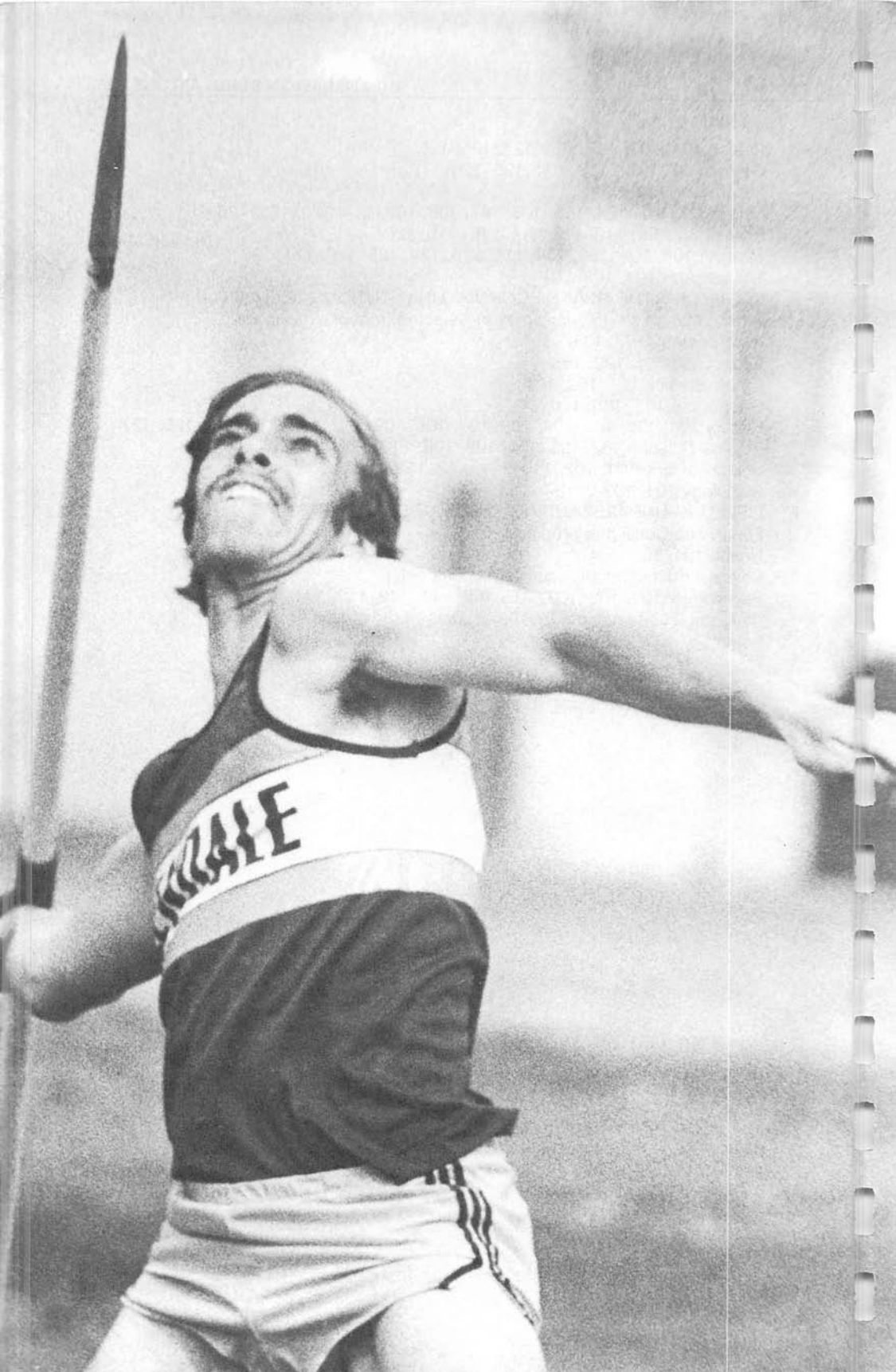
Health 101, 103, 104

Physical Education (all courses) (1 unit only)

Psychology 101, 102, 103, 105, 108, 111, 112, 113, 131

Recreation Leadership 105, 109

Sociology 105





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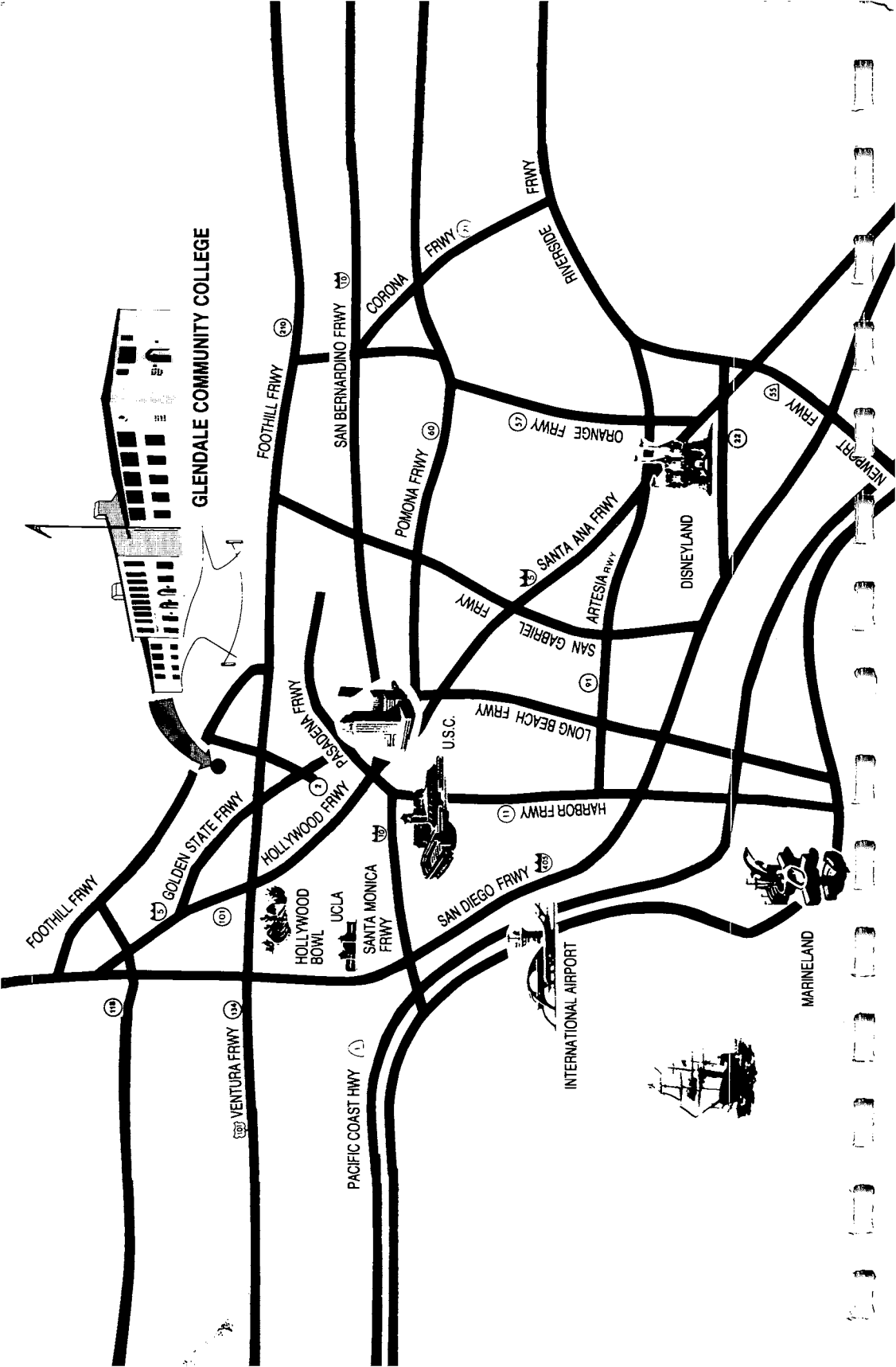
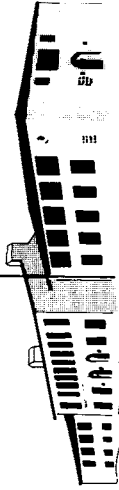
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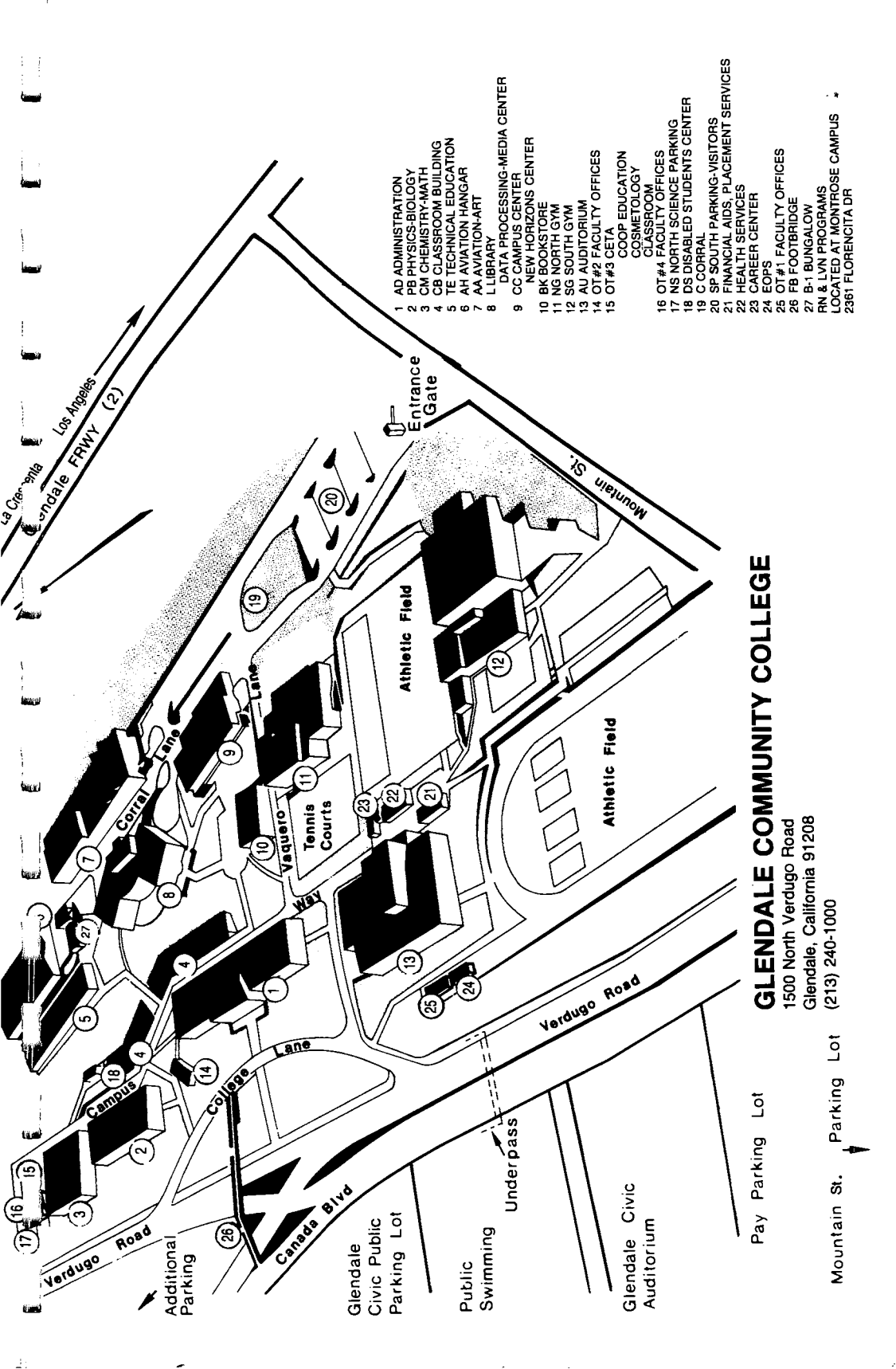
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**GLENDALE COMMUNITY COLLEGE**





- 1 AD ADMINISTRATION
- 2 PB PHYSICS-BIOLOGY
- 3 CM CHEMISTRY-MATH
- 4 CB CLASSROOM BUILDING
- 5 TE TECHNICAL EDUCATION
- 6 AH AVIATION HANGAR
- 7 AA AVIATION-ART
- 8 L LIBRARY
- 9 CC CAMPUS CENTER
- 10 BK BOOKSTORE
- 11 NG NORTH GYM
- 12 SG SOUTH GYM
- 13 AU AUDITORIUM
- 14 OT#2 FACULTY OFFICES
- 15 OT#3 CETA
- 16 COOP EDUCATION
- 17 COSMETOLOGY CLASSROOM
- 18 OT#4 FACULTY OFFICES
- 19 NS NORTH SCIENCE PARKING
- 20 DS DISABLED STUDENTS CENTER
- 21 C CORRAL
- 22 SP SOUTH PARKING-VISITORS
- 23 FINANCIAL AIDS, PLACEMENT SERVICES
- 24 HEALTH SERVICES
- 25 CAREER CENTER
- 26 EOPS
- 27 OT#1 FACULTY OFFICES
- 28 FB FOOTBRIDGE
- 29 B-1 BUNGALOW
- 30 RN & LVN PROGRAMS
- 31 LOCATED AT MONTRORSE CAMPUS
- 32 2361 FLORENCITA DR

# GLENDALE COMMUNITY COLLEGE

1500 North Verdugo Road  
 Glendale, California 91208  
 (213) 240-1000

Pay Parking Lot  
 Mountain St. Parking Lot

Glendale Civic Public Parking Lot

Public Swimming

Glendale Civic Auditorium

Underpass

Entrance Gate

Athletic Field

Athletic Field

Verdugo Road

College Lane

Vaquero Way

Corral Lane

Verdugo Road

Mountain St.

Los Angeles

Glendale FRWY (2)

Additional Parking

