



**GLENDALE COMMUNITY COLLEGE  
1980-81**

# 1980

JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
MAY	JUNE	JULY	AUGUST
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

# 1981

JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
MAY	JUNE	JULY	AUGUST
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## ACKNOWLEDGEMENTS

CATALOG DESIGN AND PHOTOGRAPHY BY SUSAN CISCO  
 NADIA MYERS, EDITOR  
 SAM ANSLYN, ASSOCIATE PROFESSOR, GRAPHICS & DESIGN



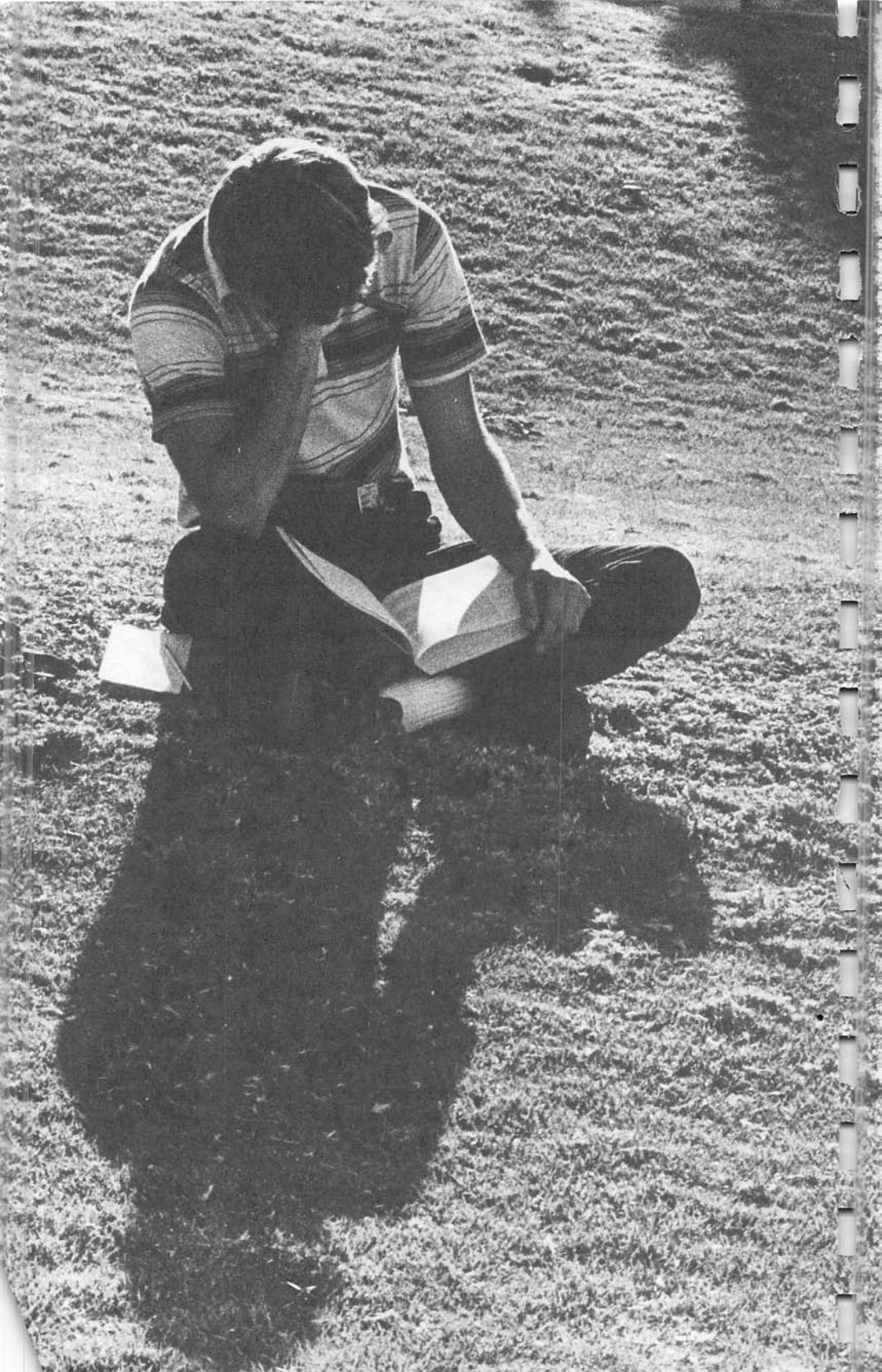
# CATALOG 1980-81

Glendale Community College

Founded 1927

A Public Community College offering  
instruction in the areas of General Education,  
Pre-Professional Training, Occupational,  
and Technical Education

1500 North Verdugo Road  
Glendale, California 91208  
(213) 240-1000



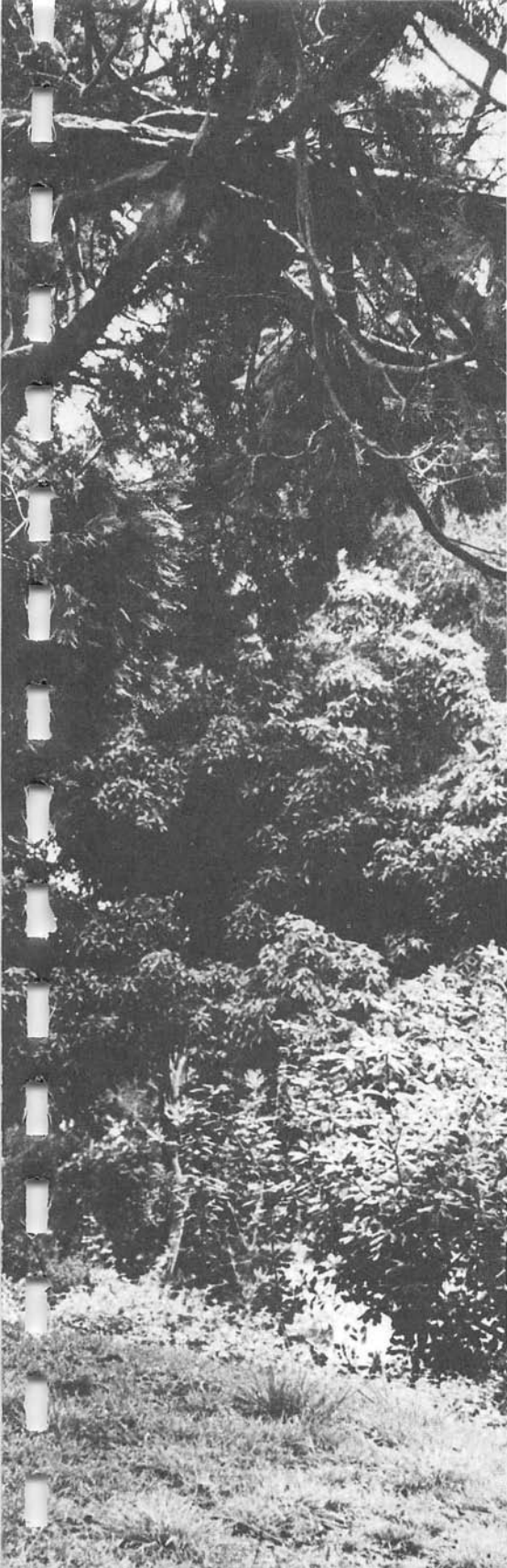
## GLENDALE COMMUNITY COLLEGE

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 4500 and an extended day enrollment of over 4000. In addition the College administers an adult education program which contacts about 7000 students each year.





# GLENDALE COMMUNITY COLLEGE

## **Board of Education**

Sheldon S. Baker  
Blanch M. Greenwood  
Sharon Beauchamp  
Carl Raggio  
June F. Sweetnam

## **Superintendent**

Burtis E. Taylor

## **Administration**

John A. Grande: *President-Superintendent*  
Ivan L. Jones: *Administrative Dean — Instruction*

John A. Davitt: *Administrative Dean — Student Personnel*

A. Nelson Rasmuson: *Dean — Continuing Education*

Harold B. Cochrane: *Dean — Guidance 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*

Harry L. Beck: *Dean — Non Credit — Adult Education*

William J. Strange: *Director of Library Services*

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

Edward F. Tennen: *Director — Instructional Support Services*

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

## TABLE OF CONTENTS

Administration.....	5
College Calendar .....	7
General Information .....	11
Educational Philosophy .....	11
Accreditation, Advisory Committees .....	13
Summer Term .....	17
Transfer to Four-year Colleges and Universities .....	20
Veteran Education .....	20
Student Services.....	21
Employment.....	21
Scholarships.....	23
Student Government and Activities .....	33
Orientation of New Students .....	34
Admission, Counseling and Registration .....	36
Admission Requirements .....	36
Residence Requirements .....	38
Guidance and Counseling.....	39
Eligibility for Courses .....	40
Registration .....	40
Scholastic Information and Regulations .....	42
Unit Limitations, Scholarship Standards .....	42
Grades, Grade Points, and Grade Point Average .....	43
Attendance and Punctuality .....	49
Withdrawal from Class or College .....	49
Final Examinations .....	50
Graduation Requirements .....	50
Curriculums .....	52
Certificate Programs .....	53
Transfer Programs .....	52
Course Descriptions .....	49
General Education Requirements.....	222
Faculty.....	225
Index .....	244



## GLENDALE COMMUNITY COLLEGE COLLEGE CALENDAR 1980-81

### 1980

May 10	PRE-REGISTRATION EXAMINATION, 8:00 a.m.-11:30 a.m.*
May 23	Last day to drop 2nd 8-week class Last day to drop 2nd 9-week class without possible penalty
May 26	Legal Holiday (Memorial Day)
May 30	Last day to drop semester classes
June 5	PRE-REGISTRATION EXAMINATION, 5:00 p.m.-8:30 p.m.
June 7	Baccalaureate and Commencement Exercises
June 10-12	Summer Session Registration
June 16-19	Open Registration
June 13	End of Semester II
June 22	Residence Determination Date — Summer Session
June 23	Summer Session Begins
June 23, 24	Late Registration
June 26	PRE-REGISTRATION EXAMINATION, 8:00 a.m.-11:30 a.m.*
July 4	Legal Holiday (Independence Day)
July 18	PRE-REGISTRATION EXAMINATION, 8:00 a.m.-11:30 a.m.*
August 1	Summer Session Ends
August 18	PRE-REGISTRATION EXAMINATION, 8:00 a.m.-11:30 a.m.*
August 25-September 11	Registration — Semester I
August 20	PRE-REGISTRATION EXAMINATION, 5:00 p.m.-8:30 p.m.*
September 1	Legal Holiday (Labor Day)
September 2	PRE-REGISTRATION EXAMINATION, 8:00 a.m.-11:30 a.m.*
September 14	Residence Determination Date — Semester I
September 15	Class Instruction begins for Semester I
September 15-18	Late Registration — Semester I
September 18	Last day to add classes without special permission
September 19	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 3	Last day to register Last day to add classes
October 17	Last day to drop 1st 8-week class without possible penalty
October 24	Last day to drop 1st 9-week class without possible penalty
October 31	Last day to drop 1st 8-week class
November 3-7	Registration for 2nd 8 and 9-week class 1st 8-week classes end
November 10	2nd 8-week classes begin

**8 TABLE OF CONTENTS**

---

November 11	Legal Holiday (Veterans' Day)
November 14	1st 9-week classes end
November 17	2nd 9-week classes begin
	Mid-semester grade deficiencies due
November 26	Last day to drop a semester class without possible penalty (See Catalog statement on Withdrawal from Class or College)
	Last day to apply to take a course on Credit-No Credit basis
November 27-28	Thanksgiving Holidays
December 12	Last day to drop 2nd 8-week classes without possible penalty
December 22-January 2	Christmas Vacation
December 24-25	All College offices closed
December 29	PRE-REGISTRATION EXAMINATION 8:00 a.m.-11:30 a.m.*
	PRE-REGISTRATION EXAMINATION 5:00 p.m.-8:30 p.m.*
December 31	All College offices closed
	<b>1981</b>
January 1	Legal Holiday — All College offices closed
January 2	PRE-REGISTRATION EXAMINATION 8:00 a.m.-11:30 a.m.*
January 9	Last day to drop 2nd 8-week class
	Last day to drop 2nd 9-week class without possible penalty
January 19-February 5	Registration for Semester II
January 16	2nd 8-week classes end
January 23	Last day to drop 2nd 9-week class
	Last day to drop semester classes
January 26	PRE-REGISTRATION EXAMINATION, 8:00 a.m.-11:30 a.m.*
January 26-February 2	Final Examinations for Semester I
January 30	2nd 9-week classes end
February 2	End of Semester I
February 8	Residence Determination Date — Semester II
February 9	Class instruction begins for Semester II
February 9-11	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 13	All College offices closed
February 16	Legal Holiday (Washington Day)
February 27	Last day to register
	Last day to add classes
March 1	Last day for International Students to complete admission requirements for Semester I
March 13	Last day to drop 1st 8-week class without possible penalty
March 20	Last day to drop 1st 9-week class without possible penalty
March 27	Last day to drop 1st 8-week class
March 30-April 2	Registration for 2nd 8 and 9-week classes

- April 3 Last day to drop 1st 9-week class  
1st 8-week classes end
- April 6 2nd 8-week classes begin
- April 10 1st 9-week classes end
- April 13-17 Spring Vacation
- April 20 2nd 9-week classes begin  
Mid-semester grade deficiencies due
- May 1 Last day to drop a semester class without possible  
penalty (See Catalog statement on Withdrawal from  
Class or College)  
Last day to apply to take a course on a Credit-No  
Credit basis  
Petitions for Graduation and/or Certificate due in Of-  
fice of Admissions and Records
- May 9 PRE-REGISTRATION EXAMINATION 8:00 a.m.-11:30  
a.m.\*
- May 15 Last day to drop 2nd 8-week class without possible  
penalty
- May 25 Legal Holiday (Memorial Day)
- May 29 Last day to drop 2nd 8-week class  
Last day to drop 2nd 9-week class without possible  
penalty
- June 4 PRE-REGISTRATION EXAMINATION, 5:00 p.m.-8:30  
p.m.
- June 5 2nd 8-week classes end
- June 12 Last day to drop semester classes  
Last day to drop 2nd 9-week classes
- June 14 Baccalaureate and Commencement Exercises
- June 15-22 Final Examinations for Semester II
- June 19 2nd 9-week classes end
- June 22 End of Semester II
- June 25 PRE-REGISTRATION EXAMINATION, 8:00 a.m.-11:30  
a.m.\*
- July 17 PRE-REGISTRATION EXAMINATION, 8:00 a.m.-11:30  
a.m.\*
- 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.\*
- September 4 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 Universities 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 manage-



ment, 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 adult 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.

## SUMMER TERM

The summer term will be held beginning June 16, 1980 and end July 25, 1980. Courses will be offered in all fields in which there is sufficient demand. Summer term circulars may be requested by telephone (240-1000).

## 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, crippled, or otherwise health impaired, or mentally retarded, 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 continúe 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 279.

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 llame 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 semes-

ter'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, conference rooms, a map collection, a typing room with typewriters, a photocopier, microfilm, and microfiche readers. 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, oversized book collection, reserve collection, periodicals collection, and 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 from 7:30 a.m. to 9:00 p.m. Mondays through Thursdays, and from 7:30 a.m. to 5:00 p.m. on Fridays.

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 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 AD106 regarding compliance procedures for Title IX and Section 504.

## **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 222.
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 — 9-11 ½ units
- ½ time — 6-8 ½ 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.

The veteran receives 45 months entitlement if he was on active duty 18 months or more. If the period of active duty was more than 180 days but less than 18 months he will receive 1½ months entitlement for each month he served.

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.

## **COOPERATIVE EDUCATION**

Glendale Community College, under a State-approved plan, cooperates with local students, businesses and industries in the Cooperative Education-Work Experience pro-

gram. 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 eight 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.

### EMPLOYMENT

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.

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**

Glendale Community College participates in the Basic Educational Opportunity Grant Program which provides grants of up to \$762 per year for resident students, and \$1388 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**

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.

### **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 4:00 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.

### **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 Office of the Dean of Student Personnel Services, Administration Building, Room 107.

### **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 Dean of Student Personnel Services. 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 Office of the Dean of Student Personnel Services, Administration Building, Room 107. 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 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**

One \$200 scholarship for 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 at \$50 each semester to one or more of its current members. The candidate must have a minimum grade point average of 3.4 and must have displayed an active interest in club activities.

#### **Altrusa Club of Glendale International Scholarship**

Two \$100 scholarships are donated by the Altrusa Club of Glendale to be awarded to outstanding international women students.

#### **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 women 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 \$100 each to three continuing students for expenses while attending College.

**Associated Student Body Scholarships**

Twenty \$150 awards to students continuing at Glendale Community College and selected by the Associated Student Body.

**Associated Women Students Scholarship**

Each year the Associated Women Students make awards to two women 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.

**Barbara J. Ballman Memorial Scholarship**

In memory of Barbara J. Ballman, a former student at Glendale Community College, donated by the Glendale Community College soccer team and other interested friends.

**Bonnie Koplpy Memorial Scholarship**

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

**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 \$300 scholarship is awarded to a student continuing his/her education at Glendale Community College and planning to major in Botany, Ornamental Horticulture, or Landscape Architecture.

**Chinese Club Scholarship**

A \$150 scholarship donated by the Chinese Club and awarded to an outstanding International Student.

**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 Leek Award**

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

**Delta Kappa Gamma Epsilon Epsilon Chapter**

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

**Dental Assistants Scholarship**

A scholarship donated by the Fourth District Dental Assistants Association and awarded to an outstanding student in either the Dental Assistants Program or preparing for a career in Dental Hygiene. The scholarship is awarded annually.

**Don George Music Scholarship**

A scholarship awarded to assist a music student with private lessons and donated by the Founders Guild of the Symphony of the Verdugos.

**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 Greig Norwegian Scholarship**

Six \$50 scholarships are awarded each year to help defray Glendale Community College expenses.

**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 of \$250 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 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 woman 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 Scholarship**

An award of \$300 to a graduate of Holy Family or Bellarmine-Jefferson High Schools enrolled at Glendale Community College and recommended by the high school faculties. This scholarship is a memorial to a former Glendale Community College football player, who was a graduate of Bellarmine-Jefferson High School.

### **Gateway Kiwanis Scholarship**

The Gateway Kiwanis Club of Glendale each year awards two \$150 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 of \$200 to a student who has been accepted for admission to the Dental College of the University of Southern California.

### **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**

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 in the amount of \$250 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 Business and Professional Women's Club Award**

One \$100 scholarship will be awarded to a woman student in the New Horizons Program who is recommended by the New Horizons Steering Committee.

**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 \$200 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 Highest Man and Woman Awards**

The Patrons Club makes a \$100 cash award each year to the man and the woman in the graduating class who have achieved the highest grade point average.

**Glendale Community College Patrons Club Music Scholarships**

Sixteen Season Tickets to the Glendale Symphony are awarded each year to outstanding music students recommended by the Music Department at Glendale Community College. These tickets are purchased by the Glendale Community College Patrons Club.

**Glendale Community College Patrons Club Scholarships**

Scholarships of \$75 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 Foundation**

Awards of up to \$1,000 are made to students transferring from Glendale Community College and enrolling in an upper division institution. Students must display academic excellence as well as possessing financial need.

**Glendale School Employees' Federal Credit Union**

Annually, the Glendale School Employees' Federal Credit Union will donate \$100 to either a man or a woman student continuing at Glendale Community College or transferring to a four-year college or university.

**Glendale Women's Classified Service Clubs**

One \$200 scholarship is awarded to a woman student transferring to an upper division institution. Funds for this scholarship are donated by the Altrusa, 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

**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**

Two \$100 scholarships are awarded each semester 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 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 male 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, alternate awards are made.

**J. W. Smith**

The Glendale Community College Patrons Club awards a \$100 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.

**Janet and John 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 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 E. Kienle Scholarship in Sociology**

Three \$500 scholarships are awarded for superior achievement in sociology and/or anthropology to a major 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 \$500 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.

**La Crescenta Women's Club Scholarship**

Two \$150 scholarships are awarded each year to a man and a woman resident of La Crescenta who are either continuing their education at Glendale Community College or transferring to a four-year college or university. Nominations are made by the Glendale Community College Scholarship Committee and final selection of the awardees is made by the Club.

**Las Donantes Scholarship**

One \$50 scholarship awarded to a man or a woman continuing at Glendale Community College.

**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 Advertising Club Scholarship**

One \$200 scholarship for a student majoring in commercial art and to be used to defray Glendale Community College expenses. The winner is selected by the advertising faculty.

**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.

**LVN Scholarships**

Two \$50 scholarships are donated by the California Licensed Vocational Nurses' Association, Chapter #20 of Glendale. Funds are to be used to help defray expenses for second semester students in the LVN program.

**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.

**National Charity Leagues, Inc.**

A \$500 scholarship donated by the Glendale Branch of the National Charity Leagues, Inc. to be awarded to a woman 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.

**New Horizons Conference Scholarship**

A \$100 scholarship donated by the President's Advisory Council and awarded to an outstanding returning woman student with the presentation of the award to be made at the New Horizons Annual Conference.

**New Horizons Re-Entry Scholarship**

A \$100 scholarship donated by a person who wishes to remain anonymous and to be awarded to a returning student as recommended by the New Horizons Advisory Committee.

### **New Horizons Resource Center Scholarships**

A number of scholarships donated by the Soroptimist Club of Glendale are awarded to assist mature women students in continuing their education at Glendale Community College. The awardees are selected by the staff of the Glendale Community College Women's Center.

### **New Horizons Scholarship**

One \$50 scholarship will be awarded to a continuing woman student recommended by the New Horizons Steering Committee and donated by an anonymous student who participated in the New Horizons Program.

### **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**

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.

### **Patrons — Ernest Jaramillo Memorial Scholarship**

A \$100 scholarship will be awarded to an outstanding Glendale Community College football player on the recommendation of the College coaching staff and named in honor of Ernest Jaramillo, a former football player at Glendale Community College. The funds for this scholarship are contributed by the family and the Patrons Club.

### **Peggy Hayes Memorial Scholarship**

A scholarship donated by the Patrons Club in memory of Mrs. Peggy Hayes, who for many years was active in both the Patrons Club and the New Horizons Program.

### **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 and Virginia Fritch 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.

### **Soroptimist Club Retraining Award**

An award is made each year by the Glendale Soroptimist Club to a returning woman student preparing herself to enter a new career. The awardee is selected by the Soroptimist Club from nominations submitted by the New Horizons Planning Committee.

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

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

### **Southern California Edison Company Scholarship**

A scholarship is offered to an outstanding community college graduate pursuing his education in a four-year college or university located in the Southern California Service Area. Students must be residents of the same service area. Candidates must concentrate their studies in either the Business Administration or Engineering curricula. The scholarship is valued at from \$500 to \$1,500 depending upon the four-year institution chosen for upper division study.

### **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.

### **Thomas 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. Thomas Wessly, Glendale Physician, in memory of Charlotte Wessly and Ernestine Rose. (Formerly Aesculapian Scholarship.)

### **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.

### **Vi Olin Memorial Scholarship**

A \$200 scholarship awarded annually to a woman continuing her education at Glendale College and donated by the Presidents Advisory Council of Glendale. The scholarship is awarded in memory of Mrs. Vi Olin, a long-time supporter of the Glendale College New Horizons Program.

### **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.

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

The Women's Athletic Club of Glendale makes two \$300 scholarship awards to two outstanding women 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 Office of the Dean of Community Services, 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 107.

## ORGANIZATION ROSTER

**A.S.B. Government**

A.S.B. Legislature	Governing Body	Both	X	X	X	X
A.S.B. Executive Board	Governing Body	Both				X
A.M.S. Board	Governing Body	MenX				X
A.W.S. Board	Governing Body	Women	X			X
Inter-Club Council	Governing Body	Both				X

**Interest Clubs**

Alpha Chi	Art	Both	X			X
American Society of Engineers and Architects	Architecture	Both	X			X
American Inst. Astronautics	Aerospace Aviation	Both				X
Armenian Club of GCC	Community Understanding	Both	X			

**Association Estuanti**

Cuban Americana	Social Cultural Activities	Both				X
Baha'i Club of Glendale Community College	Baha'i Faith	Faith		X		X
Beta Kappa	Business	Both	X			X
Biology	Biology	Both	X			X
Chess Club	Chess	Both	X			X
Chinese Club of GCC	Chinese Speaking Students	Both	X			X
Christian Science	Christian Science	Both	X	X		X
Club Hispano	Encourage College Involvement	Both			X	

**Common Cause**

Computer Club of GCC	Citizens Political Lobby	Both	X	X		X
Delta Tau	Interest in Computers	Both		X		X
Disabled Student Coalition	Engineering	Both	X			X
Flying Club	Interest in Educational and social factors of disabled Aviation	Both				X
Food Services Club	Scholarships, employment opportunities, friendship	Both	X			X

**Glendale Community College Democrats  
Glendale Community College Human Relations  
Council**

Glendale Community College Democrats	Political	Both	X			X
Glendale Community College Human Relations Council	Political	Both	X			X
Glendale Community College Music Club	Human Relations	Both	X			X
Glendale Community College Republicans	Music	Both				X

**International Students Association**

Hillel	Religious	Both	X	X		X
International Students Association	World Friendship	Both	X	X		X
Intervarsity Christian Fellowship	Bible Study	Both	X			X
Judo-jujitsu	Self Defense	Both	Arranged			X
Lambda Delta Sigma	Service	Women				X
Latin American Club	Pro-scholarship	Both	X			X
Latter Day Saints Students Organization	LDS Church	Both	X			X
Les Francophiles	French language culture	Both				X
Manne Biology	Interest in manne ecosystems	Both				X

**Modern Dance**

Organization of Arab Students	Development in dance	Both		X		X
Photography Club	Arab-U.S. Understanding	Both	X			X
Pre-Dental Club	Photography	Both	X			X
Ski Club	Dentistry	Both	X			X
Soccer	Skiing	Both	X			X
Student Action Council	Soccer	Men	Arranged			X
Tau Omega Phi	Supplement ASB Activities	Both	X			X
Thai Union Club	Teaching	Both	X			X
Young Americans for Freedom	GCC Thai Students	Both				X
	Political	Both	X			X

**Honorary Organizations**

Alpha Gamma Sigma	Scholarship	Both		X		X
Beta Phi Gamma	Journalism	Both		X		X
Delta Psi Omega	Dramatics	Both		X		X
Epsilon Omega	Honorary Service	Women		X		X
Sigma Xi Sigma	Physics-Chemistry	Both		X		X

**Service Organizations**

Circle K	Service	Both		X		X
Delta Chi Delta	Service	Women		X		X
Gamma Delta Phi	Service	Women		X		X
Phi Alpha Theta	Service	Women	Women		X	X
Psi Delta Phi	Service	Women		X		X
Zeta Sigma Phi	Service	Women		X		X

Interest clubs may be joined by attending the meetings

Application for membership in Women's Service Clubs may be made through the Office of the Dean of Student Support Services, Administration Building, Room 106.

## **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.

### **MATRICULATED STUDENT**

All candidates for a degree or certificate from Glendale Community College, or planning to transfer to an upper-division institution, or desiring to enroll for courses that have test and/or course prerequisites, should be matriculated students.

To become a matriculated student it is necessary either to have all transcripts of previous high school and college schooling on file in the Admissions Office at Glendale Community College, or the applicant must have taken the Pre-registration Examination at Glendale Community College. Completion of an application, the submission of the transcripts, and/or taking the Examination will provide full matriculation for the application.

### **NON-MATRICULATED STUDENT**

A non-matriculated student is one who has filed an application for admission but has not filed transcripts of previous schooling nor taken the Pre-registration Examination. Such students must select courses from the list of classes having neither test prerequisites nor course prerequisites, except those satisfied by previous courses completed at Glendale Community College.

### **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 admission 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 for admission to the Examination (CGP answer sheet) 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 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 local office in Eagle Rock, California (213) 254-5236.

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 neces-

sary 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.

*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).

## 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 may be arranged for through the Office of the Dean, Guidance and Counseling, Room 112, or with the appointment secretary who will set a time for an interview with the assigned counselor, Room 113.

## 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 TESTING

In addition to the tests included in the Pre-registration Examinations, the counseling staff has available a variety of standardized test materials for the assistance of students.

Among these are 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. A student 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 the student 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 enroll in classes chosen from an approved 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, register at the day and hour they select. This selection is made in the Office of Admissions and Records after the student is cleared in the Counseling Center and obtains a Registration Appointment Permission Slip.

All Evening-only students register according to the times published in the Schedule of Classes.

Continuing Evening-only students and some Continuing Day may register by mail. For information regarding registration by mail call the Admissions Office, 240-1000.

The student is held accountable for all classes in the official program as a result of original registration or addition through Program Change. The student may not receive credit for classes attended unless they are part of the official program. Registration for

purposes of auditing is not permitted. (See section on Withdrawal from Class or College).

## 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 \$50 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. No refund of this fee is made at any time.

The Student Services Fee is \$5.00 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.

Student 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 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 probation if the student's cumulative grade point average for units attempted is less than 2.0 (C average based on grade points per unit calculated as follows: A-4 grade points, B-3 grade points, C-2 grade points, D-1 grade point, F, WF, WU, W, Cr, NC, Cr/Ex, Inc/W, Inc/F-0 grade points).
2. Dismissal. A student who, while on probation, earns less than 2.0 grade point average during each of two consecutive semesters shall be dismissed and not be re-instated until at least one semester has elapsed after the dismissal. Students dismissed from other colleges or universities must abide by the procedures for students dismissed from Glendale Community College with respect to seeking admission.

A student having been re-instated on probation after academic dismissal from College must maintain a 2.0 grade point average for units attempted during each semester subsequent to the dismissal or will again be dismissed for at least 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 follows:

A — Excellent	4 grade points per unit
B — Good	3 grade points per unit
C — Average	2 grade points per unit
D — Barely passing	1 grade point per unit
F — Failure	0 grade points
Inc/W — Incomplete Passing	0 grade points
Inc/F — Incomplete Failing	0 grade points
W — Withdrawn	0 grade points
WF — Withdrawn Failing	0 grade points
WU — Withdrawn Unofficial	0 grade points
Cr. — Credit	0 grade points
NC — No Credit	0 grade points
Cr/Ex — Credit by Exam	0 grade points

An incomplete grade ("Inc/W" or "Inc/F") or a "W" will be given when an 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 "Inc" was received, regardless of whether the student re-registers. If not removed, the incomplete grade 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; the student is automatically credited with a "W" if passing at the time the incomplete grade was recorded and a grade of "Inc/W" was reported.

In those instances where a student does not satisfactorily complete a course and does not report circumstances to the instructor of the course that would warrant assignment of the incomplete grade, as described previously, the instructor may assign the "NC" (No Credit) grade. The course for which an "NC" grade was assigned does not fulfill requirement for entry into any new course for which the course is a prerequisite, and the

course must be repeated if the student desires credit. An "NC" grade cannot be removed by examination.

The grade of "F" in any course denotes failure, it does not fulfill requirement for entry into any new course for which the failed course is a prerequisite, and the course must be repeated if the student desires credit. An "F" cannot be removed by examination.

### 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 indicated:

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)

### **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 regularly enrolled and in good standing and who 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. Credit for lower level courses will not be granted if credits have been earned in higher level courses.

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.

Courses open to Credit by Examination include the following:

Administration of Justice 101, 108  
 Art 101, 102, 103, 106, 107, 108, 113, 116, 180  
 Aviation and Transportation 110, 111, 113, 115, 116, 120  
 Chemistry 101, 102, 110, 141  
 Educational Media Technology 101, 102, 103, 104  
 Electronics 171, 172  
 English 101  
 French 101, 102, 103  
 Geology 101, 105, 110  
 German 101, 102  
 Graphics and Design 165  
 Health 101, 103, 107  
 History 117-118  
 Machine Technology 101, 102  
 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 mature students who 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.

### CREDIT-NO CREDIT COURSES

There are three 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: Eng. 188; French 110, 111; Italian 110, 111; Math 151; Rus-



sian 110; and Spanish 110, 111. The second category of Credit-No Credit courses may be taken at the student's option and recognizes that many students fail to explore outside their specific fields of competence for fear of damaging their academic records. To offset this factor a system of Credit-No Credit has been devised which allows them to vary their programs without risk to their records. If students elect to take a given course on a Credit-No Credit basis, they participate in the class as a regular student. If they fail or earn a "D" grade in the course, no penalty is awarded and thus their grade point average is unaffected. If they pass the course with a grade of "C" or better, they do not receive a grade but are given *credit* for completing it. Courses completed on this basis count toward graduation and usually transfer just as courses completed on the normal letter grade system; but such courses are disregarded in determining a student's grade point average for all purposes for which a grade point average is required. The third category gives the instructors the option of assigning either a letter grade or credit-no credit to students who have completed the courses in the Developmental Studies Program.

Students not on probation and enrolled for fifteen or more\* units may designate one three unit course (selected from those listed below) for Credit-No Credit if they initiate a petition to do so during the first eleven (11) instructional weeks of a semester course. The course designated must be outside of courses required for the student's major. The petition is secured from the student's counselor. Courses which may be selected for Credit-No Credit evaluation include:

Administration of Justice (all)	History 101, 102, 106, 107, 108, 109, 111, 112, 113, 115, 119, 120, 121, 151
Anthropology 101, 102, 103	Independent Studies 149
Architecture (all)	Machine Technology (all)
Art (all)	Management (all)
Biology 139, 140, 149	Materials and Processes 146
Business (all courses except 101, 102, 245, 246, 247)	Mathematics 140, 141, 150
Chemistry 110, 141, 143	Metals 115
Drafting (all)	Mineralogy (all)
Economics 101, 102, 107	Multi-Media 190
Educational Media Technology 101, 102, 103, 104	Music (all except 163)
Electronics 171, 172	Paleontology 101
Engineering 101, 103, 104, 110, 142	Philosophy (all)
English 103, 105, 106, 107, 108, 109, 110, 122, 123, 124, 125, 126, 128, 190, 192, 196, 199	Photography (all)
Family and Consumer Studies (all)	Physical Education 120-286, 288-292
Fire Science (all)	Physical Science 131
Food Service 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121	Physics 110
Food Service Management 211, 212, 213, 214	Political Science 102, 104, 106, 110, 111, 151
Geology 101, 105, 110	Psychology (all)
German 125, 126	Real Estate (all)
Graphics and Design (all)	Social Science 102, 103, 122, 124, 160
Guidance (all)	Sociology (all)
Health 101, 103, 107	Spanish 125, 126, 127, 128
	Speech 121
	Technical Education (all)
	Theatre Arts 101, 102, 103, 104, 109, 110, 121, 122, 123, 131, 134

\*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, Room AD 106

Section 504 of the Rehabilitation Act Coordinator, Room CB 114  
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 this class unless a Petition for Change of Program, a Request to Drop Class, or a Petition for Honorable Dismissal, which is the withdrawal from College, has been filed. These petitions are obtained from the student's counselor or the Office of Admissions and Records. Failure to attend classes does not constitute a regular withdrawal, and may result in an "F" or "WU" grade in the course. The date of withdrawal is when the completed Petition is received in the Office of Admissions and Records, not the last date of attendance in classes.

Students withdrawing from class or from college during the first 11 instructional weeks of a semester course are assigned a no-penalty "W" grade. Students withdrawing from class or from college during the 12th instructional week and until the end of the week preceding the final examination period will be assigned a "W" grade if passing, and a "WF" grade if not passing. Students who cease attending during the 12th instructional week and until the end of the week preceding the final examination period without officially withdrawing may be assigned an "NC" (No Credit) by grade by the instructor of the course.

For classes scheduled for less than one semester, the "NC" grade may be assigned for cessation of attendance after the no-penalty "W" period as described below.

For classes scheduled for less than one semester, the no-penalty "W" withdrawal periods are as follows:

- a 9-week course — 6 weeks
- an 8-week course — 5 weeks
- a 6-week course — 4 weeks
- a 3-week course — 2 weeks

### **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 222.

### HUMANITIES

Fine Arts  
Language Arts  
Social Sciences

### SCIENCE

Biology  
Mathematics  
Physical Science

### APPLIED ARTS

Administration of Justice  
Allied Health  
Business  
Health  
Technology  
Family and Consumer  
Studies;  
Food Service;  
Food Service Management;  
Physical Education  
Real Estate  
Recreational Leadership

2. Two units in American Institutions are required. Courses which satisfy this requirement include History 117-118\*; Political Science 101, 105, 151\*\*\*; Social Science 131-132\*\*.

3. One unit in State and Local Government is required. Courses which satisfy this requirement include Political Science, 106, 151\*\*\*; Social Science 131-132\*\*.
4. Two units in American History are required. Courses which satisfy this requirement include Economics 111; History 110, 111, 117-118\*, 151; Social Science 131-132\*\*.
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 195 or Business 147.
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; Aviation and Transportation 122; Biology 101, 102, 112, 120, 121, 122, 123, 124, 125, 129, 130, 137, 139, 140, 149, 151; Chemistry 101, 102, 103, 105, 106, 107, 110, 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, 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: Anthropology 102, 103; Business 158; Economics 101, 102, 105, 111; 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, 110, 111, 151; Psychology 101, 102, 103, 105, 110, 111, 112, 131; Social Science 102, 103, 110, 121, 122, 123, 124, 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, 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, 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: Art 160, 161, 162; Business 101, 102, 122, 128, 129, 137, 138, 144, 145, 146, 147, 148, 161, 261; Economics 107; English 101, 102, 103, 118, 119, 120, 131, 132, 180, 188, 190, 191, 192, 193, 194, 195, 199; Family and Consumer Studies 105, 123; Food Service 113-119; Food Service Management 211-214; Italian 112, 113; Journalism 101, 102; Management 111, 112; Mathematics 109, 140, 141, 150, 151; Phi-

osophy 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 131 and 132, 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 53.

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 50.

## 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 or English 131.

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: Art 115, 117 Architecture 103 Cooperative Education 102

English 131 or 132

Materials and Processes 146

Mathematics 101-102

Metals 115

Technical Education 143-144, 145

### 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 120, 128, 130  
Business 105, 145, 147 or equivalent

Psychology 110

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

Aviation and Transportation 110, 111, 112, 113, 121, 122, 123, 124, 126

Business 175, 177, 241

Cooperative Education 102

Speech 121

### **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

Home Arts 133

Psychology 110

Speech 101 or Speech 121

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

Aviation and Transportation 110, 111, 122, 123, 126, 128

Business 241

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

### **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.

### **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. Aviation and Transportation 110 and 111 are also suggested.
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 re-



quired the student satisfactorily complete Aviation and Transportation 120, or possess a Private Pilots Certificate.

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

A minimum of 3 units must be selected from the following: Aviation and Transportation 110, 111, 112, 113, 115, 116, 128, 130, 131

Technical Education 143 or equivalent

Recommended elective: Cooperative Education 102

### **BUSINESS — ACCOUNTING**

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

These courses are required: Business 101, 102, 122 and either Business 128 or 129, 141, 143 (2 units), 151, 161

Business 145 or 146 or English 101 or English 120

Economics 101-102

Mathematics 101

Elective units from the following list are recommended: Business 124, 127, 130, 135, 137, 138, 147, 149, 157, 162, 257

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 courses are required: Business 101-102

Business 145 or 146 or English 101 or 120

Business 181, 182, Economics 101-102.

Recommended electives: Cooperative Education 102, Business 117, 122, 151, 161, 180.

### **BUSINESS — BANKING OPERATIONS (Formerly Banking and Finance)**

The Banking 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: Business 101 or 105, 122, 161, 180; Economics 101 or 105; Business 117 (2 units) or Mathematics 111, Business 145 or 146 or English 101 or 120; Speech 101; Business 158 or Management 101 or Psychology 101.

Recommended electives: Cooperative Education 102, Business 102, 181, 182.

### **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: Business 101 or 105, 102 or 106, 122, 141, 143 (2 units), 161

Business 145 or 146 or English 101 or English 120

Business 117 (2 units) or Mathematics 101

Elective units from the following list are recommended:

Business 119, 124, 128, 129, 130, 147, 148, 151, 153, 155, 157, 158, 171, 241, 242, 257

Cooperative Education 102  
Economics 105

### **BUSINESS — DATA PROCESSING**

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

These courses are required\*: Business 101 or 105, 122, 124, 128, 130, 131, 135, 137, 145\*\*, 147; Mathematics 111 or Business 117 (2 units) or Mathematics 101 or 141.

Elective units from the following list are recommended: Business 129, 102 or 106, 138, 240 or 241, 141, 143, 161

Cooperative Education 102  
Economics 107  
Mathematics 112  
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 195 or a satisfactory score on the English Placement Examination.

### **BUSINESS — 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: Business 101 or 105, 117 (2 units), 122, 141, 161, 171, 173, 177, Speech 121

Elective units from the following list are recommended: Business 102 or 106, 119, 128, 145 or 146, 147, 175, 257

Cooperative Education 102  
Mathematics 101

A certificate will also be granted by the Sales and Marketing Association of Los Angeles for the completion of the above.

### **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 107, 109, 115, 117, 118.

Nine units must be chosen from among the following courses: Business 101 or 105, 117, 147, 161; Real Estate 111.

### **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: Business 105 or 101, 122, 141, 151 or 153, 155, 161, 173 or 175

Business 145 or 146 or English 101 or English 120  
Business 117 (2 units) or Mathematics 101

Elective units from the following list are recommended: Business 106 or 102, 119, 128, 143, 147, 157, 162 or 165, 171, 177, 257, 261

Cooperative Education 102  
Economics 105  
Real Estate 101

### **BUSINESS — INSURANCE**

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

These courses are required: Business 101 or 105, 117 (2 units), 122, 141, 143 (2 units), 149, 153, 155, 161 or 165, 175

Business 145 or 146 or English 101 or English 120

Elective units from the following list are recommended: Business 102 or 106, 119, 128, 129, 130, 147, 157, 171, 177, 257

Cooperative Education 102

Real Estate 101, 105

### **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 141; and Management 111 or Speech 101 or Speech 121; and Management 112 or Business 147 or English 101; and 15 units selected from the following courses: Management 103, 104, 105, 107, 108, 109, 110, 113, 115.

Recommended electives: Cooperative Education 102 and Business 161 or 162.

### **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 117 (2 units), 143 (2 units), 145 or 146, 147, 148, 158, 221, 222, 225, 237, 243 (3 units)

Elective units from the following list are recommended:

Biology 112, 120 or 121

Business 101 or 105, 122, 155, 161 or 165, 238, 244

Cooperative Education 102

Family and Consumer Studies 133

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 117 (2 units), 145 or 146, 147, 148, 158, 221, 222, 225, 237, 238, 243 (3 units)

Elective units from the following list are recommended:

Biology 112, 120 or 121

Business 101 or 105, 143, 155, 161 or 165, 201, 202, 210 or 211, 244, 246 or 247, 261

Cooperative Education 102

Family and Consumer Studies 133

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:

Business 101 or 105, 117 (2 units), 143 (1 unit), 145 or 146, 147, 148, 158, 231, 234, 235 (2 units), 243 (3 units), 246 or 247 (2 units), 261

Elective units from the following list are recommended:

Business 119, 141, 157 or 201, 161 or 165, 175, 244, 246 or 247

Cooperative Education 102

Family and Consumer Studies 133

### **BUSINESS — OFFICE ASSISTANT (BILINGUAL)**

This curriculum is designed for students who wish to combine Spanish language ability with office training.

These courses are required: Business 105 or 101, 117 (2 units), 143 (1 unit), 144, 146, 147, 148, 231, 234, 235 (2 units), 243 (3 units)

Elective units from the following list are recommended:

Business 158, 244, 157 or 201 (4 units), 261, 245 or 246, 247, 119, 141, 161 or 165, 175

Cooperative Education 102

Family and Consumer Studies 133

Spanish 115, 116, 103, 104, 105, 106.

### **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 105, 107, 109., and 111 in addition to (1) either Business 101, Business 105, or Real Estate 103 and (2) Real Estate 101, Business 161, or Real Estate 113. (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, 103, 105, 107, 109, 111, 113, and 115.

Recommended courses include the following: Business 101 or 105, 117 (2 units), 141, 147, 149, 151, 153, 155, 161, 162, 173, 175, 241, 242

Business 145 or English 101 or English 102

Cooperative Education 102

Economics 101, 102

Real Estate 112, 117, 118, 119

### **BUSINESS — SECRETARY, EXECUTIVE**

This curriculum is designed for those students who wish to prepare for positions as professional secretaries.

These courses are required: Business 117 (2 units), 145 or 146, 147, 148, 158, 202 (3 units), 203, 211 (2 units)\*, 231, 234, 235, (2 units), 243 (3 units), 245 or 246 or 247 (1 unit), 261

\* Minimum speed requirement of 100 wpm

Elective units from the following list are recommended: Business 101 or 105, 119, 122, 141, 143, 151, 153, 155, 161, 162 or 165, 210 or 211, 244, 245 or 246, 247

Cooperative Education 102

Economics 105

Family and Consumer Studies 133

### **BUSINESS — SECRETARY, GENERAL**

This curriculum is planned for students who wish to prepare for positions as secretaries.

These courses are required: Business 117 (2 units), 143 (1 unit), 145 or 146, 147, 148, 158, 202 (3 units), 211 (1 unit)\*, 231, 234, 235 (2 units), 243 (3 units), 245 or 246 or 247 (1 unit), 261

\*Minimum speed requirement of 80 wpm

Elective units from the following list are recommended:

Business 101 or 105, 119, 122, 141, 155, 161 or 165, 203, 210 or 211, 244, 245 or 246, 247

Cooperative Education 102

Family and Consumer Studies 133

### **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 117 (2 units), 145 or 146 or 147, 148, 165, 202 (3 units), 203, 207, 208, 211 (2 units)\*, 231, 235 (2 units), 243 (3 units), 245 or 246 or 247 (1 unit), 261

\*Minimum speed requirement of 100 wpm

Elective units from the following list are recommended:

Business 101 or 105, 122, 141, 143, 147, 151, 155, 158, 161, 210 or 211, 234, 236, 244, 245 or 246, 247

Cooperative Education 102

Economics 105

Family and Consumer Studies 133

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 145 or 146, 147, 148, 158, 202 (3 units), 211 (1 unit)\*, 221, 222, 225, 235 (2 units), 237, 243 (3 units).

\*Minimum speed requirement of 80 wpm

Elective units from the following list are recommended:

Biology 112, 120 or 121; Business 101 or 105, 117, 122, 143, 155, 161 or 165, 203, 210 or 211, 238, 244, 245 or 246, 247

Cooperative Education 102

Family and Consumer Studies 133

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 141 or 207, 145 or 146, 147, 148, 158, 231, 234, 235 (2 units), 243 (3 units), 246 or 247 (2 units), 261, 265

Elective units from the following list are recommended:

Business 101 or 105, 117, 161 or 165, 208, 244, 246 or 247

Cooperative Education 102

Family and Consumer Studies 133

## COMPUTER TECHNICIAN

Courses Required:

Business 128

Electronics 125, 126, 127, 171, 172, 173

Minimum of 16 units from the following:

Business 129 or Mathematics 130

Chemistry 101

Drafting 129 or equivalent

Electronics 128, 174

English 101, 130

Materials and Processes 146

Mathematics 101, 103

Philosophy 101

Physics 105, 106

Speech 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 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

This curriculum is designed to familiarize students with essentials of electronics.

These courses are required: Business 128  
 Electronics 171, 172, 173, 174  
 Mathematics 101, 102

A minimum of sixteen units from the following:

Business 129 or Mathematics 130  
 Chemistry 101  
 Drafting 129 or equivalent  
 Electronics 125, 126, 127, 128  
 English 101, 130  
 Material and Processes 146  
 Mathematics 103  
 Philosophy 101  
 Physics 105, 106

For employed students taking Extended Day work the following courses are recommended: Cooperative Education 102  
 Electronics 177, 178

## 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 145  
 Family and Consumer Studies 105, 117, 118, 119, 120, 122, 123, 133

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, 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  
Business 242  
English 101  
History 110 or 117-118 or Social Science 131-132  
Psychology 101 or 110  
Physical Science 131

\*Business 117 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.

## LICENSED VOCATIONAL NURSE BASED REGISTERED NURSING PROGRAM

### I. ADMISSION REQUIREMENTS

Completion of an accredited VN program.

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 the comprehensive nursing examination and two NLN standardized tests in nursing with a "C" or better.

Take the CGP test.

### II. COURSE REQUIREMENTS TO COMPLETE THE ASSOCIATE ARTS DEGREE TO BE TAKEN PRIOR TO WRITING THE CALIFORNIA STATE BOARD EXAMINATION:

English 101

History 110

Political Science 105, 106

### III. COURSE REQUIREMENTS FOR THE MAJOR:

Allied Health 230, 235, 240, 245, 246

## Nursing, Vocational —

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; Physical Education 120; Recreation Leadership 109  
Badminton, Gymnastics, Tennis, Volleyball, Basketball, Touch Football, Dance.  
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: Business 233, 242  
English 120 or 101  
Family and Consumer Studies 135, 136  
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  
Graphics and Design 169, 172  
Photography 101  
Printing 101  
Technical Education 145  
Recommended elective: Cooperative Education 102

### 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

These courses are required: English 120; Speech 121; Theater Arts 102, 103, 104, 105, 121, 131

Elective units from the following list are recommended:

English 101, 102, 125, 126

Graphics and Design 165

Physical Education 181, 182

Theater Arts 101, 109, 122, 134, 135

### 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; Psychology 101; Physics 101, 102, 103; Mathematics 103, 104, 130.

*Required courses* — Operations: Aviation and Transportation 120, 123, 126, 141, 142, 143, 145, 146; Business 101, 102, 128, 161; Chemistry 101, 102; Economics 101, 102, 107; Engineering 104; Mathematics 112; Physics 105, 106; 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 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. Architecture and Construction majors also include psychology 101.

### 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.)

Business 101-102, 122 and 128 or 122 and 129 or 130; 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: Business 101, 102, 122, 128, 161, 171; and Economics 101, 102, and 107; Mathematics 111.

#### California State University, Long Beach

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

Business 101, 102, 122, 128, 161

Economics 101, 102

Mathematics 112\*

Philosophy 116 or 117

(Accounting majors must take Philosophy 116)

\*The lower division requirement CSULB Math 114 should be taken after transfer.

### 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 which may be used to partially satisfy the general graduation requirements for the major. The following courses are required: Business 101-102, 122, and either Business 128 or Business 129 (Business 125 taken prior to 1975), 161; Economics 101-102, 107, Mathematics 111-112. See page 221 for general education requirements for California State University, Los Angeles.

### California State University, Northridge

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

Business 101, 102, 161

Economics 101, 102

Mathematics 103, 104 or Mathematics 111, 112

The lower division requirement CSUN Business 223, should be taken after transfer. 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.

Students planning to specialize in Operations Research and Statistics must take Mathematics 103. See page 221 for the General Education Requirements for California State University, Northridge.

### California State University, San Jose

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: Business 101, 102\*, 122, 161; Economics 107.

\*Accounting majors only.

### 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:

Business 101, 102, 122, 130, 135, 137, 138, 147, 161, 171; 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

Business 101, 102, 141

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; Vocational Nursing.

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) Business 101 and 102

Behavioral Science (6 units): Anthropology 101, 102; Psychology 101, 102, 103, 110, 131; Sociology 101, 102

Business 161-162

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 217

\*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 189 of this catalog. For the B.S. degree students should consult the catalog for the College of Chemistry.

### **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, Northridge

Psychology 101, 103, Biology 121

## 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 transferable units must be completed.

These courses are required:

Biology 101-102 or Biology 120-121

Chemistry 101, 102, 105, 106

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 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:

Business 122, Mathematics 130 or Business 129, Mathematics 103, 104, 105, and 11-13 units from two of the following disciplines: Business 101, 102, Mathematics 106, Physics 101, 102, 103.

### 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; Business 129, 130; and Economics 107. In addition, one or more courses from Business 122, 127, 128, 137, 138; Mathematics 111, are recommended to all students planning to major in Computer Science.

### Northrop University

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

Business 130; Chemistry 101; 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.

### 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 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, 110, 120; Political Science 101, 106; Psychology 101; Sociology 101. Acceptable electives: Administration of Justice 108, 114, 116.

The Criminal Justice major who plans upon graduation to continue his work at California State University, Los Angeles, should limit his program to the Administration of Justice courses listed above. In addition, he should complete as many as possible of the lower division General Education courses required of all majors at California State University, Los Angeles.

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

See page 222

## 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 B.S. 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 includ-

ing 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 two 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 64 units of college work including the following courses:

Chemistry 101-102, 105-106; English 101-102; Physics 105-106; Biology 101-102; Business 141. Recommended: Art 151-152; Business 105; Chemistry 103; Family and

Consumer Studies 125; Machine Technology 105; Mathematics 103, 104, 105; Psychology 101, 103.

### University of Southern California

Students may apply for admission to the School of Dentistry after completing 60 units of college work including the following 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 and 105-106, and a minimum of four semesters of any combination of physics and/or chemistry, with the recommended sequence being 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**

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 Engi-

neering. 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 specialties 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; Mathematics 130 or Business 129; Chemistry 101; Mathematics 103, 104, 105, 106; Physics 101, 102, 103.

For the General Education requirements see page 222

### **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 Engineers' Council for Professional Development (E.C.P.D.). 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; Economics 101; Engineering 101, 103, 110; English 101; Mathematics 103, 104, 105, 106, 130; Physics 101, 102, 103.

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

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

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

*Engineering Technology:* Biology 122 or 124; Chemistry 101; Economics 101, 107; Electronics 171, 172, 173, 174; Engineering 101, 103; English 101; Mathematics 101, 102, 103, 130; Physical Education Activity Courses; Physics 105, 106; Speech 101; Welding 117.

*Note:* Technical elective patterns of emphasis within the Engineering Technology degree program are: Aero-Mechanical Construction, Electrical and Electronics, and Manufacturing.

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

*Mechanical Engineering:* Chemistry 101; Economics 101; 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.

Students who plan to pursue a minor in Ocean Engineering are encouraged to take the following courses: Biology 125; 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; Mathematics 103, 104, 105, 106; Physics 101, 102, 103; Engineering 103, 110; two semesters of Physical Education activity courses.

### **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:

Business 129; Chemistry 101\*; 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. Business 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 the 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; Aero-Mechanical, Construction, Electrical-Electronics, and Manufacturing. 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 101, 102, 103, 130; Physics 105, 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 and in Mechanical Engineering Technology.

In conjunction with completing the requirements for the A.S. degree, students should take the following courses: Chemistry 110; English 101, 102; Mathematics 101, 102; Physics 105, 106; Engineering 103, 104.

### 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 E.C.P.D. 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; Physical Education Activity courses, two semesters.



## FOOD AND NUTRITION SEE NUTRITION AND FOOD

### FORESTRY AND CONSERVATION

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.

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 Business 129 or Mathematics 130, Forest Science majors should also include Chemistry 102, Mathematics 104, and Physics 106.

\*Courses that must be completed prior to admission to Humboldt.

## HOME ECONOMICS SEE NUTRITION AND FOOD

### 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: Business 101, 124; Economics 101, 102; English 101; Food Service 111, 112, 113, 114, 115, 116, 117, 118, 119; Food Service Management 113, 118, 211, 212, 213, 214, and 114 or Family and Consumer Studies 125 (not both); 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); Speech 101.

### 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 in the following state colleges and state universities: California State Polytechnic University, San Luis Obispo; Chico, Fresno, Humboldt, Los Angeles, Long Beach, San Diego, San Francisco, and San Jose.

#### California State University, Chico

For the B.A. Degree:

In addition to the completion of the General Education Requirements (see page 222) the following courses must be elected:

Chemistry 101, 102; Drafting 131; Economics 107; Electronics 171; Graphics and Design 165, 166; Metals 115; Photography 101; Physics 105, 106; Printing 101-104.

*Note:* The chemistry and physics requirements can be double counted for both general

studies and major requirements. Additional courses taken in any area would count toward the specialization or as a support in the major.

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

In addition to the completion of a certifiable General Education program as outlined on page 222 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 of the preceding schools; Metals 115; Drafting 129 or Engineering 101; Electronics 175 or 177; Photography 101 or 102; Printing 101; electives: Machine Technology 101 and Welding 117. See page 222

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

In addition to the completion of the General Education requirements (see page 222), the following courses must be elected:

Drafting 131 or Engineering 101; Metals 115; Electronics 171 or Electronics 175; Photography 101-102; Management 113.

### **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**

For the B.S. Degree:

In addition to the completion of the General Education Requirements (see page 222), the following courses must be elected:

Chemistry 101, 102; Drafting 131; Electronics 171; Metals 115; Physics 105, 106.

*Note:* The chemistry and physics requirements can be double counted for both general studies and major requirements.

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

Construction Option:

Core: Architecture 101; Electronics 175; Business 101, 122; Chemistry 110; 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 161\*, 162\*, 165\*

Real Estate Emphasis: Business 161\*, 162\*, 165\*

Manufacturing Option:

Core: Business 101, 122; Engineering 101; Electronics 175; Materials and processes 146;

Machine Technology 101 or Metals 115; Mathematics 103; Business 123.

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

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

Metals 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 222 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 161, 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 161; 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 161; 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: Business 101, 161; 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 — Business 101  
Electronics — Business 101  
Manufacturing — Business 101  
All Options — Economics 107

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

Printing Management Option: Business 101, 102, 161; Economics 101, 102

Fire Protection Administration: Transfer course agreement to be worked out with California State University, Los Angeles for those transferring to the program.

## **INDUSTRIAL TECHNOLOGY**

### **San Jose State University**

Students planning to attend San Jose to seek a major in Industrial Technology, (non-teaching) should complete the following: Business 101, 128, 161; Chemistry 101, 102; 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  
Math 102, 103

Sophomore  
Business 101-102, 171  
Economics 101-102  
Humanities Elective — See Catalog Breadth Requirements  
Psychology 107

## **JOURNALISM**

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

Journalism 101, 102

## **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.

### **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 137; Business 161; Economics 105; English 101; English 102 or Speech 101; Geology 101; History 110; Mathematics 100, 101, 102; Philosophy 101 or 117; Physical Science 131; 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 mem-

bers 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 undergraduate 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 in the Liberal Arts, and aims to provide a Liberal Arts foundation for pre-professional training in law, medicine, librarianship, education, various fields of public service, business, industry. Completion of general breadth requirements satisfies lower-division requirements for this major.

#### Multiple Subjects Credential

The Liberal Studies major holds waiver status for the M.S. credential from the California campuses for teacher preparation and licensing. When completing general breadth requirements, the following Glendale Community College courses should be taken: English 101, 102; Speech 101; Psychology 101; Political Science 101 or Political Science 101 and 106; History 117 or 118; six (6) units in art, drama, music, foreign language, or philosophy only; satisfaction of 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; Mathematics 138; Music 101; Philosophy 101; Physical Science 131; Psychology 101; Speech 101.

**LIBRARIANSHIP**

**San Jose State University**

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 page 222.

**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, and Computer and Information Systems, with a Library Information Systems option (MS).

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. Students are expected to have competency in at least one modern foreign language. 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. Additional work should apply toward the elective and general education requirements along with courses in English, comparative anatomy, genetics, and mathematics.

\*One and one-half years of Biology is required, one (1) year of which must include General Biology.

**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 217.

**NATURAL RESOURCES, SCHOOL OF**

**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.

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 79-80 Humboldt State University catalog pp. 36-40 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 wishing to enter a professional school of nursing should consult the catalog of the school they wish to enter.

### 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 110, 120 and 121; Sociology 101; Family and Consumer Studies 125; Psychology 101.

Students will take the lower division Nursing Courses at 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 Economics 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, Chemistry 101, 102, 105, 106, English 101, Family and Consumer Studies 105, 125, and either Psychology 101 or Sociology 101.

### **California State University, Los Angeles (B.S. Degree Option)**

Students planning to complete the work for the Bachelor of Science Degree should include the following courses:  
 Chemistry 101-102, 105, 106  
 Biology 112, 120, 121  
 Sociology 101, or Anthropology 102  
 Psychology 101, 131  
 Home Arts 125  
 Family and Consumer Studies 135

## **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 must 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, 4) 100 hours of related volunteer experience, and 5) submit a test score from the Allied Health Examination.

## **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:

Chemistry 101, 102  
 English 101-102  
 Art, Music, Literature 3 units\*  
 Biology 101, 102  
 Speech 8 units\*  
 Foreign Language 6 units\*  
 Mathematics 103  
 Psychology 101-102  
 Biology 112  
 Philosophy 101\*  
 Physics 105-106

\*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:

Biology 122  
 Business 101 or 105; Business 231 and 241;  
 English 101-102; any history course; Mathematics 101  
 Psychology 101; Music 120 or Art 101

## 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

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. Eight 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, Long Beach,

Northridge and U.S.C. 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, 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 101, 102, 120, 121, 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 217 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.

## **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 which 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 on Teacher Preparation and Licensing in conjunction with those colleges and universities which have approved programs for the various California credentials.

Specialization in Elementary or Secondary teaching requires a B.A. degree, 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, Doctor's Degree 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 Pan African 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.

### **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 devel-

opment laboratory and community college teaching, and early childhood administration and supervision.

A student may enroll in a program leading to a California State Multiple Subjects 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 either a second major in Liberal Studies or 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 Instructional 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.

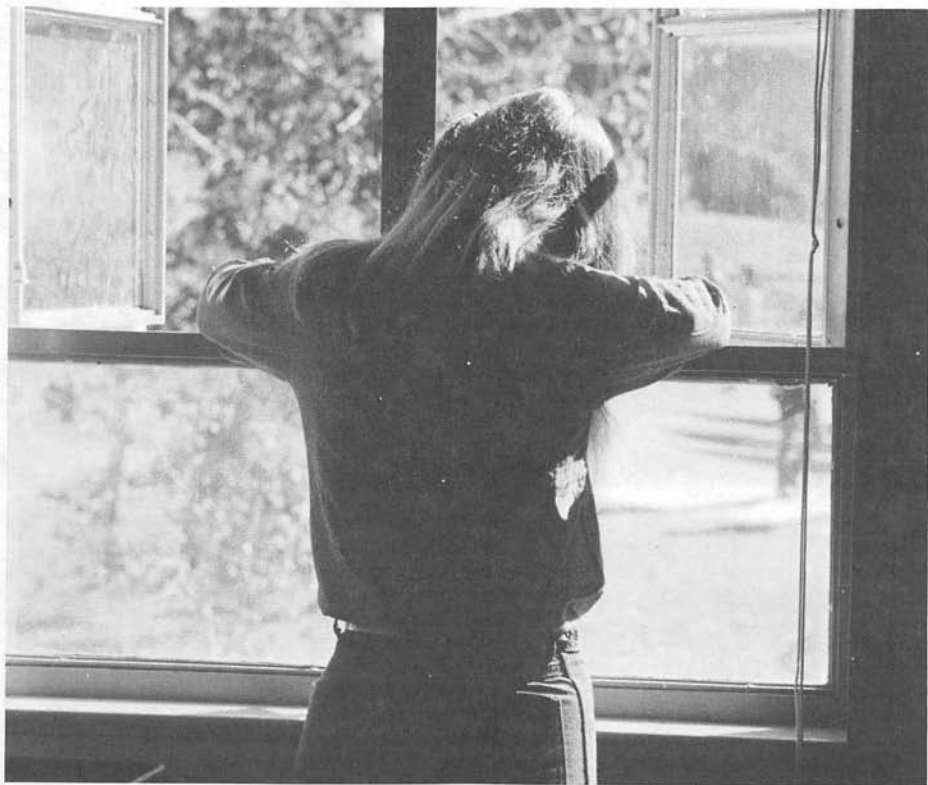
Recent national surveys and projected needs indicate a growing demand for the professional services unique to the veterinarian. Despite expansion of existing schools of

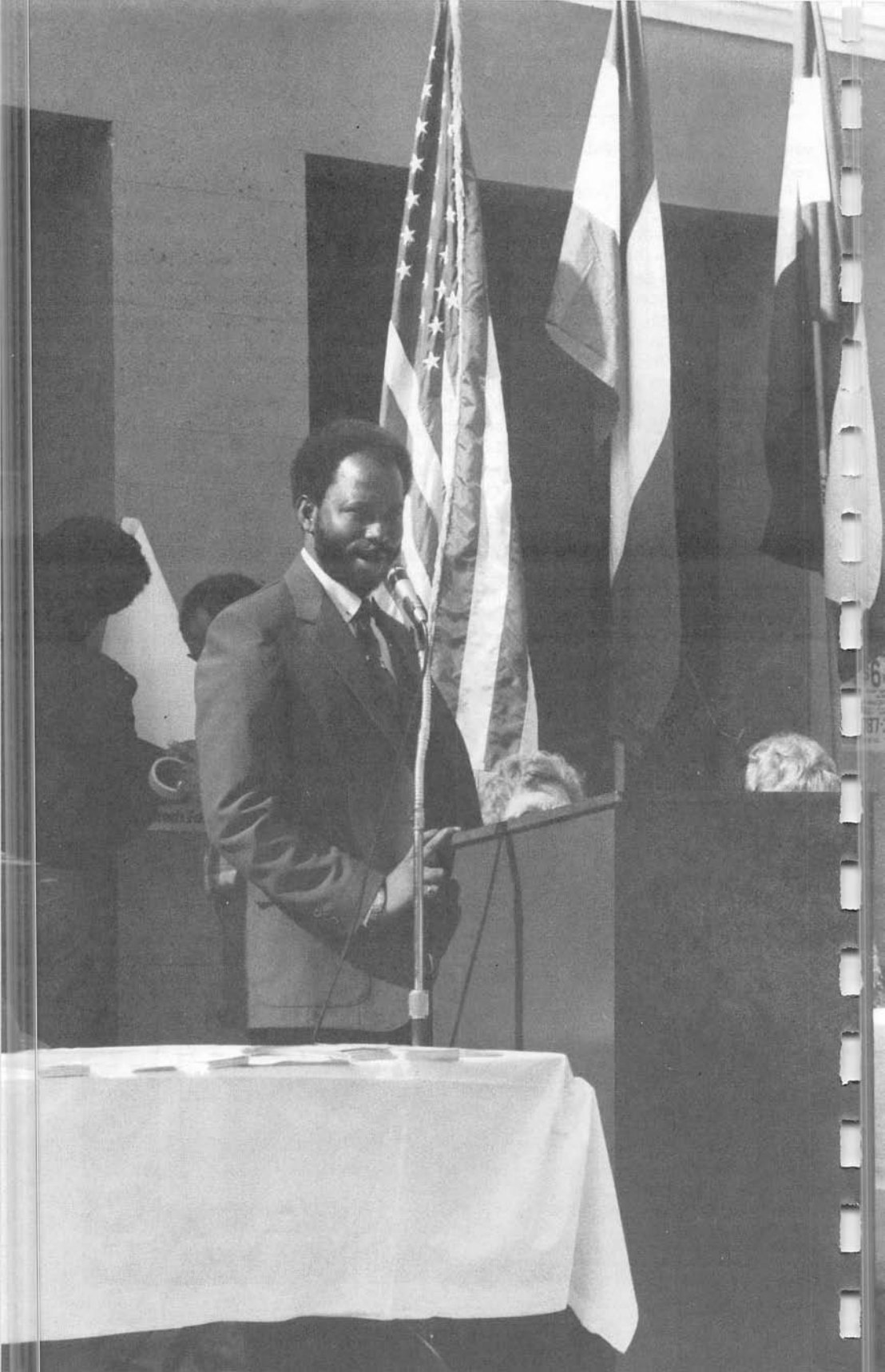
veterinary medicine, an essential deficit of graduate veterinarians will continue for many years.

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. Preceding 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 1980-81**

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.

**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.

**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.

# ACCOUNTING

## PRINCIPLES OF ACCOUNTING

See Business 101, 102

## BOOKKEEPING

See Business 105, 106

## BUSINESS DATA PROCESSING

See Business 122, 124, 127, 128, 129, 130, 131, 135, 137, 138.

# 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 (Formerly Police Science 101)

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.

## 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 or equivalent. *Note:* This course may be repeated for a maximum of four and one-half (4½) units within a four-year period.

## 107—Community Relations 1-3 Units

In-depth exploration of the rôles 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:* 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.

## 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:* 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.

## 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.

## 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.

### 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 (Formerly Police Science 114)

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.

### 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 preparation; mechanical truth devices; truth serums; crime laboratory. Lecture 3 hours. *Prerequisite:* 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.

### 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.

### 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:* Administration of Justice 103 or equivalent. *Note:* This course may be repeated for a maximum of four and one-half (4½) units within a four-year period.

### 129—Special Crimes 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 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:* 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.

**151—Decisional Law** 1½ Units

This specialized course is designed to provide the latest 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, 104, 114, 122, 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.

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

### (Formerly Vocational Nursing)

Credit for all course work is granted by the College and is recorded on the official transcript; however, approximately 20 to

Semester I. *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 consent of the instructor 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 1980-81.

**210—Cardiac Monitoring 3 Units**  
Not offered 1980-81.

**215—Fluid and Electrolyte Balance 1½ Units**  
Not offered 1980-81.

**220—Infection Control in the Hospital 1½ Units**  
Not offered 1980-81.

**230—Human Development and Nursing Process I 9 Units**

The study of nursing in relation to the impact of health problems on the individual, family, and community. Focuses on normal and minor deviations in pregnancy as well as acute interruptions of health of people of varying ages in different settings. The nursing process is based on understanding how health problems interfere with fulfillment of human needs and developmental tasks. Include both emotional and physiological illness. Emphasizes the role of the nurse as a member of the health team in the promotion and/or restoration of health and prevention of illness. Lecture 9 hours. *Prerequisite:* Admission to the nursing program. *Note:* Must be taken concurrently with Allied Health 235.

**235—Clinical Nursing Course IV 5 Units**

This course will focus on the application of the theoretical content of Human Development and Nursing Process I. The 18-hours clinical laboratory per week will be divided into two 7½ hour periods and 3 hours of nursing lab. The selected clinical experiences will articulate with the major focus and concepts presented in the theoretical content. Clinical Hours 15 hours (week). *Prerequisite:* Admission to the nursing program. *Note:* Must be taken concurrently with Human Development and Nursing Process I.

**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 230. *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-hours clinical laboratory per week will be divided into two 8 hour periods. Clinical — 16 hours. *Prerequisite:* Allied Health 235. *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 230. *Note:* Must be taken concurrently with Allied Health 240 and Allied Health 245.

**250—Children's Attendant 3 Units**  
Not offered 1980-81.

## 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.

**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.

**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.

## 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.

**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.

**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.

**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.

**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.)

**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.

**111—Advanced Architectural Design 4 Units**  
 Not offered 1980-81.

**112—Advanced Architectural Design 4 Units**  
 Not offered 1980-81.

**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.)

**192—Architectural Engineering Drafting and Design (Residential)**  
 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 archi-

tect. Lecture 3 hours, laboratory 6 hours. *Prerequisite:* Architecture 191.

**193—Architectural Engineering Design (Apartments) 5 Units**  
 Preparation and coordination of a complete set of commercial working drawings from given specifications, including various presentation media in architectural drafting. Lecture 3 hours, laboratory 6 hours. *Prerequisite:* Architecture 192.

**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.

## 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.

**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.

**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.

**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.

**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.

**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 introduc-

tion to the social, political, and philosophical ideas that influenced these trends. Lecture 3 hours. *Prerequisite:* None.

**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.

**111—Introduction to Film Production** 2 Units  
Not offered 1980-81.

**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.

**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.

**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.

**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 4 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.



**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 4 hours. *Prerequisite:* Art 116.

**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.)

**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.

**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.

**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.

**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.

**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.

**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.



- 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.
- 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.
- 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.
- 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.)
- 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.
- 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.
- 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 4 hours. *Prerequisite:* Art 136.
- 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.)
- 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.
- 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 four semesters.
- 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.

**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.

**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.

**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.

**147—Jewelry Making** **2 Units**  
The study and application of basic principles of jewelry making. Use of precious and semi-precious metals, cutting and polishing of precious and semi-precious stones; basic principles of handwrought jewelry making; the use of the Lost Wax Casting technique; future arts and crafts instructors; training of jewelers for the profession; jewelry manufacturing and sales. Emphasis is placed on learning to design original pieces. Lecture 1 hour, laboratory 3 hours. *Prerequisite:* None.

**148—Jewelry Making** **2 Units**  
Advanced studies and applications of jewelry making. The study and uses of precious and semi-precious stones used in the art of facet cutting; advanced problems in the Lost Wax Casting technique; continued training of jewelers for the profession; continued emphasis on designing original pieces. Lecture 1 hour, laboratory 3 hours. *Prerequisite:* Art 147.

**149—Advanced Jewelry Making** **2 Units**  
Advanced study of and uses of precious metals and gems. Continue emphasizing facet cutting; precision investment casting, and advanced designing techniques. Continue training to be used in jewelry manufacturing and

designing. Lecture 1 hour, laboratory 3 hours. *Prerequisite:* Art 148.

**150—Advanced Jewelry Making** **2 Units**  
Advanced studies and designing in facet cutting; casting; handwrought and wax pattern duplication. Continue training to be used in jewelry manufacturing and designing. Lecture 1 hour, laboratory 3 hours. *Prerequisite:* Art 149.

**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.

**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.

**160—Low Fire Ceramics** **1 Unit**  
This is an introductory course in ceramics dealing specifically with earthenware, or low-fired ceramics. A variety of hand-forming techniques are explored, including pinch, coil and slab, although no wheel-throwing techniques will be covered. Students will experiment with low-temperature earthenware glazes, underglazes, slips and colors, also various overglaze techniques including lusters. Lecture 2 hours, laboratory 2 hours (8 weeks). *Prerequisite:* None. *Note:* Recommended Art 113. This course may be taken for one unit each 8 weeks for a total of four units.

**161—Batik and Tie Dye** **1 Unit**  
Art 161 is an introductory course in two-dimensional textile design. Tie-Dye encompasses a variety of folding, stitching, and binding techniques, followed by either dyeing and/or bleaching to obtain pattern and color. In batik, hot wax is used to selectively resist dye penetration to obtain pattern and color. Various wax application techniques, including tjanting, block stamping and brushing will be explored. The projects will include work in a variety of fabrics and dyes. Lecture 2 hours,

laboratory 2 hours (8 weeks). *Prerequisite:* None. *Note:* Recommended Art 113. This course may be taken for one unit each 8 weeks for a total of four units.



**162—Raku** 1 Unit  
Not offered 1980-81.

**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.

**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.

**172—Silk Screen Textile Printing** 1 Unit  
Not offered 1980-81.

**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.

**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.

## 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.

**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.

## 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.

**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

(Formerly Aerospace Technologies)

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  
(Formerly Auto Mechanics 101)

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  
(Formerly Auto Mechanics 102)

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  
(Formerly Auto Mechanics 103)

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.

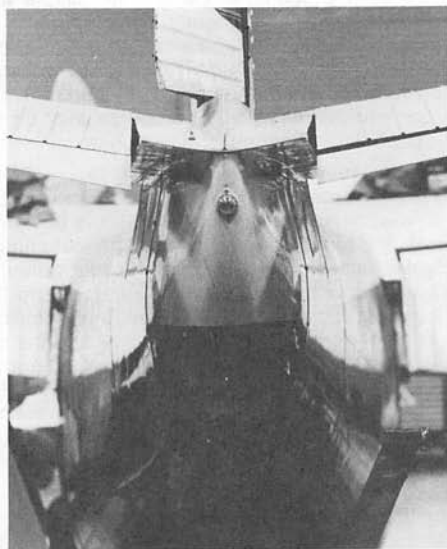
**104—Automotive Chassis and Suspension Systems** 1 Unit  
(Formerly Auto Mechanics 104)

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.

**110—Private Pilot Flight Course** 1 Unit  
(Formerly Aerospace Technologies 110)

Aviation and Transportation 110 is a course of flight training which meets the FAA flight experience requirements for the Private Pilot's Certificate. The flights are scheduled by the students at the airport and, in addition, the students must meet the College flight supervisor as scheduled. Flight experience is at students' own expense, and they must fly at least 18 hours during the semester to fulfill the course requirements. Lecture 1 hour.

*Prerequisite:* Aviation and Transportation 120 must be taken prior to or concurrently with this course or Private Pilot's Written Examination passed. *Note:* Flight training is contracted for by the student with any FAA approved flight school, and conducted independently of the Glendale Community College District. The college instructor helps the student to achieve an understanding of the relationship of flight theory to flight practice so that the student can achieve the knowledge required to meet FAA certification standards.



**120—Basic Aeronautics** 5 Units  
(Formerly Aerospace Technologies 120)

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. *Note:* Students who have had Aerospace Technologies 9 will receive 3 units of credit only.

**121—Navigation** 3 Units  
(Formerly Aerospace Technologies 121)

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.

**122—Meteorology** 3 Units  
(Formerly Aerospace Technologies 122)

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 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.

**123—Aircraft Structure and Aerodynamics** 3 Units  
(Formerly Aerospace Technologies 123)

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.

**124—Radio Procedures and Flight Regulations** 3 Units  
(Formerly Aerospace Technologies 124)

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.

**125—Instrument Procedures and Radio Navigation** 3 Units  
(Formerly Aerospace Technologies 125)

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.

**126—Aircraft Power Plants 3 Units**  
(Formerly Aerospace Technologies 126)

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.

**127—Flight Training Maneuvers 3 Units**  
(Formerly Aerospace Technologies 127)

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**  
(Formerly Aerospace Technologies 128)

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**  
(Formerly Aerospace Technologies 129)

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**  
(Formerly Aerospace Technologies 130)

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**  
(Formerly Aerospace Technologies 131)

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**  
(Formerly Aerospace Technologies 137)

Not offered 1980-81.

**141—Aircraft Powerplant Maintenance and Overhaul 8 Units**  
(Formerly Aerospace Technologies 141)

The completion of Aviation and Transportation 141, 142, and 143 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 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:* None. *Note:* This class meets six hours per day, five days per week.

**142—Aircraft Powerplant Maintenance and Overhaul** 8 Units  
(Formerly Aerospace Technologies 142)

The completion of Aviation and Transportation 141, 142, and 143 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:* None. *Note:* This class meets six hours per day, five days per week.

**143—Aircraft Powerplant Maintenance and Overhaul** 16 Units  
(Formerly Aerospace Technologies 143)

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.

**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 corrosion control. Lecture 25 hours, laboratory 5 hours (8 weeks — 240 hours). *Prerequisite:* Aviation and Transportation 143 with a grade of "C" or better.

**145—Airframe Maintenance and Overhaul** 9 Units  
(Formerly Aerospace Technologies 145)

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.

**146—Airframe Maintenance and Overhaul** 16 Units  
(Formerly Aerospace Technologies 146)

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.

**148—Theoretical Aircraft Powerplant Maintenance** 6 Units  
(Formerly Aerospace Technologies 148)

Not offered 1980-81.

**149—Theoretical Aircraft Powerplant Maintenance** 6 Units  
(Formerly Aerospace Technologies 149)  
Not offered 1980-81.

**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, laboratory 3 hours. *Prerequisite:* Chemistry 101 or Chemistry 110.

**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, laboratory 3 hours. *Prerequisite:* Biology 101.

**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, laboratory 3 hours. *Prerequisite:* Biology 122 or equivalent and one semester general college chemistry course with a laboratory.

**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, laboratory 6 hours. *Prerequisite:* None. *Note:* Primarily for physical education and nursing students.

**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 ma-

terials. Course required for pre-nursing students, elective for others. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* Biology 120 and high school chemistry or equivalent.



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

**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.

**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, laboratory 2 hours. *Prerequisite:* None.

**125—Marine Biology** 4 Units  
Marine Biology is a study of the life forms of the ocean and their adaptations to the marine environment. The course surveys organisms common to the rocky coast, sandy beaches, wharf pilings, and estuaries. Emphasis is placed on field studies and laboratory examination of organisms from the local marine communities. Participation in field work is a necessary and required part of the class. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* None.

**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.

**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.

**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, laboratory 6 hours. *Prerequisite:* None.

**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, laboratory 2 hours. *Prerequisite:* None.

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

**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.

## BOTANY

### See Biology 137.

**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.



**BUSINESS****MANAGEMENT**

See Management Page 156.

**MATHEMATICS**

See Mathematics Page 157.

**REAL ESTATE**

See Real Estate Page 177.

**STATISTICS**

See Economics 107.

**WORK EXPERIENCE**

See Cooperative Education Page 128.

**101—Principles of Accounting I** 5 Units  
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 devices; 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 (Business 101 and Business 102) satisfies lower division accounting requirements for most four-year colleges.

**102—Principles of Accounting II** 5 Units  
Comprises a continuation of Business 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:* Business 101. *Note:* Required of business administration majors; this sequence (Business 101 and Business 102) satisfies lower division accounting requirements for most four-year colleges.

**105—Basic Accounting I** 4 Units  
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 117 should precede or be taken concurrently. No credit will be allowed for Business 105 if taken concurrently with Business 101 or after completion of Business 101 or Business 102 with a "C" grade or better.

**106—Basic Accounting II** 4 Units  
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:* Business 105 or two years of bookkeeping in high school.

**108—Income Tax Assistance** 2 Units  
Income Tax Assistance is a course that focuses on the completion of tax forms and itemized deductions and a technical proficiency in tax law. Lecture 2 hours. *Prerequisite:* None. *Note:* The course is designed for non-professionals.

**109—Volunteer Income Tax Assistance** 2 Units  
Volunteer Income Tax Assistance is a course that applies the fundamental knowledge learned in Business 108 — Income Tax Assistance. With the assistance of the instructor and Internal Revenue agents, students will assist low income and disadvantaged citizens in the Glendale community in the preparation of federal tax forms. Lecture 1 hour, laboratory 2 hours. *Prerequisite:* Business 108. *Note:* The course is designed for non-professionals.

**117—Business Mathematics** 1-2 Units  
Business 117 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.

**119—Advanced Business Mathematics** 1 Unit  
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 secu-

rities. Lecture 2 hours (8 weeks). *Prerequisite:* Business 117.

**122—Introduction to Business Data Processing** 2 Units

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:* Business 101 or Business 105 recommended.

**124—Computer Operations** 3 Units

Studies the use, operation, and capabilities of computer systems. Students will learn to operate the computer and its peripheral equipment, with major emphasis on flowcharting, data flow, scheduling, and distribution of reports. Lecture 3 hours. *Prerequisite:* Business 122 or equivalent work experience. *Note:* Business 101 or Business 105 recommended.

**127—Introduction to IBM Systems 360 and 370** 3 Units

An introduction to third generation computer concepts through an analysis of the latest IBM computers — components of the IBM Systems 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 multiprogramming. Lecture 3 hours. *Prerequisite:* A grade of "C" in Business 122 and either Business 128 or Business 129 or Business 130 or equivalent work experience in data processing and computer systems.

**128—Basic Programming** 2 Units

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:* Business 122 (may be taken concurrently) or Business 101 or Mathematics 111 or Mathematics 101 or equivalent work experience.

**129—FORTRAN Programming** 2 Units

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 Business 122 or Business 128 or Business 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.

**130—COBOL Programming I** 3 Units

Business 130 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 to business problem-solving applications. The course includes rules for COBOL words, statements, divisions, literals, editing, and other features. Lecture 3 hours. *Prerequisite:* A grade of "C" or better in Business 121 (formerly Business 131) or Business 122 and either Business 128 or Business 129 or Mathematics 130 or equivalent. *Note:* Business 101 or Business 105 recommended.

**131—COBOL Programming II** 3 Units

Business 131 is a further study of elements of 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:* Business 130 with a grade of "C" or better.

**135—Systems Analysis** 3 Units

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:* Business 121 or Business 122. *Note:* Business 141 and either Business 101-102 or Business 105-106 are recommended.

**137—Data Communications** 3 Units

Business 137 is a course designed to acquaint the student with the essential elements of on-line data communication 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:* Business 121 or Business 122 and Business 130, or equivalent work experience.

**138—Data Base Management** 3 Units  
Business 138 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:* Business 130 or equivalent work experience.

**141—Introduction to Business Organization and Management** 3 Units  
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.

**143—Business Machines** 1-2 Units  
Development of 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 machines proficiency test required at some four-year institutions. Lecture 1½ hours, Laboratory 1½ hours. *Prerequisite:* None. *Note:* Recommended for all business majors.

**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 194 or English 195 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.

**145—English for Business** 3 Units  
A course designed to help secretarial and business students achieve proficiency in grammar, punctuation, vocabulary, syllabica-

tion, 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 195. *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.

**146—Language for Business — Bilingual** 5 Units  
Business 146/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 144/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 195 may be taken concurrently. Credit will be granted for only one: Business 146 or Spanish 146. This course will allow two units of credit for students who have completed Business 145, 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.

**147—Written Business Communications** 3 Units  
Business 147 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 relations aspect of communications as well as the role played by language. Lecture 3 hours. *Prerequisite:* A grade of "C" or better in Business 145 or Business 146 or English 120 or English 131; or a grade of "B" or better in English 191 or English 195; or a satisfactory score on the English Placement Examination.

**148—Business Vocabulary and Spelling** 2 Units  
This course 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 145 or Business 146 is recommended for secretarial students.

**149—Insurance Principles 3 Units**

Acquaints the student with insurance of various types: life, fire, casualty and social insurance. Policies are analyzed to understand basic provisions; such as, costs 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.

**151—Money and Banking 2 Units**

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 of 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.

**153—Investments 2 Units**

Provides the student with an understanding of investment of objectives, basic types of securities, operation of stock exchanges, investment banking, investment principles, and personal financial planning. Lecture 2 hours. *Prerequisite:* None.

**155—Personal Finance 2 Units**

Personal finance involving 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.

**156—Consumer Education 3 Units**

Consumer Education 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.

**157—ABC Shorthand 3 Units**

Principles of notemaking are integrated with a phonetic system of briefhand for classroom and vocational use. Adaptable for notemaking in college classes, offices, business conferences, seminars, interviews, and for re-

search 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.

**158—Human Relations in Business 3 Units**

This course 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 Social Science units required for graduation.

**161—Business Law I 3 Units**

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.

**162—Business Law II 3 Units**

Deals with the law of sales, negotiable instruments, partnership corporations, and trade regulation. Lecture 3 hours. *Prerequisite:* Business 161.

**165—Law for the Layman 3 Units**

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, homesteads, the Corporate Securities Act, the Workmen's Compensation Act, and many other principles of business law. Lecture 3 hours. *Prerequisite:* None.

**171—Principles of Marketing 3 Units**

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.

**173—Store Management and Merchandising****3 Units**

Problems considered in this course 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, layout, advertising and display. Outside speakers from local stores will be scheduled. Lecture 3 hours. *Prerequisite:* None.

**175—Salesmanship****2 Units**

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.

**177—Advertising****2 Units**

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.

**180—Banking Operations****3 Units**

Provides an understanding of the basic functions of banking and a working knowledge of a bank. Lecture 3 hours. *Prerequisite:* None.

**181—Financial Statement Analysis****3 Units**

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 position. Lecture 3 hours. *Prerequisite:* Business 101, or equivalent.

**182—Installment Credit****3 Units**

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.

**190—Insurance Specialist Training****3 Units**

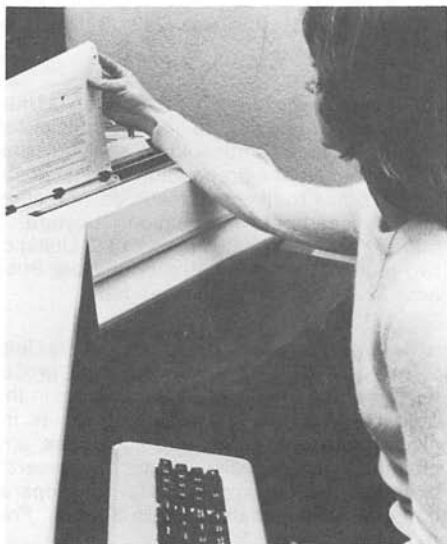
Business 190 is a study of the principles, policies, rating, and underwriting of personal insurance policies; such as, automobile and homeowners. Also included is a study of office procedures and the processing of insurance claims. Lecture 3 hours. *Prerequisite:* None.

**191—Commercial Insurance****3 Units**

Business 191 is a study of the principles, policies, rating, claims, and underwriting of commercial insurance policies for Property, Liability and Workers' Compensation Insurance. Lecture 3 hours. *Prerequisite:* Business 190 or equivalent.

**201—Beginning Shorthand****1-5 Units**

Business 201 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 148, (2) Business 145 or Business 146 or a satisfactory score on the English Placement Examination, and (3) Business 242 (3 units) or equivalent. *Note:* Students who can take dictation at least 60 words a minute should enroll in Business 202. 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.



**202—Shorthand Transcription I 1-3 Units**

Business 202 is a continuation of Business 201, which incorporates review of theory, transcription techniques, and English skills to produce mailable letters. Lecture 3 hours. *Prerequisite:* Business 201 (5 units), or at least one year of shorthand in high school; and concurrent enrollment in Business 235 and Business 211 (enrollment for the second unit is optional upon achievement of 80 wpm); and completion of, or concurrent enrollment in, the following: (1) Business 148, (2) Business 145 or Business 146, or a satisfactory score on the English Placement Examination, and (3) Business 243 (3 Units) or equivalent. *Note:* Students who have earned a "B" grade in second-year shorthand in high school should enroll in Business 203. 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.

**203—Shorthand Transcription II 3 Units**

Finishing course for the executive secretary. Emphasis will be on office style dictation of business communications, applying transcription skills acquired in Business 202. Lecture 3 hours. *Prerequisite:* Business 202 (3 units), or a "B" grade in second-year shorthand in high school; and concurrent enrollment in Business 211 (enrollment for the second unit is optional upon achievement of 100 wpm); and completion of, or concurrent enrollment in the following: (1) Business 148, (2) Business 145 or Business 146 or a satisfactory score on the English Placement Examination, and (3) Business 243 (3 Units) or equivalent.

**207—Legal Procedures I 3 Units**

Business 207 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:* Business 242 (3 Units) or two years of typing in high school. *Note:* Business 202 (3 units) is recommended.

**208—Legal Procedures II 3 Units**

Business 208 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:* Business 207.

**210—Shorthand Review 1-2 Units**

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.

**211—Shorthand Speed Development****1-2 Units**

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:* Business 201 (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.

**221—Medical Terminology I 3 Units**

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.

**222—Medical Terminology II 3 Units**

Continuation of Business 221. 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 medical abbreviations, symbols, and terms common in patients' records and laboratory reports. Lecture 3 hours. *Prerequisite:* Business 221.

**225—Medical Office Procedures —  
Administrative****3 Units**

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:* Business 222 (which may be taken concurrently) or equivalent.

**231—Office Procedures 3 Units**

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:* Business 241 (2 Units), or Business 240 (2 Units), or one year of typing in high school.

**233—Basic Office Skills 1 Unit**

Business 233 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:* Business 241 (2 units) or Business 240 (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.

**234—Filing Methods and Systems 1 Unit**

Business 234 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.

**235—Machine Transcription, Business 1-2 Units**

Students will transcribe business communications, with emphasis on excellence in typing and proficiency in the use of English skills, such as spelling, grammar, and punctuation. Lecture 1½ hours, laboratory 1½ hours. *Prerequisite:* Business 241 (3 units) or one year of typing in high school; and completion of, or concurrent enrollment in, the following: (1) Business 148, and (2) Business 145 or Business 146 or a satisfactory score on the English Placement Examination.

**236—Machine Transcription, Legal 2 Units**

Students will transcribe legal communications and will 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:* Business 241

(3 units) or one year of typing in high school; and completion of, or concurrent enrollment in, the following: (1) Business 148 and (2) Business 145 or Business 146 or a satisfactory score on the English Placement Examination.

**237—Machine Transcription, Medical 2 Units**

Students will transcribe medical communications and will 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:* Business 241 (3 units) or one year of typing in high school; and completion of, or concurrent enrollment in, the following: (1) Business 221, (2) Business 148, and (3) Business 145 or Business 146 or a satisfactory score on the English Placement Examination.

**238—Advanced Machine Transcription, Medical 2 Units**

This course 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:* Business 237 and completion of, or concurrent enrollment in, Business 222 and Business 243 (3 units).

**240—Personal Typing 1-2 Units**

Introductory typing 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 hour, laboratory 1½ hour. *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.

**241—Beginning Typing 1-3 Units**

The basic skills of keyboard techniques are developed 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 Business 242. 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.

**242—Intermediate Typing** **1-3 Units**

Continuation of Business 241. Refinement and development of technique with increased emphasis on accuracy and speed. Detailed study of business letters, special office forms, tabulated reports, and manuscripts. Lecture 2 hours, laboratory 3 hours. *Prerequisite:* Business 241 (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 Business 243. 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.

**243—Advanced Typing** **1-3 Units**

Advanced typing is vocational, 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 a complete production typewriting skill. Emphasis is placed upon the development of accuracy and speed both in straight-copy material and in production projects and upon the application of related learnings. Lecture 2 hours, laboratory 3 hours. *Prerequisite:* Business 242 (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.

**244—Typewriting Speed/Control Building** **1-2 Units**

This course 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:* Business 241 (3 units) or equivalent. *Note:* The student will receive a maximum of two (2) units for the course. Concurrent enrollment in Business 242 and Business 243 is permissible if the student needs additional speed and/or accuracy practice.

**245—Word Processing — IBM Memory Typewriter** **1 Unit**

This course 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, Business 261 is recommended. Students who have completed

one or two units in Business 246 will receive no credit for this course.

**246—Word Processing — IBM Mag Card II Typewriter** **1-2 Units**

A thorough understanding of the capabilities of automatic typing systems will be acquired. 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 multiple-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, Business 235 and Business 261 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 Business 245.

**247—Word Processing — Visual Display Typewriter** **1-2 Units**

Students will 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 print-out 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, Business 235 and Business 261 or equivalent. *Note:* Students who complete assignments equivalent to one half of the course content will earn one unit of credit.

**249—Legal Typing** **1 Unit**

Business 249 is a course offering specific training in and supervision of preparation of legal documents. Lecture 1 hour, laboratory 1 hour. *Prerequisite:* Business 242 (3 units) or a typing speed of at least 40 words a minute.

**261—Word Processing Concepts in the Modern Office** **1 Unit**

This course 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. (8 weeks). *Prerequisite:* None.



**265—Managing Office Support Areas 3 Units**  
Techniques of management and supervision for word processing/administrative support areas will be presented, 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:* Business 261 and either Business 245 or 246 or 247, or equivalent.

## 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 sched-

ule. A maximum of 20 units of credit will be allowed for Carpentry 151.

## 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, laboratory 6 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.

**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, laboratory 6 hours. *Prerequisite:* Chemistry 101 with a grade of "C" or better.

**103—Quantitative Analysis 4 Units**  
Not offered 1980-81.

**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, laboratory 6 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.

**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, laboratory 6 hours. *Prerequisite:* Chemistry 105 with a grade of "C" or better.

**107—Introductory Biochemistry 3 Units**  
Not offered 1980-81.

**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, laboratory 3 hours. *Prerequisite:* Mathematics 141 or one year of algebra in high school.

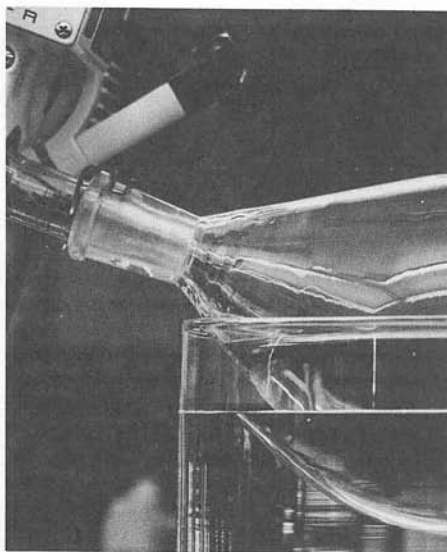
**115—Chemistry Fundamentals for Nurses 3 Units**  
A course in fundamental chemistry for nurses (lecture only) designed to give the basic concepts of chemistry necessary for the nursing profession. Lecture 3 hours. *Prerequisite:* Concurrent enrollment in Allied Health 101, 103, 107 at Glendale Community College.

**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, 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. At Glendale Community College, Chemistry 120 satisfies the prerequisite for Chemistry 121 only.

**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, laboratory 3 hours. *Prerequisite:* Chemistry 120 with a grade of "C" or better. *Note:* This course is not for science majors.

**141—Introduction to Chemistry 5 Units**  
Not offered 1980-81.

**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, laboratory 3 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.



## COMPUTING AND INFORMATION SYSTEMS

See Business 122, 124, 128, 129, 130, 131, 135, 137, 138.

## 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 be-

fore 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 34 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. Late enrollment is allowed. Students will be granted credit as earned at the rate of 34 hours of attendance equaling one unit.

**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 34 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. Late enrollment is allowed. Students will be granted credit as earned at the rate of 34 hours of attendance equaling one unit.

**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 34 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. Late enrollment is allowed. Students will be granted credit as earned at the rate of 34 hours of attendance equaling one unit.

**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 34 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. Late enrollment is allowed. Students will be granted credit as earned at the rate of 34 hours of attendance equaling one unit.

## DATA PROCESSING

See Business 122

## 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 stu-

dent'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.

#### 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.

#### 132—Technical Drafting and Dimensional Tolerancing 5 Units

Drafting 132 is a course in advanced drafting specializing in tolerancing, dimensional systems, S I 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.

#### 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.

#### 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:* Stu-



dents must register for the full number of hours for which the course is scheduled.

#### 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.

### 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.

### 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.

### 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.

### 111—Economic History of the United States 3 Units

Not Offered 1980-81.

## 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 to-

gether 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 or electronics course, or equivalent.

#### 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 125 or Electronics 175 and Electronics 171 or equivalent.

#### 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 126 and Electronics 172. *Note:* No credit for Electronics 127 if Electronics 175 has been taken.

#### 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 127. *Note:* No credit will be granted to students who have received credit for Electronics 176.

#### 171—Basic Electronics I

4 Units

Study of the DC and AC circuit principles and characteristics. Study and application of network theorems for circuit analysis. Study of magnetism and magnetic units. Theory and application of volt-ohm meters. Fundamental skills are developed in shop practice, soldering techniques, wiring practice, schematic reading and circuit tracing, use of meters, oscilloscopes, and other test equipment. Practice in layout and construction of simple electronic circuits. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* Technical Education 143 or Mathematics 141 or equivalent, and Business 128. (Business 128 may be taken concurrently.) *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.

#### 172—Basic Electronics II

4 Units

Analysis of DC and AC circuits. Principles of vacuum tubes, vacuum tube amplifiers, power supplies, and filters. Laboratory experiments with vacuum tubes, amplifiers and power supplies. Use of signal generators, oscilloscopes and other test instruments. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* Electronics 171 and Business 128. *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.

#### 173—Advanced Electronics

4 Units

Theory of transistors. Analysis of linear transistor circuits. Amplifiers and oscillators using transistors and vacuum tubes. Regulated power supplies. Laboratory experiments for checking transistor parameters and behavior. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* Electronics 171 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.

#### 174—Advanced Electronics

4 Units

Transmitter theory, antennas and transmission lines, test instruments, integrator and differentiator circuits, and computer logic circuits, superheterodyne theory. Laboratory includes troubleshooting, test instrument use

and maintenance, and experiments with special circuits. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* Electronics 173. *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.

**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 is designed to introduce the nontechnical 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.

**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, intersections, and intersections. Excellent training in visualization and interpretation of engi-



neering 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.

**104—Advanced Engineering Drawing 3 Units**  
Delineation of simple machine parts including problems in visualization, dimensioning and tolerances, screw threads and fasteners, freehand sketching, pictorial drawing, piping, welding, gears and cams, assembly and working drawings. Special emphasis is laid upon the interpretation and production of drawings which conform to standard practice. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* Engineering 101 or Drafting 131 or one year of mechanical drawing in high school.

**110—Statics 3 Units**  
Not offered 1980-81.

## 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 195 or Business 145; or a grade of "C" or better in English 120 or English 131.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**English 118—Analytical Reading 3 Units**  
Not offered 1980-81.

**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.

**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.

**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 195. *Note:* This course allows no credit to students who have completed English 101 or Business 147 and allows 2 units of credit to those who have completed English 131 or Business 145.

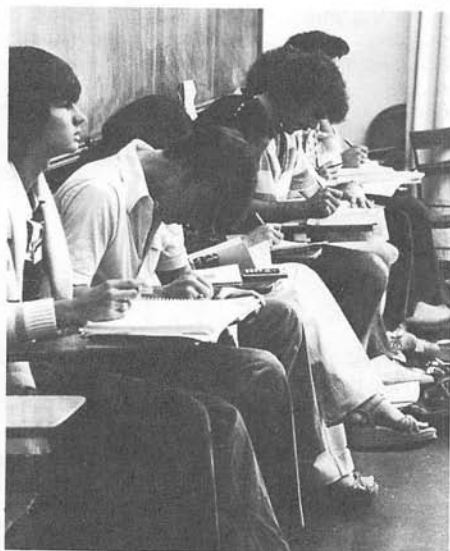
**121—Reading Literature** 3 Units  
An introductory study of the major forms of creative literature; the short story, the novel, the drama, the poetry, drawn from the best modern authors. The course is planned to develop a greater appreciation and understanding of the literature of our time with special 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. *Note:* Not recommended for English majors.

**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. *Note:* Not recommended for English majors.



**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.

**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. *Note:* Not recommended for English majors.

**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.

**127—Children's Literature 3 Units  
Formerly English 15)**

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.

**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.

**129—Folk Poetry and Rock Music 3 Units**

Not offered 1980-81.

**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.

**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 195. *Note:* This course allows no credit to students who have completed English 101 or Business 147 and allows 1 unit of credit to those who have completed English 120 or Business 145.

**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-friction 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.

**180—English for the Paraprofessional 3 Units**

Not offered 1980-81.

**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 145 or Business 147.

**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.

**193—English as a Second Language I** 4 Units  
English 193 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. Students are exposed to idiomatic expressions and cultural information to aid them in pursuit of their college goals. Lecture 4 hours, laboratory 1 hour. *Prerequisite:* Satisfactory score on the Glendale Community College ESL Placement Test. *Note:* A grade of "C" or better is required for advancement to English 194.

**194—English as a Second Language II** 4 Units  
English 194 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, and paragraphing. Grammar stresses complex structure. Oral skills (pronunciation and intonation) are strengthened during class discussion and student presentations. Lecture 4 hours, laboratory 1 hour. *Prerequisite:* Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in English 193. *Note:* A grade of "C" or better will enable the student to enroll in English 195.

**195—English as a Second Language**  
III

4 Units

English 195 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 195 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 194. *Note:* A grade of "B" or better in English 195 will enable students to enroll in English 101 or Business 147. A grade of "C" or better in English 195 will enable students to enroll in English 120, English 131, or Business 145.

**196—Conversation and Pronunciation for ESL**  
Students

2 Units

English 196 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. Lecture 3 hours, laboratory 1 hour (to be arranged). *Prerequisite:* Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in English 193.

**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.

## FAMILY AND CONSUMER STUDIES

**105—Information to Textiles 3 Units**  
 (Formerly Home Arts 105)

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.

**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.

**111—Clothing 3 Units**  
 (Formerly Home Arts 111)

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.

**112—Advanced Clothing 3 Units**  
 (Formerly Home Arts 112)

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.

**117—Fashion Design 5 Units**  
 (Formerly Home Arts 117)

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.

**118—Advanced Fashion Design 5 Units**  
 (Formerly Home Arts 118)

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.

**119—Advanced Fashion Design 5 Units**  
 (Formerly Home Arts 119)

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.

**120—Advanced Fashion Design 5 Units**  
 (Formerly Home Arts 120)

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. Compari-

son 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.

**122—Fashion Principles 2 Units**  
(Formerly Home Arts 122)

A study of the principles of fashion. Includes a study of fashion designers, apparel producers, and fashion retailers. Lecture 2 hours. *Prerequisite:* None.

**123—Fashion Sketching 2 Units**  
(Formerly Home Arts 123)

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**  
(Formerly Home Arts 124)

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.

**125—Elements of Nutrition 2 Units**  
(Formerly Home Arts 125)

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.

**133—Personal Development 3 Units**  
(Formerly Home Arts 133)

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.

**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.

**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.

**139—Consumer Management (Consumer and Homemaking Education) 3 Units**

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 energy resources, and the roles of consumers in directing protective legislation. Lecture 3 hours. *Prerequisite:* None.

**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.

**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, laboratory 3 hours. *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.

**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.

**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.

**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.

**FASHION DESIGN**  
**Family and Consumer Studies**  
**105, 117, 118, 119, 120, 122,**  
**123, 124**

**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 incendiarism, 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.

**150—Fire Service Instructor Training** 2 Units  
**I**  
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** 2 Units  
**II**  
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, laboratory 6 hours. *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. Dishwashing 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 1980-81

**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 1980-81

**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 3 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.

## 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.

**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.

**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.

**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 com-

pleted within the past two years, or equivalent.

**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.

**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 intellectual ideas. Lecture 4 hours. *Prerequisite:* French 105 or equivalent. *Note:* This course may be repeated for a maximum of eight units.

**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.

**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.

**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.

**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, 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.

**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.

## 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.

**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.

**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.

**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.

## 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.

### 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.

### 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.

### 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 re-

peat Geology 104 until a total of 6 units has been earned.

### 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.

### 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.

## 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.

### 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.

### 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 with in the past two years.

**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.

**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.

**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.

**125—Introduction to German Literature** 3 Units  
Not offered 1980-81

**126—Introduction to German Literature** 3 Units  
Not offered 1980-81

## 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.

**166—Basic Graphics** 5 Units  
Graphics and Design 166 is a study of the fundamentals of isometric, dimetric, and trimetric 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.

**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.

**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 requirement of both mechanical and artistic training. Lecture 3 hours, laboratory 6 hours. *Prerequisite:* Graphics and Design 167.

**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 projecturals; 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.



**172—Publication Graphics** 3 Units  
(Formerly Technical Graphics 172)

Graphics and Design 172 is a course to prepare the technical illustrator to handle the demands by industry in the area of speed and accuracy. Emphasis is placed on extremely high inking and paste-up skills along with isometric construction with rotations from the isometric plane. Students will have an opportunity to work from engineering blueprints and actual rough inputs from industrial engineering organizations. Lecture 3 hours, laboratory 1 hour. *Prerequisite:* Graphics and Design 165 or equivalent.

**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 in-

dustrial engineering organizations. 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.

**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  
(Formerly Health and Physical Education 110)**

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.

**103—Health Education 2 Units  
(Formerly Health and Physical Education 101)**

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.

**104—Health Education 3 Units  
(Formerly Health and Physical Education 103)**

Fundamentals of healthful living to provide the prospective teacher with scientific health information and desirable attitudes and practices in healthful living. Lecture 3 hours. *Pre-*

*requisite:* 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.

**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:* Concurrent enrollment in, or completion of, Health 101 or American Red Cross First Aid.

## 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.

**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.

**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.

**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.

**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.

**107—History of Civilization 3 Units (Pre-History to 800)**  
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.



**108—History of Civilization 3 Units**  
**(Carolingian Empire to the French**  
**Revolution, c. 1789)**

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.

**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.

**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 131-132 and no credit for those who have completed History 118.

**111—The Woman in American 3 Units**  
**History**

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.

**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.

**113—Social, Cultural, and Political Background 3 Units**  
**of the Mexican People**

An in-depth study of the emergence of the Mexican institutions and traditions from Pre-Columbian 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.

**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.

**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.

**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.

**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.

**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.

**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 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 study 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 instructor. *Prerequisite:* Concurrent registration in six or more units.

## **ITALIAN**

**110—Conversational Italian I****2 Units**

Fundamentals of grammar and correct pronunciation are stressed so that the student can employ a small working vocabulary in conversation and writing. The ability to read simple Italian is also developed. Study and practice 3 hours. *Prerequisite:* None. *Note:* This course may be repeated for a maximum of four units.

**111—Conversational Italian II****2 Units**

Italian 111 is a continuation in the study of Italian as a conversational language with emphasis on lifelike situations. Attention is given to essential grammar principles and cultural information. Lecture and practice 3 hours. *Prerequisite:* Italian 110 or equivalent. *Note:* This course may be repeated for a maximum of four units.

**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

**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, lab. 1 hour. *Prerequisite:* Italian 112 or equivalent.

## 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.

### 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 195 or Business 145; or a grade of "C" or better in English 120 or English 131 or Business 147.

### 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 overall 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.

### 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 overall 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.

## LAW, BUSINESS See Business 161, 162.

## LAW FOR THE LAYMAN See Business 165.

## LIBRARY TECHNOLOGY

101—Introduction to Library Services 3 Units  
Not offered 1980-81

## MACHINE TECHNOLOGY

101—Machine Technology I 5 Units  
(Formerly Machine Shop 101)

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 143, or Technical Education 144. *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.

102—Machine Technology II 5 Units  
(Formerly Machine Shop 102)

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.

**103—Machine Technology III 5 Units**  
**(Formerly Machine Shop 103)**

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.

**104—Machine Technology IV 5 Units**  
**(Formerly Machine Shop 104)**

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.

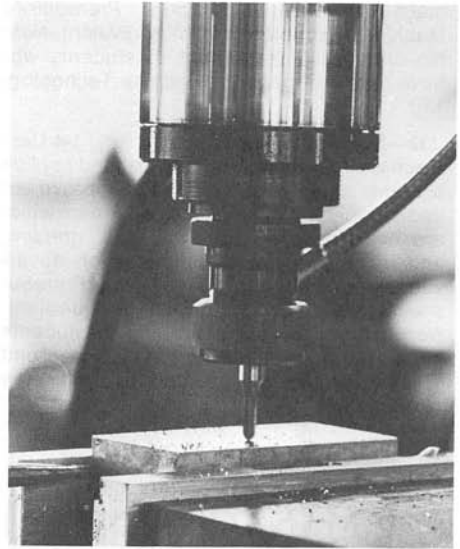
**107—Machine Practice I 2 Units**  
**(Formerly Machine Shop 107)**

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.

**108—Machine Practice II 2 Units**  
**(Formerly Machine Shop 108)**

A course to provide practice on machine shop equipment. Students will work on indi-

vidual 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:* 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.

**109—Principles of Tool Engineering 5 Units**  
**(Formerly Machine Shop 109)**

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.

**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 Shop 102 or Machine Technology 102.

**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

### (BUSINESS DIVISION)

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**  
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.

### 103—Management/Employee Relations 3 Units

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.

### 104—Personnel Management 3 Units

Personnel techniques for which supervisors are partially responsible and for which they should have some training. Selection, testing, placement, orientation, training, counseling, merit rating, promotion, transfer, and training for responsibility. Lecture 3 hours. *Prerequisite:* None.

### 105—Planning and Organization 3 Units

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.

### 107—Industrial Economics 3 Units

Significant economic facts. Development of a critical attitude toward industrial economics. Institutions and practices that determine our social environment. Management-supervisory employee relationships to economy and local industry. Lecture 3 hours. *Prerequisite:* None.

### 108—Work Simplification and Control 3 Units

Management's responsibility for job methods improvement and control of both continuous and intermittent manufacturing processes. Management's ability to continually apply 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.

### 109—Cost Control and Analysis 3 Units

Analysis of cost in industry. Cost control and its functions. The supervisor's responsibility for costs. Factors in cost control; costs, materials, waste, salvage, quality control, quan-

tity control, and control of time. Lecture 3 hours. *Prerequisite:* None.

**110—Wage Administration and Labor**

**Relations** **3 Units**

Management and union relations related to the establishment of a "fair wage" plan. Supervisor's responsibility in establishing job descriptions, job specifications, and classification of jobs. Job and manpower requirements and merit evaluation. Management and union involvement in job ranking and wage rate grade/ranges. Fringe benefits, pension plans, profit sharing, bonus plans, and grievance handling. Federal regulations governing wages. Lecture and discussion 3 hours. *Prerequisite:* None.

**111—Management Communications**

**— Oral** **3 Units**

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.

**112—Management Communications —  
Written** **3 Units**

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.

**113—Industrial Safety** **3 Units**

Emphasizing 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.

**115—Management Control** **3 Units**

Basic principles of controls. Delegation of responsibility through the use of controls. The 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.

**INDUSTRIAL ENGLISH**  
**See English 131-132.**

**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.

**MATHEMATICS**

**BUSINESS MATHEMATICS**

**See Business 117, 119.**

**TECHNICAL MATHEMATICS**

**See Technical Education 143,**

**144.**

**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.

**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.

**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 Math 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.

**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:* Math 102 with a grade of "C" or better and Math 100 with a grade of "C" or better, or 4 years of high school mathematics or its equivalent with grades of "C" or better.

**104—Calculus and Analytic Geometry** 5 Units  
 Transcendental functions, polar coordinates, techniques of integrations, 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.

**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.

**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.

**109—Hand Calculator** 1 Unit  
 Not offered 1980-81

**111—Finite Mathematics** 5 Units  
 (Formerly Business 111)

Mathematics 111 is an introductory study to include the following: a review of number properties; exponents and roots; Boolean algebra as applied in set theory, circuits, logic statements and binary arithmetic; fundamentals of algebra and an analytic geometry; linear and quadratic functions; matrices; and linear programming including the Simplex method. Applications to problems in finance, accounting, marketing, production, and personnel management, where possible. Lecture 5 hours. *Prerequisite:* Mathematics 101 or equivalent in high school with a grade of "C" or better.

**112—Calculus for Business** 5 Units  
 (Formerly Business 112)

Mathematics 112 is a study of exponential, logarithmic and polynomial functions; conic sections; differential and integral calculus of several variables; numerical integrations; maxima and minima under constraints using La Grange multipliers; and infinite series. Lecture 5 hours. *Prerequisite:* Mathematics 111 with a grade of "C" or better.

**130—Fortran IV Programming** 3 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 3 hours. *Prerequisite:* Mathematics 101 with a grade of "C" or better, or two years of high school algebra with grades of "C" or better. *Note:* Only two units of credit will be granted to students who have already received credit for Business 129.

**138—Arithmetic for Elementary Teachers** 3 Units

Not offered 1980-81

**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 1980-81

**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.

## 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.

## MICROBIOLOGY

See Biology 112.

## MINERALOGY

**141—Mineralogy and Ore Identification** 2 Units  
Not offered 1980-81

## 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  
(Formerly Music 110)

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.

**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.



**104—Musicianship** 1 Unit  
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 1 hour, laboratory 1 hour. *Prerequisite:* Music 101 or

102 or equivalent. *Note:* Concurrent enrollment in either Music 107 or Music 108 or Music 109 is required. For the non-pianist, concurrent study of piano is strongly recommended.

**105—Musicianship** 1 Unit  
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 1 hour, laboratory 1 hour. *Prerequisite:* Music 104 or equivalent.

**106—Musicianship** 1 Unit  
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 1 hour, laboratory 1 hour. *Prerequisite:* Music 105 or equivalent. *Note:* Concurrent enrollment in either Music 107 or Music 108 or Music 109 is required. For the non-pianist, concurrent study of piano is strongly recommended.

**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:* Concurrent enrollment in either Music 104, Music 105, or Music 106 is required. For the non-pianist, concurrent study of piano is strongly recommended.

**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.

**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.

**114—Counterpoint** 3 Units  
Not offered 1980-81

**115—Arranging** 2 Units  
Not Offered 1980-81

**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 major. Music majors should enroll in Music 125 and Music 126. The student is required to attend five (5) classical concerts.

**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 required for all music majors. 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.

**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 required for all music majors. 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 enroll-

ing in Music 125. The student is required to attend six (6) classical concerts.

**129—Folk Poetry and Rock Music** 3 Units  
Not Offered 1980-81

**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 units.

**131—College Choir** 2-4 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 3 hours. *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 16 units. An audition may be required.

**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 units. The display of good musicianship, and the ability to sing with good pitch and acceptable vocal quality is necessary.

**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 units. Membership is limited to twenty.

**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 impor-

tant aspect of the course. Lecture 3 hours. *Prerequisite:* None. *Note:* This course may be repeated for credit but not more than eight units in Music 135 and Music 136 will be granted by Glendale Community College.

**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 units in Music 135 and Music 136 will be granted by Glendale Community College.

**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 units in Music 135, 136, and 137 will be granted by Glendale Community College.

**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 units may be earned for this course. Students are expected to practice at least one hour a day.

**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 units. An audition may be required.

**142—Pep Band**  
Not Offered 1980-81

**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 unit each semester for a total of six units.

**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 unit each semester for a total of six units.

**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 unit each semester for a total of six semester (6 units).

**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 perform on a standard orchestral instrument. *Note:* This course may be repeated for a total of six units. An Audition may be required.

**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 unit each semester for a total of six units.

**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 hour a day. This course may be repeated for credit but not more than eight units in Music 156, 157, 158, 159 will be granted by Glendale Community College.

**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 is expected to practice one hour a day. This course may be repeated for credit, but not more than eight units in Music 156, 157, 158, 159 will be granted by Glendale Community College.

**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 hour a day. This course may be repeated for credit, but not more than eight units in Music 156, 157, 158, 159 will be granted by Glendale Community College.

**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 hour a day. This course may be repeated for credit, but not more than eight units in Music 156, 157, 158, 159 will be granted by Glendale Community College.

**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 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.

**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 units in piano will be granted by Glendale Community College for Music 160, 161, 162, 163. It is recommended that students have a piano available for practice and is expected to practice one (1) hour a day.

**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 units in piano will be granted by Glendale Community College for Music 160, 161, 162, 163. It is recommended that students have a piano available for practice and is expected to practice one (1) hour a day.

**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

units in piano will be granted by Glendale Community College for Music 160, 161, 162, 163. It is recommended that students have 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.

**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 or two 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.

**166—Organ 2 Units**

Not Offered 1980-81

**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

**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 units.

**172—Commercial Music Workshop 2 Units**

Not Offered 1980-81

**173—Piano Tuning and Repair 2 Units**

Music 173 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.

**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.

**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 units in Music 180, 181 will be granted by Glendale Community College.

**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 units in Music 180, 181 will be granted by Glendale Community College.

**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 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.

**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 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.

**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 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.

**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 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.

**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 units may be earned in Music 190, 191, 192, and 193. Students are

expected to practice at least one (1) hour a day.

**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 units may be earned in Music 190, 191, 192, and 193. Students are expected to practice at least one (1) hour a day.

**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 units may be earned in Music 190, 191, 192, and 193. Students are expected to practice at least one (1) hour a day.

**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 units may be earned in Music 190, 191, 192, and 193. Students are expected to practice at least one (1) hour a day.

**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 units may be earned in Music 195, 196, 197 and 198. Students are expected to practice at least one (1) hour a day.

**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 units may be earned in Music 195, 196, 197, and 198. Students are expected to practice at least one (1) hour a day.

**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 units may be earned in Music 195, 196, 197 and 198. Students are expected to practice at least one (1) hour a day.

**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 units may be earned in Music 195, 196, 197 and 198. Students are expected to practice at least one (1) hour a day.

**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 influenced them. Lecture 3 hours. *Prerequisite:* None.

## 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.

## 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.

## PERSONAL DEVELOPMENT

See Home Arts 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.

**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..

**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.

**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.

**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.

**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.

**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 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.

## PHOTOGRAPHY

### 101—Elements of Photography 2 Units

A two-hour lecture course. Survey of still cameras; characteristics of lenses and shutters; study of negatives, paper and chemicals. Photographic nomenclature. Lecture 2 hours. *Prerequisite:* None.

### 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.

### 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.

### 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.

### 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 re-

commended. Special assignments will be required for architecture majors.

### 108—Photocommunication 2 Units

A study of the relationship between journalism and photography. Assignments are given for reproduction in Glendale Community College and community publications. 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.

### 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.

### 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.

### 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.

### 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

### 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.

### 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.

### 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 ed-

ucation and recreation majors and for prospective community youth leaders. This course will not fulfill physical education activity requirements.

### 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.

### 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.

### 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.

### 135—Beginning Archery

1-2½ Units

Not Offered 1980-81

### 136—Intermediate Archery

1-2½ Units

Not Offered 1980-81

### 137—Advanced Archery (Varsity)

1-2½ Units

Not Offered 1980-81

### 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.

### 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.

### 142—Advanced Badminton (Varsity)

1-2½ Units

Not Offered 1980-81

### 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 Se-

mester only. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None.



**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.

**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.

**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.

**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.

**160—Advanced Basketball (Varsity) (Women) 1-2½ Units**  
Physical Education 160 provides the opportunity for individual instruction and development of team play for competitive participa-

tion 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.

**162—Beginning Bicycling 1-2½ Units**  
Not Offered 1980-81

**163—Intermediate Bicycling 1-2½ Units**  
Not Offered 1980-81

**165—Body Contouring and Conditioning — Women 1-2½ Units**

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.

**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.

**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.

**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.

**172—Cross-Country Running (Varsity) Men 1-2½ Units**

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.

**173—Cross-Country Running (Varsity — Women) 2½ Units**

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.

**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.

**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.

**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:* None.



**179—Modern Dance Technique** 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.

**181—Modern Dance 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.

**182—Formerly Modern Dance Workshop (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.

**184—Modern Dance Production** 1-2½ Units  
The course 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.

**186—Formerly Movement for Theatre (Movement for Musical Theater)** 1-2½ Units  
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.

**189—Beginning Social Dancing** 1-2½ Units  
Instruction and practice in the fundamental skills of social dance. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None.

**190—Intermediate Social Dancing** 1-2½ Units  
Instruction and practice in the fundamental skills of social dance. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Physical Education 189 or knowledge of basic steps.

**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.

**195—Football Theory** (See Note)  
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).

**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.

**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.

**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.

**202—Beginning Golf** 1-2½ Units  
Instruction and practice in the fundamentals of golf. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None.

**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.

**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..

**207—Beginning Gymnastics (Men)** 1-2½ Units  
Not Offered 1980-81

**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.

**213—Hiking and Backpacking** 1-2½ Units  
Prepares the student with knowledge and experience in the skills necessary for camping, hiking, and backpacking. Local hiking and backpacking experience. Compass and map reading, trail cooking, clothing, safety, and equipment are discussed and practiced. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None.



**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.

**218—Beginning Judo** 1-2½ Units  
Basic methods and techniques in the fundamentals of Judo will be demonstrated and taught in this course. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None.

**219—Martial Arts** 1-2½ Units  
This course is divided into four segments: Karate, Aikido, Judo, and Jujitsu. Karate, Aikido, and Judo run concurrently with student instructors in charge of each small unit (if qualified personnel are available). The Jujitsu unit is run last with the total class. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None.

**220—Judo** 1-2½ Units  
Physical Education 220 provides the opportunity for individual instruction and development for competitive participation with other colleges. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Physical Education 219 or equivalent. *Note:* Limited to students competing for the varsity team. This course is designed for those with ability to compete in intercollegiate competition.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**237—Beginning Swimming** 1-2½ Units  
Not Offered 1980-81

**238—Intermediate Swimming** 1-2½ Units  
Not Offered 1980-81

**239—Swimming Conditioning** 1-2½ Units  
Not Offered 1980-81

**240—Advanced Swimming and Diving (Varsity)** 1-2½ Units  
Not Offered 1980-81

**242—Beginning Diving** 1-2½ Units  
Not Offered 1980-81

**245—Intermediate Water Polo** 1-2½ Units  
Not Offered 1980-81

**247—Advanced Water Polo (Varsity)** 2½ Units  
Not Offered 1980-81

**250—Senior Lifesaving** 1-2½ Units  
Not Offered 1980-81

**253—Water Safety Instruction** 1-2½ Units  
Not Offered 1980-81

**256—Synchronized Swimming** 1-2½ Units  
Not Offered 1980-81

**259—Underwater Safety Instruction** 1-2½ Units  
Not Offered 1980-81

**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.

**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.

**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.

**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.

**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:* None. *Note:* Previous playing experience in tennis is recommended. Fall Semester, coeducational; Spring Semester, women only.

**270—Intermediate Track and Field (Formerly Health and Physical Education 150)** 1-2½ Units

Instruction and practice in fundamental techniques of running and field events. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**285—Beginning Water Skiing 1-2½ Units**  
Not Offered 1980-81

**287—Beginning Wrestling (Men) (Formerly H & PE 39A) 1-2½ Units**

Physical Education 287 provides the opportunity for an individual to learn the basics of wrestling, and to develop the skills necessary to compete. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None.

**288—Advanced Wrestling — (Men) (Varsity) 1-2½ Units**

Not Offered 1980-81

**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.

## 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, laboratory 2 hours. *Prerequisite:* None.

## 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.

**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.)

**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.)

**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, laboratory 3 hours. *Prerequisite:* Physics or chemistry (any one of: Physics 110 or Physics 111, 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.

**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, laboratory 3 hours. *Prerequisite:* Physics 105. *Note:* Required of pre-dental and pre-medical students.

**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, or Physics 111.

**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 an A.B. (4-year) degree.

**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.

**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 of 12 units of college courses with a "C" average.

**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.

**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.

**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.

**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 statis-

tical data. Lecture 3 hours. *Prerequisite:* A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination of 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.

**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.

**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.

**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 131-132.**

**PRE-SCHOOL CHILD**  
**See Family and Consumer Studies 135.**

**PRINTING**

- 101—Survey of Graphic Arts Fundamentals** 2 Units  
Not Offered 1980-81
- 102—Letterpress Presswork Procedures** 2 Units  
Not Offered 1980-81
- 103—Offset Printing Process** 2 Units  
Not Offered 1980-81
- 104—Advanced Offset Processes** 2 Units  
Not Offered 1980-81

**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.
- 102—Advanced General Psychology** 3 Units  
An advanced study of the principles of general psychology with special emphasis on the experimental method in the study of behavior. special consideration of recent findings in psychology and areas of contemporary research attention. Lecture 3 hours. *Prerequisite:* Psychology 101.
- 103—Physiological Psychology** 3 Units  
Psychology 103 is a 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.

**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.

**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.

**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.

**111—Dynamics of Effective Groups I** 3 Units  
Not Offered 1980-81

**112—Dynamics of Effective Group II** 3 Units  
Not offered 1980-81

**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.

**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 inter-

personal skills to influence desired changes. Lecture 3 hours. *Prerequisite:* None.

## PUBLIC ADMINISTRATION

- 101—Public Service Administration Practices** **3 Units**  
Not Offered 1980-81
- 102—Federal Organizations, Functions, and Relationships** **3 Units**  
Not Offered 1980-81
- 103—Governmental Financial Management** **3 Units**  
Not Offered 1980-81

## REAL ESTATE (BUSINESS DIVISION)

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**  
The fundamental real estate course covering the basic laws and principles of California real estate, gives understanding, background, and terminology necessary for advanced study in specialized courses. Of assistance to those preparing for the real estate salesman license examination. Lecture 3 hours. *Prerequisite:* None.
- 103—Real Estate Economics** **3 Units**  
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 105 or Real Estate 107 be taken prior to this course or that the student be a holder of a valid California Real Estate license.

**105—Real Estate Practice** **3 Units**  
Day-to-day operations in real estate roles and brokerage, including listing, prospecting, advertising, financing, sales techniques, escrow, and ethics. Applies toward State's educational requirements for the broker's examination. Lecture 3 hours. *Prerequisite:* Real Estate 101 or equivalent.

**107—Legal Aspects of Real Estate** **3 Units**  
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. Applies toward education requirement of broker's examination. Lecture 3 hours. *Prerequisite:* Real Estate 101 or equivalent.

**109—Real Estate Finance** **3 Units**  
Analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties emphasized. Lecture 3 hours. *Prerequisite:* Real Estate 101 or equivalent. *Note:* It is recommended that Real Estate 105 or Real Estate 107 be taken prior to this course or that the student be a holder of a valid California Real Estate license.

**111—Real Estate Appraisal I** **3 Units**  
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 104 or Real Estate 107 be taken prior to this course or that the student be a holder of a valid California Real Estate license.

**112—Real Estate Appraisal II** **3 Units**  
This advanced course 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 111.

**113—Property Management** 3 Units  
 Provides a basic course in the management of income properties. 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. Compiles a set of procedures for practical utilization in property management. Lecture 3 hours. *Prerequisite:* Real Estate 101 or equivalent.

**115—Escrow Procedures — Basic** 3 Units  
 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.

**117—Escrow II** 3 Units  
 This course 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 Leasehold. 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 115.

**118—Escrow III — Problems** 3 Units  
 This course is an advanced study of three-part exchange escrows with cash outs, bulk sales, condominiums, subdivisions, and depository escrows and mobile home escrows. Lecture 3 hours. *Prerequisite:* Real Estate 117 or equivalent.

**119—Tax Aspects and Exchange of Real Estate** 3 Units  
 This 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 105 and Real Estate 107.

## RECREATION LEADERSHIP

**105—Physical Education and Recreation for the Handicapped** 2 Units  
 (Formerly Health and Physical Education 115)

Designed to train people to provide physical education and recreational activities for the handicapped, this course will help the student understand and appreciate needs, de-

sires, and problems related to various handicaps as well as learn how to provide such activities. Lecture 2 hours, laboratory 2 hours. *Prerequisite:* None.

**109—Recreation Leadership** 2 Units  
 (Formerly Health and Physical Education 119)

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.

## 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.

## SCIENCE

See Physical Science 131.

## 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 needed 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.

**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.

**103—Educational Participation in the Community II** 1 Unit  
Not Offered 1980-81**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.

**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).

**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).

**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.

**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.

**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 (if both semesters are completed) meets the

California State requirements in American History, 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 131 allows only two units of credit for students having credit in History 110. If History 117-118 are completed for credit, then no units are allowed for Social Science 131.

**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 (if both semesters are completed) meets the California State requirements in American History, 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.

**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 intergroup 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.

**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, intergroup 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.

**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.

**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.

## 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 Ex-

amination 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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**126—Survey of Spanish American Literature 3 Units**  
Spanish 126 is a lower division survey of the literature of Spanish America, from the pre-hispanic 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.

**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.

**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.

**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:* This course is designed primarily for the student with a native Spanish-speaking background who wishes to develop the art of communicating and to apply this bilingual ability to business.

**146—Language for Business — Bilingual 5 Units**

Spanish 146/Business 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 and discussion 5 hours. *Prerequisite:* Business 144/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:* Credit will be granted for only one: Business 146 or Spanish 146. This course will allow two units of credit for students who have completed Business 145, 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 195 or Business 145; or a grade of "C" or better in English 120 or English 131 or Business 147.

**102—Public Speaking 3 Units**  
Not Offered 1980-81

**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.

**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 EDUCATION**

(Formerly Technical Graphics)

**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**  
 (Formerly Mathematics 143)  
 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**  
 (Formerly Mathematics 144)

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**  
 (Formerly Physics 145)

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.

**PERSPECTIVE GRAPHICS**

See Architecture 105.

**TECHNICAL MATHEMATICS**

See Technical Education 143, 144.

**TELEVISION 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.

**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.

**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.

**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.

**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. Re-

hearsal 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.

**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.

**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.

**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.

**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.

**123—Stage Costume** (See Note)

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 6 hours. *Prerequisite:* Home Arts 117 and/or Home Arts 111. (Home Arts 117 may be taken concurrently). *Note:* Students may earn a maximum of two units in one semester for a total of eight units.

**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 semester 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.

**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.

## 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.

**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 metal-

lurgy; 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.

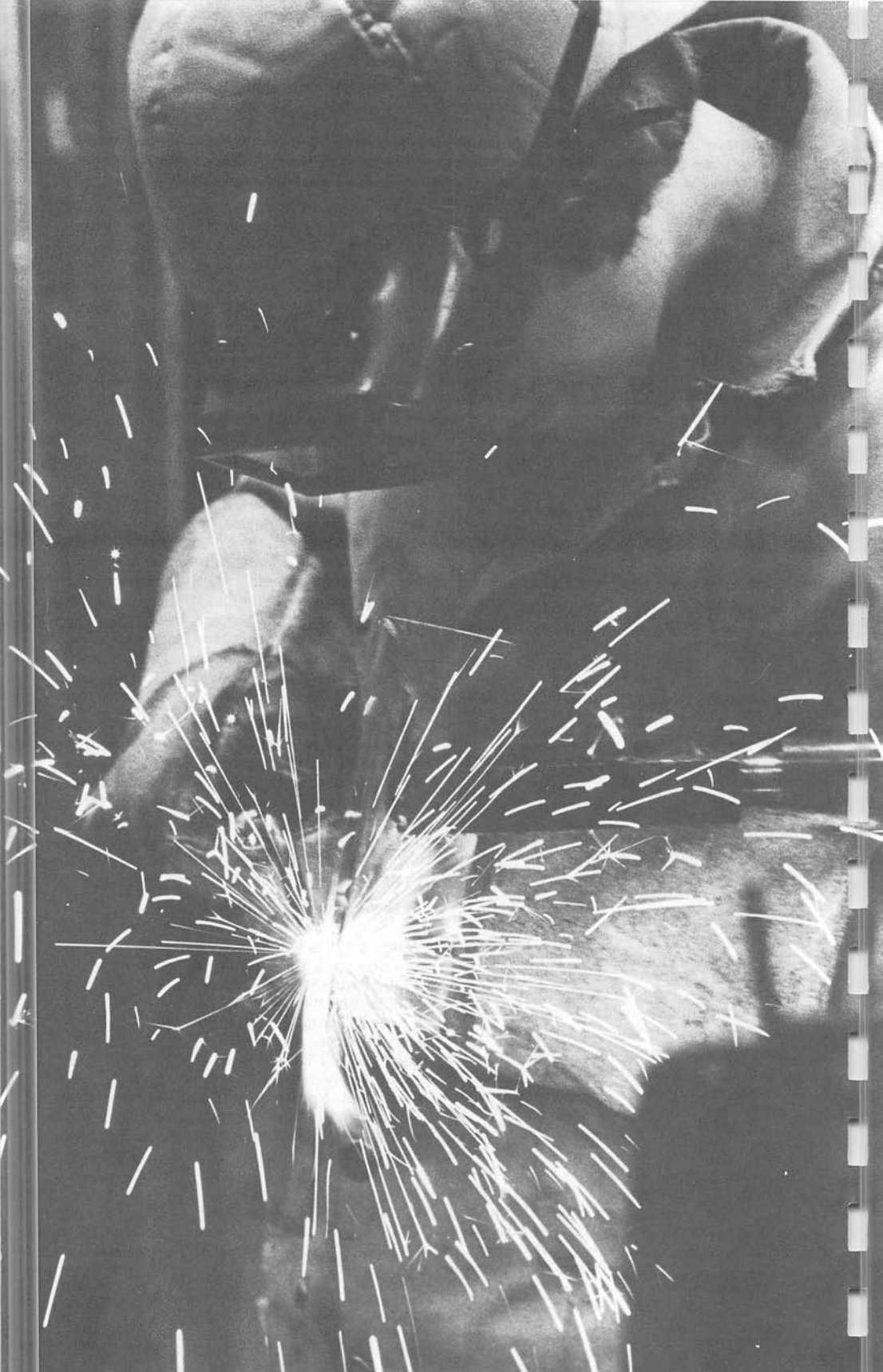
**125—Advanced Welding Procedures**

1-4 Units

Welding 125 is advanced welding procedures and practices for experienced students or industrial workers who wishes 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: Mathematics 103, 104, 105, 106, 111, 112, 130; Business 128, 129.



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 in-

struction 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**

**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.

It is important to note that performance courses may **not** be used to satisfy this requirement. Examples: Art 101, 102, 103, 106, 107, Music 101, 102, 120, 125; English 105, 106, 109, 110; History 101, 102, 103, 104, 107, 108

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	Anthropology
French	Business-Economics
German	Chicano Studies
Greek	Communication Studies
Hebrew	East Asian Studies
Indo-European Studies	Economics
Italian	Geography
Japanese	Geography-Ecosystems
Jewish Studies	History
Latin	Latin American Studies
Linguistics	Political Science
Near Eastern Studies	Sociology
Philosophy	
Portugese	LIFE SCIENCES
Russian	Biology
Scandinavian Languages	Kinesiology
Slavic Languages	Microbiology
Spanish	Psychology
	Psychobiology
SOCIAL SCIENCES	Quantitative Psychology
Afro-American Studies	

#### 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 2 or more quarter units of credit. 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, may be applied as Humanities courses, provided a 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
- 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, 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, 108, 110, 111
  - Psychology 101, 103
  - Social Science 121, 122, 131, 132
  - Sociology 101, 102, 105
- e. Humanities
  - Art 101, 102, 103, 106, 107, 108, 110
  - English 101, 102, 103, 105, 106, 109, 110, 122, 123, 124, 125, 126, 127, 128, 129, 130
  - French 101, 102, 103, 104, 125, 126
  - German 101, 102, 103, 104
  - Music 120, 125, 126, 129
  - 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         | Interdisciplinary      |
| Anthropology                   | Language               |
| Art (Studio)                   | Latin American Studies |
| Art History                    | Liberal Studies        |
| Black Studies                  | Linguistics            |
| Chicano Studies                | Music                  |
| Comparative Literature         | Philosophy             |
| Dance                          | Political Science      |
| Economics                      | Psychobiology          |
| English                        | Psychology             |
| French                         | Religious Studies      |
| German                         | Russian Studies        |
| History                        | Social Relations       |
| Human Development              | Sociology              |
| Humanities and Social Sciences | Spanish                |
|                                | Theatre                |



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           | Paleobiology      |
| Biology                | Physical Sciences |
| Botany (Fall 1980)     | Physics           |
| Chemistry              | Plant Science     |
| Computer Science       | Pre-Engineering   |
| Entomology             | Psychobiology     |
| Environmental Sciences | Soil Science      |
| Geography              | Statistics        |
| Geophysics             | Systems Ecology   |
| Mathematics            |                   |

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 perform-

ance 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, 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*. Math 130; Business 129
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, 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 (Two courses).....10  
 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 (two courses)..... 9-12
  - 1. Any course from the following:  
 Anthropology 102, 103; Business 161, 162, 165; 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**

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:

Aesthetic Studies  
 American Studies  
 Community Studies  
 East Asian Studies  
 Environmental Studies

Information and Computer Sciences  
 Latin American Studies  
 Modern Society and Social Thought  
 Psychobiology  
 Western Civilization  
 Women's Studies

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.



Classical Studies  
 French Studies  
 Marine Studies

Medieval Studies  
 Natural Sciences  
 Southeast Asian Studies

\*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. 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, 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)
    - May choose any from above Biological or Physical Science lists

**CATEGORY III:** 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 of BYU.

Students receiving an Associate of Arts or Associate of Science degree from Glendale Community College before transferring to BYU will have all their GE requirements considered completed except for Category III. The Category III evaluations must be taken at BYU. (NOTE: the student's associate degree may not be recognized by BYU if it was awarded on the basis of credit for CLEP or other nationally or school-administered tests, or for military service.)

Transfer students who have not completed a recognized associate degree 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 (B-150 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.

Courses in American or European History, or in English Literature, 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.

Normal transfer applicants 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 his 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 may 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; 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: Administration of Justice 101, 103; Anthropology 101, 102; Business 101; 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 HS 104, 118, 120	
d. Literature/Psychology.....	6
Three semester units from English 102, 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, 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 Business 101, 102, 122, 161; 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; Engineering 104, 110; 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; Materials and Processes 146; English 101, 102; Mathematics 103, 104; Physics 101, 102; Speech 101; Engineering 104, 110; 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:

Business 101, 102, 122, 130, 135, 137, 138, 147, 161, 171; Chemistry 101; English 101, 102; History 117; Economics 101, 102; 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 with a Liberal Studies Major for the Multiple Subjects Credential. 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. (Students who wish to complete a Liberal Studies Major for credential purposes should plan to take 15 units instead of 9 units in each area listed):

- |   | 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.  |       |
| For the Liberal Studies Major, 12-15 units to include at least 6 units in English composition and grammar and 3 units in speech.  |       |
| 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 117, 119; Chemistry; Economics 107; Geography; Geology; Mathematics-Mineralogy; Paleontology 101; Physics; Physical Science 131.                                       |       |
| For the Liberal Studies Major, 15 units to include at least one course in Mathematics.  |       |
| 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; Home Arts 135, 136, 140, 141, 142, 143; Political Sciences; Psychology 102, 107, 110, 131; Public Administration; Social Science; Sociology 102, 107; Journalism 101. |       |
| For the Liberal Studies Major, 9-12 units. 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; or the Liberal Studies Major, 12-15 units.       |       |
| 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 accepta-  |       |



ble 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. 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, History. Economics 102; History 106, 107, 108, 109, 110, 117, 118; 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 courses in two 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	
2. These requirements must be met at Pepperdine University unless students are exempted by classification or Placement Examination. Students should check with their faculty advisors if they have any questions about these requirements.
  - a. Religion .....

Students entering Pepperdine University with 60 units or more are exempt from this requirement.
3. Special General Education Courses: These requirements must be met by Pepperdine University courses and may not be satisfied by transfer credit.

Note: The number of units acceptable for transfer in Junior Standing is 60-70. Students who have not completed courses listed above may be accepted with a view of completing the requirements at Pepperdine.

**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**

- 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 general education requirements are in the process of revision. Please contact the Advisement Office at 741-2535 for information regarding this revision.

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.

	Minimum Units
a. General	
1. English 101 .....	3
2. English 102 .....	3
3. One Foreign Language 101, 102, 103.....	12
A student may enroll at any point in the sequence determined by placement examination. A transfer student with college language may continue from the last course completed. Any student may take the USC placement test to determine whether this requirement is met.	
*b. Humanities (refer to footnote).....	15
Four courses, at least one course from each of the three categories.	
1. The Arts	
Art 101-121, 126-129, 134-145, 147, 148, 160-162, 170, 172, 205	
Music — all courses	
Theater Arts 101-104, 105 (maximum 6 units), 121, 122, 131 (maximum 6 units each), 109, 110 (maximum 1 unit), 123 (maximum 4 units), 131, 134 (maximum 6 units)	
2. Literature	
English 105, 106, 109, 110, 115, 122, 123, 125, 126-129, 130, 205	
3. Philosophy and Religion	
Philosophy 101, 113, 114, 116, 117, 119, 120	
*c. Natural Sciences (refer to footnote).....	11
Three courses, from at least two of these categories:	

1. Astronomy 101, 102
2. Biology 101, 102, 112, 120, 121, 122, 123, 124, 125, 130, 137
3. Chemistry 101, 102, 103, 105, 106, 107, 110, 120, 121
4. Geology 101-103, 105, 110; Paleontology 101; Oceanography 115
5. Mathematics 101, 102, 103, 104, 105, 106, 111, 112, 138
6. Physics 101, 102, 103, 104, 105, 106, 110, 111
7. Physical Science 131
8. Computer Science; Business 122, 124, 127, 128, 129, 130, 135; Mathematics 130

\*d. Social Sciences (refer to footnote).....15

Four courses, at least one course each from three of the four categories:

1. Communications  
Journalism 101, 102 (for non-journalism majors only)  
Speech 101, 102, 121
2. History and Politics  
History 101, 102, 103, 104, 106, 107, 108, 109, 110 or 117-118, 111, 112, 113, 119, 120, 121, 160  
Political Science 101, 102, 103, 104, 105, 106, 110, 111
3. Man and Environment  
Economics 101, 102, 105, 111  
Geography 101, 102, 105
4. Human Behavior and Social Interaction  
Anthropology 101, 102, 103  
Psychology 101, 102, 103, 110, 131  
Sociology 101, 102

To satisfy the remaining general college requirements, the student should complete the following:

1. Select a major and complete the major requirements (see USC College of Letters, Arts, and Sciences Bulletin and advisor).
2. A student whose major falls in one of the three Humanities categories listed below must complete (a) 3 units in each of the remaining two humanities categories (b) 15 units in Social Sciences with at least 3 units in three of the four Social Science categories listed (c) 11 units in Natural Sciences and Mathematics with at least 3 units in two or more categories listed.
3. A student whose major falls in one of the four Social Science categories listed below must complete (a) 3 units in two of the remaining three Social Science categories (b) 15 units in the Humanities with at least 3 units in each of the three categories below (c) 11 units in Natural Science and Mathematics with at least 3 units in two or more departments listed.
4. A student whose major is in the Natural Sciences and Mathematics division must complete either 15 units in Humanities and 11 units in Social Sciences or 15 units in Social Sciences and 11 units in Humanities. In either case, courses must be taken in at least 3 of the categories in Social Science and in all 3 categories in Humanities.

\*See your counselor for requirements for Humanities, Natural Sciences, or Social Sciences majors, since the unit requirements in each category are determined by a student's major.

### BACHELOR OF SCIENCE IN NATURAL SCIENCE

Students majoring in the natural science departments usually are awarded the Bachelor of Science Degree. This degree permits greater concentration in the sciences than is possible with a Bachelor of Arts Degree. Students wishing to pursue a Bachelor of Science Degree should follow the general education requirements listed below, instead of for the Bachelor of Arts Degree.

- a. Complete general requirements 1, 2, and 3.
- b. Humanities — Two courses with at least three units in two of the three categories.
- c. Social Sciences — Two courses with at least three semester units taken in two of the four categories.

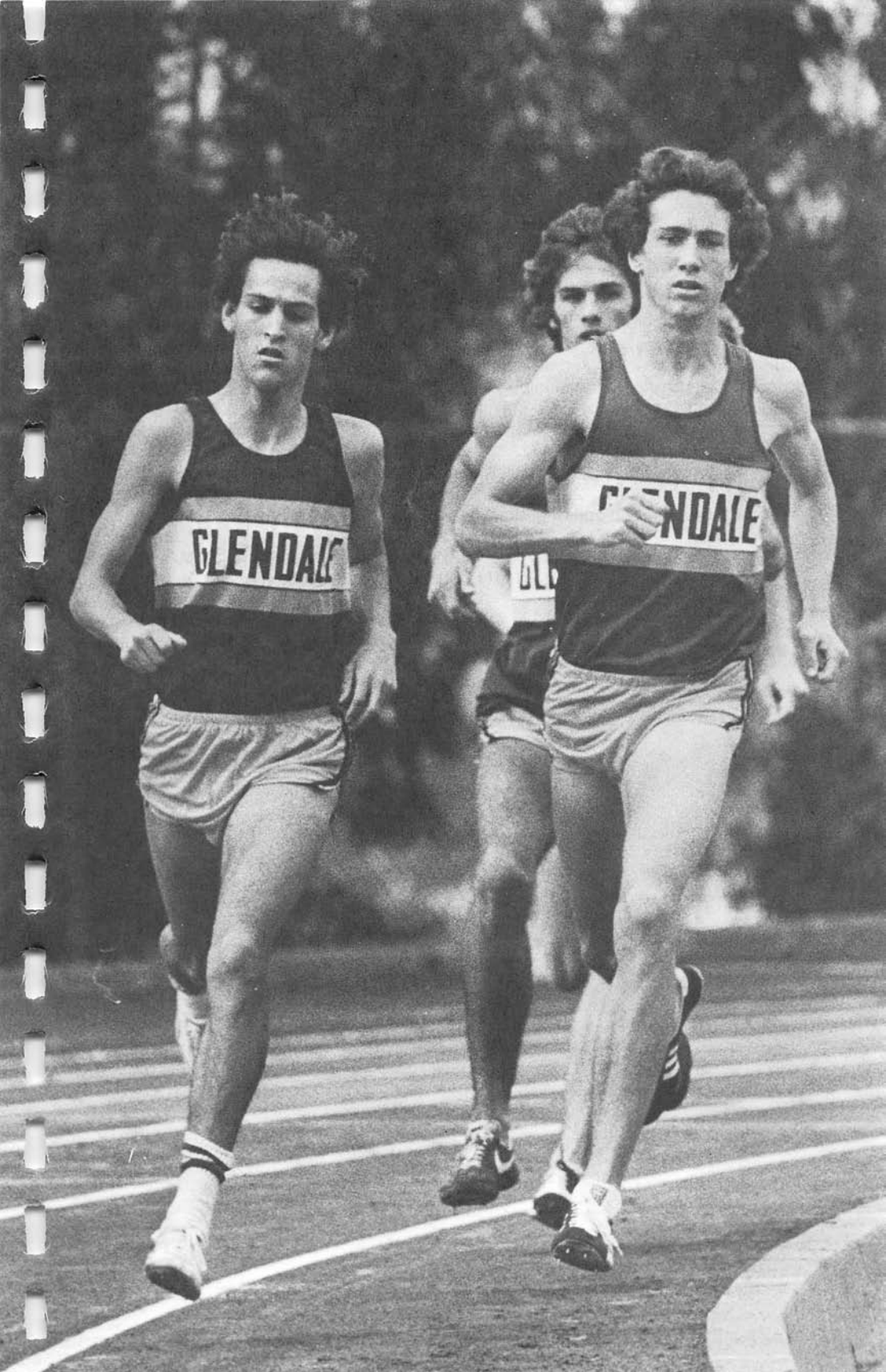
### WHITTIER COLLEGE

Acceptable Transfer Credits may be used as part of either educational program (i.e., the Educational Design or the Standard Degree Track) as determined by student and advisor once at the college. "General education" courses taken at other institutions usually are considered equivalent to Whittier exploratory and introductory (100 and 200 level) courses. (For more specific details about the separate graduation requirements for each program, please refer to the catalog.)

Guidelines for Admissions. No specific G.P.A. requirements, however, 2.4 considered acceptable; (all academic work of grades "C-" and above transferable; a maximum of 70 semester hours of credit accepted.)

When fifty-nine or fewer semester hours presented minimum high school requirements: 3 units of English, 2 units of one foreign language, 2 units of mathematics (one unit of algebra and one unit of geometry), one unit of laboratory science and one unit of history; G.P.A. from high school minimum 3.0.

Thirty or fewer semester hours presented: results of either the Scholastic Aptitude Test (SAT) or American College Test (ACT) Required in addition to high school and college work.



# 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.

### 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  
BERNADINO, SAN DIEGO, SAN FRANCISCO, SAN JOSE, SONOMA,  
STANISLAUS**

**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, 106, Social Science 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. Students will complete a minimum of forty (40) units from this list which may include units earned in satisfying the History and Constitution requirements.

1. **Natural Science**

A minimum of three (3) courses must be selected, one of which must be from physical science and one from biological science.

**Biological Science:**

Anthropology 101

Biology 101, 102, 112, 120, 121, 122, 123, 124, 125, 129, 130, 137, 139

Paleontology 101

**Physical Science:**

Astronomy 101, 102

Chemistry 101, 102, 103, 105, 106, 107, 110, 120, 121

Geography 101

Geology 101, 102, 103, 104, 105, 110

Math 100

Oceanography 115

Physics 101, 102, 103, 105, 106, 110, 111

Physical Science 131

2. **Social Science**

A minimum of three (3) courses must be selected from Social Sciences

Anthropology 102, 103



Economics 101, 102, 105  
Geography 102, 105, 110  
History 101, 102, 103, 104, 106, 107, 108, 109, 111, 112, 113, 115, 119, 120, 121  
Political Science 102, 103, 104, 108, 110, 111  
Psychology 101, 102, 103, 105, 111, 112, 131  
Social Science 101, 102, 110, 121, 122, 123, 124  
Sociology 101, 102, 105

3 Humanities

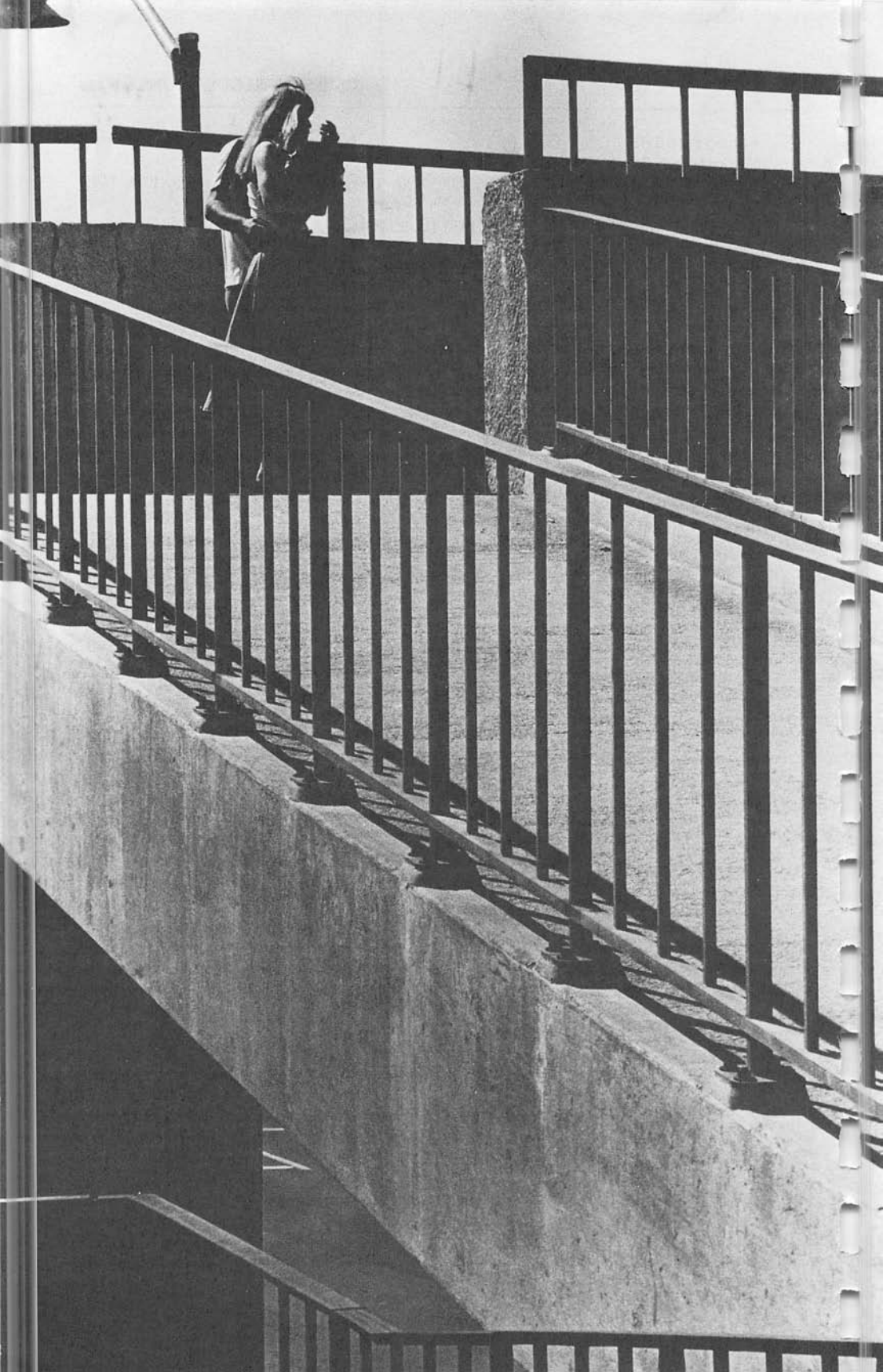
A minimum of three (3) courses must be selected from Humanities.

Art 101, 102, 103, 106, 107, 108, 110, 180, 205  
English 105, 106, 107, 108, 109, 110, 111, 115, 124, 127, 128, 129, 130, 135, 205  
French 124, 125, 126  
German 125, 126  
Music 101, 102, 104, 105, 106, 107, 108, 109, 114, 120, 125, 126, 138, 205  
Philosophy 101, 113, 114, 116, 119, 120  
Spanish 124, 125, 126, 127, 128  
Theater Arts 101, 102

4. Basic Subjects.

A minimum of three (3) courses must be selected from Basic Subjects

English 101 (Required)  
Business 101, 102, 161  
English 102, 119  
Economics 107  
Family and Consumer Studies 105  
Health 101, 103  
Italian 112, 113  
Journalism 101, 102  
Mathematics 101, 102, 103, 104, 105, 106, 111, 112, 138  
Philosophy 117  
Political Science 107  
Psychology 107  
Sociology 107  
Spanish 115, 116  
Speech 101  
Other Foreign Languages



## FACULTY

### **ABERNATHY, C. CECIL**

*Associate Professor of Business  
Specialist, Cooperative Education*  
B.A., Southern Missionary College,  
Tennessee  
M.A., California State University, Long  
Beach  
Ph.D., California Western University

### **\*ADAMS, PATRICIA L.**

*Assistant Professor of Psychology*  
B.A., Drew University, New Jersey  
M.A., California State University, Los  
Angeles  
Ph.D., University of Southern California

\*Part Time

### **AGUERO, VITALIA E.**

*Associate Professor of Library Science*  
Teaching Diploma, University of Havana  
B.A., Mount St. Mary's College, Los  
Angeles  
M.A.L.S., Immaculate Heart College, Los  
Angeles

### **\*ALCALA, PAUL**

*Instructor in Business*  
B.S., California State University, Los  
Angeles

### **\*ALEXANDRE, GORDON**

*Instructor in History*  
B.A., University of California at Los  
Angeles  
M.A., California State University, Los  
Angeles

### **ALLEN, CATHY D.**

*Job Developer CETA*  
B.S., M.S., Illinois State University

**ANDERSON, CLARA JO***Professor of Business*

B.S., Indiana University

M.Ed., University of California at Los Angeles

**\*ANDERSON, ISABEL***Instructor in Art*

B.A., Antioch University

M.F.A., State University of Iowa

**\*ANDERSON, THOMAS R.***Instructor in Art*

A.A., Glendale Community College

B.A., M.A., California State University, Los Angeles

**ANDROFF, ABRAM A.***Professor of Health and Physical Education*

B.S., M.S., University of Southern California

**\*ANSELMO, MARY***Instructor in Food Services*

B.S., University of Maryland

**ANSLYN, SAMUEL S.***Associate Professor of Technical Education*

Thirty-seven years experience in industrial graphic design field

**\*BAKER, JOANN N.***Assistant Professor of English*

B.S., Woodbury College

B.A., Occidental College

M.A., Syracuse University

**\*BAKER, WILLIAM PAUL***Assistant Professor of Art*

B.F.A., M.F.A., University of Southern California

**\*BALDINO, JOSEPH***Instructor in Business*

B.S., California State University, Northridge

**BANGS, MERY OLIVE***Assistant Professor of English*

A.B., Pasadena College

M.A., California State University, Los Angeles

**\*BARNES, JOHN B.***Assistant Professor of English*

B.A., Occidental College

**BARRINGTON, W. IAN***Instructor in Speech Communication*

B.A., University of California at Irvine

M.A., California State University, Los Angeles

**BAUGH, W. JAMES***Director of Special Projects*

A.A., Glendale College

B.A., San Jose State College

M.A., California State University, Los Angeles

**\*BEALE, BONNIE***Assistant Professor of Business*

B.Ed., University of California at Los Angeles

**\*BEAUCHEMIN, BRIAN***Instructor in Physical Education*

B.A., University of San Francisco

M.A., California Lutheran College

**BECK, HARRY L.***Dean, Adult Education*

A.A., Glendale Community College

A.B., California State University, San Jose

M.S., Pepperdine University

**BELKNAP, ROBERT D.***Professor of Music Division Chairperson*

A.B., California State University, San Jose

M.A., Columbia University

**\*BENNETT, JOANNE M.***Counselor*

A.A., Glendale Community College

B.A., California State University, Los Angeles

**\*BIBY, JAMES EDGAR***Instructor in Math*

B.A., M.A., Occidental College

**\*BISGAARD, RUSSEL***Instructor in Accounting*

B.S., California State University, Los Angeles

**\*BLACK, DONALD G.***Assistant Professor of Business*

B.A., California State University, Los Angeles

\*Part Time

**\*BLISS, ROLAND**

*Instructor in Management*  
A.A., Los Angeles City College  
B.A., La Verne College

**\*BLOMEYER, ELAINE**

*Instructor in Mathematics*  
B.A., University of Southern California  
M.A., University of Southern California

**BOCHNIARZ, ROBERT**

*Counselor*  
B.A., St. Edward's University, Austin,  
Texas  
M.S., California State University, Los  
Angeles

**\*BOLAND, RUTH T.**

*Librarian*  
B.A., University of California at Los  
Angeles  
M.S., University of Southern California

**\*BOOKAMER, WALTER G.**

*Instructor in Fire Technology*

**BOUEY, JAMES G.**

*Associate Professor of Biology*  
A.B., University of California at Los  
Angeles

**BOZIGAR, THOMAS V.**

*Instructor in Business*  
B.A., University of California at Los  
Angeles  
M.B.A., University of California at Los  
Angeles

**\*BRADLEY, MARK**

*Instructor in Graphic Arts*

**BRENNAN, MARGARET M.**

*Assistant Professor of Mathematics and  
Science*  
B.A., Mount St. Mary's College  
M.A.T., University of Montana

**BRIGHOUSE, JEB**

*Professor of Political Science*  
A.B., Occidental College  
M.A., University of California at Los  
Angeles

\*Part Time

**\*BRIGSTOCKE, JEREMY**

*Instructor in English*  
B.A., M.A., Cambridge University  
C. Phil., University of California at Los  
Angeles

**\*BROWN, CARROLL**

*Instructor in Automatic Sprinkler and Fire  
Control*

**BROWN, ROBERT W.**

*Professor of Art*  
A.B., California State University, San  
Francisco  
M.F.A., California College of Arts and  
Crafts  
M.F.A., University of Southern California

**\*BRYAN, MERWYN L.**

*Instructor in Geography*  
A.B., Indiana University  
M.Sc., McGill University, Montreal,  
Canada  
Ph.D., University of Michigan

**\*BUGBEE, BRUCE E.**

*Instructor in Management*  
B.S., California State University, Los  
Angeles  
M.B.S., University of Southern California

**BURZYNSKI, DENNY K.**

*Instructor in Mathematics*  
B.A., M.A., California State University,  
Long Beach

**BUSAILAH, MOHAMMAD Y.**

*Instructor in Business*  
B.S., B.S., University of Arizona  
M.S., Woodbury University

**BYRD, LARRY R.**

*Assistant Professor of Chemistry*  
B.S., St. Mary's College of California  
Ph.D., University of California at Irvine

**\*CAMILLO, ARMAND**

*Instructor in Business*

**CAPLAN, LINDA GALLUCCI**

*College Specialist, Financial Aid*  
B.A., M.S., California State University,  
Los Angeles

**CARTER, NORMA B.**

*Assistant Professor of Family and  
Consumer Studies*

B.A., Fairmont State College, West  
Virginia

M.S., University of California At Berkeley

**\*CARTOZIAN, GLORIA**

*Instructor in Spanish*

B.A., University of Oregon

M.A., University of Southern California

**\*CASANAVE, ERNESTO**

*Instructor in Spanish*

B.A., Mount St., Mary's College

M.A., California State University, Los  
Angeles

**CASILLAS, ARNULFO**

*Counselor, EOPS*

B.A., University of California, Santa  
Barbara

M.A., University of California, San Diego

M.A., California State University,  
Northridge

**\*CASTALDO, DINO**

*Assistant Professor of Italian*

J.D., University of Milan (Italy)

M.A., University of California, Los  
Angeles

**\*CEASE, DOREEN**

*Assistant Professor of Music*

B.M., Texas University of Arts and  
Industries

**CEASE, WESLEY**

*Associate Professor of Music*

B.A., California State University, San  
Francisco

Diplom, Paris Conservatory of Music

Diplom, University of Heidelberg

Graduate — Diplom, Badische  
Musikhochschule, Karlsruhe, Germany

**CHENEY, JAMES**

*CETA Counselor*

B.S., Weber State College

M.S., California State University, Los  
Angeles

\*Part Time

**\*CHENG, BENSON**

*Instructor in Business*

B.S., California State University, Los  
Angeles

M.B.A., Pepperdine University

**\*CHOATE, KARILA C.**

*Instructor in Physical Education*

B.A., University of Michigan

**CHOATE, WILLIAM R.**

*Instructor in Aviation and Aeronautics*

A.S., Long Beach City College

FAA Ratings: Commercial Pilot Airplane  
and Helicopter, Flight Instructor,  
Airplane and Instrument, Ground  
Instructor Advanced and Instructor,  
Flight Engineer, Airframe and  
Powerplant

Mechanic FCC Rating: First Class Radio  
Telephone and Radar

**\*CHRISTENSEN, DAN**

*Instructor in Administration of Justice*

M.P.A., University of Southern California

**CICUTO, JOHN M.**

*Instructor in Health and Physical Education*

B.A., University of California at Fresno

M.A.E., California Lutheran College.

**\*CLEMENT, ENID**

*Instructor in Music*

Diploma (Befertigung), Hochschule für  
Musik, Hamburg, Germany

B.A., California State University, San  
Diego

M.A., California State University, Los  
Angeles

**COCHRANE, HAROLD B.**

*Dean, Guidance and Counseling*

A.A., Los Angeles Pacific College

A.B., M.A., Ed.D., University of Southern  
California

**\*COLBERN, DEBORAH**

*Instructor in Psychology*

B.A., San Diego State University

M.A., University of Florida

**COLEMAN, DONALD V.**

*Professor of Anatomy and Physiology*

B.S., George Pepperdine College

M.A., California State University, Los  
Angeles

**CONWAY, DANIEL E.**

*Assistant Professor of Psychology*  
 B.A., State University of New York  
 M.A., Pepperdine University  
 Educational Psychologist License, State  
 of California  
 Family Counseling License, State of  
 California

**\*COPELAND, RENEE C.**

*Instructor of English and French*  
 A.A., Pasadena City College  
 B.A., B.A., M.A., California State  
 University, Los Angeles

**CORTEY, TERESA**

*Assistant Professor of French*  
 B.A., M.A., Ph.D., University of California  
 at Berkeley

**\*CRANDALL, WILLIAM H.**

*Assistant Professor of History*  
 B.A., M.A., California State University,  
 Los Angeles

**CRAVEN, JOHN B.**

*Professor of English*  
 A.B., La Sierra College  
 M.A., University of Southern California

**\*CRIPPEN, BETTY**

*Associate Professor*  
 B.Ed., University of California at Los  
 Angeles  
 M.A., University of Southern California  
 C.P.A., State Board of Accountancy,  
 California

**\*CROWE, MARION**

*Instructor in Business*  
 M.S., University of Southern California  
 B.S., Syracuse University

**CUDNEY, LARRY L.**

*Instructor in Mathematics*  
 A.A., Santa Monica City College  
 B.A., M.A., University of California at Los  
 Angeles

**CUNNINGHAM, JEANNE E.**

*Instructor in Psychology*  
 A.A., Glendale Community College  
 B.A., California State University, Los  
 Angeles  
 M.S.W., University of Southern  
 California

\*Part Time

**DALY, MICHAEL J.**

*Associate Professor of English*  
 B.A., California State University,  
 Northridge  
 M.A., Ph.D., University of Southern  
 California

**DAVENPORT, DAVID A.**

*Associate Professor of Chemistry*  
 A.A., Glendale Community College  
 B.S., University of California at Berkeley  
 M.S., California State University,  
 Northridge

**DAVIDSON, RUTH E.**

*Associate Professor of Allied Health  
 Division Chairperson*  
 R.N., New York University, Bellevue  
 School of Nursing  
 A.B., M.A., California State University,  
 Los Angeles

**\*DAVIS, MARK**

*Instructor in Geography*  
 A.A., Los Angeles Valley College  
 B.A., M.A., University of California at Los  
 Angeles

**DAVITT, JOHN A.**

*Administrative Dean. Student Personnel  
 Services*  
 B.S., M.A., University of San Francisco  
 Ed.D., University of Southern California

**\*DAY, ROGER W.**

*Instructor in Architecture*  
 B.S., California Polytechnic State  
 University, San Luis Obispo  
 MB.A., Pepperdine University, Los  
 Angeles

**\*DEARTH, DOREEN**

*Instructor in Food Services*

**DeFRAIN, PATRICIA L.**

*Associate Professor of Business*  
 B.S., Ohio State University  
 M.A., University of Washington

**DeGRASSI, LEONARD R.**

*Professor of Art*  
 A.B., B.F.A., M.A., University of Southern  
 California  
 Corso Perfezionamento Storia d'Arte,  
 University de Roma

**\*DERKSEN, CARL**

*Instructor in Television Repair*  
 B.S., Kansas State University  
 M.A., California State University, Los Angeles

**de ROWE, CORA E.**

*Professor of English*  
*Director, Learning Center*  
 B.A., University of Panama  
 M.A., M.Ed., Teachers College, Columbia University

**\*DIONIS, ROBERT C.**

*Instructor in Aviation and Transportation*  
 A.A., Los Angeles City College  
 B.S., California State University, Los Angeles

**\*DiPIETRO, HARRIET LOUISE**

*Professor of Speech*  
 A.B., M.A., University of Southern California

**DOMINGUEZ, SHELIA**

*Instructor in Anatomy and Physiology*  
 B.S.N., California State University, San Jose  
 M.S.N., University of California at Los Angeles

**DONAGHY, ROBERT**

*Instructor of Physical Education*  
 B.A., M.S., California State University, Los Angeles

**DONOVAN, BLANCHE K.**

*Professor of Health and Physical Education*  
*Division Chairperson*  
 A.B., Occidental College  
 M.A., California State University, Los Angeles

**DOYLE, DENNIS M.**

*Reading Specialist*  
 B.A., St. John's College  
 M.A., Reading Specialist Credential, California State University, Los Angeles

**DOYLE, MARK A.**

*Professor of Sociology*  
 B.S., Villanova University  
 M.A., University of Pennsylvania

**DOZOIS, PAUL C.**

*Assistant Professor in Engineering*  
 A.A., Glendale Community College  
 B.A., California State University, Los Angeles  
 M.A., California State University, San Jose

**DRYE, ROSE MARIE**

*Instructor in Nursing*  
 R.N., Dakota Wesleyan University, Mitchell, South Dakota  
 B.S., California State University, Los Angeles

**\*DWYER, JOHN W.**

*Coordinator, Admissions and Records*  
 B.A., M.S., California State University, Los Angeles

**EDELMAN, BART**

*Assistant Professor of English*  
 B.A., M.A., Hofstra University, New York

**\*ENGELKING, ALFRED**

*Instructor in Business*  
 A.A., Riverside City College  
 B.S., M.B.A., University of California at Riverside

**\*ERSELIUS, ROBERT**

*Assistant Professor of Accounting*  
 B.S., University of California at Los Angeles  
 M.B.A., University of Southern California

**\*FAHEY, JOHN H.**

*Instructor in Music*  
 B.A., California State University, Fullerton

**\*FISKE, WAYNE**

*Instructor in Business*  
 A.A., Glendale Community College

**\*FITZ, HOPE K.**

*Instructor in Philosophy*  
 A.A., Pasadena City College  
 B.A., California State University, Los Angeles

**\*FORCIER, ARTHUR A., JR.**

*Instructor in Political Science*  
 B.S., Boston College  
 M.A., Boston University

\*Part Time



**\*FOVALL, ROBERT**

*Instructor in Real Estate*  
B.S., California State Polytechnic  
University, Pomona

**\*FRIEDMAN, FLORENCE**

*Assistant Professor of Business*  
R.N., Los Angeles County General  
Hospital School of Nursing  
B.S., California State University, Los  
Angeles  
M.A., Pasadena College

**FRIEDRICH-MEJIA, ERIKA**

*Professor of German*  
B.A., M.A., University of Arizona  
M.A., Azusa Pacific College  
Diplom, Sprachenschule der  
Landeshauptstadt München  
Certificado de Estudios, Universidad De  
San Carlos de Guatemala

**\*GARDNER, ANN C.**

*Assistant Professor of Sociology*  
B.A., University of North Carolina at  
Greensboro  
M.A., University of North Carolina at  
Chapel Hill

**GEORGE, GERRY A.**

*Counselor*  
A.A., Pasadena City College  
B.A., M.A., M.S., California State  
University, Los Angeles

**\*GEORGEON, GISELE**

*Instructor in French*  
A.A., Pasadena City College  
B.A., California State University, Los  
Angeles

**GEORGIAS, ANDREW J.**

*Associate Professor of Art*  
B.F.A., Bradley University, Illinois  
M.F.A., University of Southern California

**\*GERTMENIAN, L. WAYNE**

*Assistant Professor of Economics*  
B.A., University of Southern California  
M.B.A., University of Idaho  
Ph.D., University of Southern California

**GIBSON, CHARLES H.**

*Professor of History*  
A.B., University of California at Berkeley  
M.A., University of Southern California

**GIRARD, KINDRA A.**

*Assistant Professor of Biology*  
B.S., M.A., University of California at  
Davis

**\*GLAHN, MICHAEL**

*Instructor in Anatomy*  
B.A., California State University,  
Northridge  
M.A., University of California at Santa  
Barbara

**GLIENNA, RAYMOND**

*Assistant Professor in Chemistry*  
B.S., University of Southern California  
M.S., Ph.D., University of California at  
Berkeley

**GODDARD, FRANK L.**

*Professor*  
A.B., M.A., Occidental College

**GONZALES, JAMES E.**

*Professor of Architecture*  
A.B., Adams State College, Colorado

**\*GOODMAN, ROBERTA ISENBERG**

*Assistant Professor in Music*  
B.A., M.A., Occidental College

**GRANDE, JOHN A.**

*President-Assistant Superintendent*  
M.A., California State University, Los  
Angeles  
Ph.D., University of Southern California

**GRAY, KENNETH R.**

*Instructor in Theater Arts*  
A.A., College of the Sequoias, Visalia,  
California  
B.A., M.A., San Diego State University

**\*GREEN, JILL**

*Instructor in English*  
B.A., University of Michigan  
M.A., Northwestern University

**\*GREENBERG, LYNDIA**

*Instructor in Art*  
B.F.A., M.F.A., California State  
University, Long Beach

**GRIFFIN, HOPE C.**

*Associate Professor of Business*  
A.B., University of California at Berkeley  
M.A., California State University, San  
Francisco

\*Part Time

**\*GRIFFITH, LINDA**

*Instructor in English*  
 B.A., Reed College, Portland, Oregon  
 M.A., University of Wisconsin

**GRIMSBY, ALLAN**

*College Specialist, Disabled Student Services*  
 B.A., California State University, Fullerton  
 M.S., California State University, Los Angeles

**GROSS, LOUIS**

*Professor of Art*  
 A.B., University of California at Berkeley  
 M.F.A., California College of Arts and Crafts

**\*GUDER, VICTOR L.**

*Instructor in Music*  
 B.A., University of California at Los Angeles  
 M.A., California State University, Fullerton

**GUGLIELMINO, RICHARD**

*Assistant Professor of Physics*  
 B.S., M.A., University of Southern California

**GUILMETTE, COLLIN S.**

*Professor of History*  
 A.B., M.S., University of Southern California

**HALLBERG, VELORIS B.**

*Associate Professor of English*  
 A.B., M.A., Stanford University

**\*HALSEY-BRICKLER, PAMELA**

*Instructor in Dance and Physical Education*  
 A.A., Long Beach City College  
 B.A., M.A., University of California at Los Angeles

**HAMMER, JEANANN**

*Instructor in Allied Health*

**HANLEY, TIMOTHY G.**

*Associate Professor of English*  
 B.A., M.A., California State University, Los Angeles

**\*HARDING, PEGGY BURDEN**

*Instructor in English*  
 A.A., Stephens College, Columbia, Missouri  
 B.A., M.A., California State University at Los Angeles

**HARDISON, RICHARD C.**

*Professor of Psychology*  
 A.B., M.A., Occidental College  
 Ed.D., University of Southern California

**HARLAN, RONALD K.**

*Instructor in Biology*  
 A.A., Chabot College  
 B.S., California State University, Hayward  
 M.A., University of California at Santa Barbara

**\*HARTMAN, CHARLES O.**

*Assistant Professor of Drafting*

**HARVEY, SALLY J.**

*Associate Professor of Spanish*  
 A.B., University of California at Los Angeles  
 M.A., Inter-American School of Spanish, Mexico

**\*HASKINS, ROBERT**

*Instructor in Physics*  
 M.S., University of Chicago

**HAWKINS, DRAKE C.**

*Associate Professor of Political Science*  
 B.S., U.S. Naval Academy, Annapolis  
 M.A., University of California at Los Angeles

**HAWKINS, ROBERT N.**

*Associate Professor of Geography*  
 B.A., California State University, Los Angeles  
 M.A., University of California at Los Angeles

**\*HAYNE, RICHARD**

*Instructor in Emergency Medical Technology*  
 B.A., Whittier College  
 Mobile Intensive Care Paramedic, Los Angeles County University of Southern California Medical Center  
 R.N., Los Angeles County / University of Southern California Medical Center

\*Part Time

**HAYNES, CHERYL***Instructor in Business*

B.S., University of Bridgeport,  
Connecticut  
M.S., State University of New York at  
Albany

**\*HENDRICKSON, SUSAN C.***Instructor in English*

B.A., Hunter College, New York City  
M.A., University of Virginia,  
Charlottesville

**\*HERNANDEZ, CARMEN***Instructor in Spanish*

M.A., Mount St. Mary's College

**HIGH, WALLACE S.***Professor of Psychology**Division Chairperson*

A.A., Modesto Junior College  
A.B., University of California at Santa  
Barbara  
M.A., California State University, San  
Jose

**\*HILL, WILLIAM F.***Assistant Professor of Mathematics*

B.A., University of California at Los  
Angeles  
M.A., California State University, Los  
Angeles

**\*HISSEY, JAMES***Instructor in Food Service*

A.A., Glendale Community College.

**\*HOCHENAUER, JUDY***Instructor in Home Arts*

M.A., California State University, Los  
Angeles  
M.A., Pepperdine University

**\*HOLLAND, DAVID***Instructor in Health and Physical Education*

B.S., B.A., California State University,  
Hayward  
D.C., Los Angeles College of  
Chiropractic  
M.A., California State University,  
Dominquez Hills

**\*HOLMES, ROBERT K.***Assistant Professor of Business*

B.A., University of Southern California  
J.D., Southwestern University

**\*HOOVER, PHYLLIS***Instructor in English*

B.A., Pacific Luthern University,  
Tacoma, Washington  
M.A., University of New Mexico,  
Albuquerque, New Mexico

**HORTON, ERNEST H., JR.***Professor of Philosophy*

A.B., Los Angeles Pacific College  
M.Div., Asbury Theological Seminary  
Ph.D., University of Southern California

**HUBER, WALTER R.***Associate Professor of Business*

A.A., Mount San Antonio College  
B.S., M.S., California State University,  
Los Angeles

**HURST, DAVID O.***Professor of Chemistry*

B.S., Wheaton College  
M.S., University of Illinois

**\*HURST, DONALD***Instructor in Real Estate***\*INGELS, TERRY***Instructor in Family and Consumer Studies***\*ISAKSEN, LEONARD***Instructor in Anatomy*

B.A., University of California at Berkeley  
M.A., California State University, Long  
Beach

**IVES, CHARLOTTE A.***Associate Professor of Spanish*

B.A., M.A., University of California at  
Santa Barbara

**\*JAKL, LEONARD***Instructor in Real Estate*

B.A., California State University, Los  
Angeles

**\*JANES, CLIFFORD***Instructor in Psychology*

B.A., University of California at Berkeley  
M.A., California State University, Los  
Angeles

**JANICKI, CYRIL B.***Professor of Speech**Division Chairperson*

A.B., Central Y.M.C.A. College, Chicago  
M.A., Northwestern University

\*Part Time

**JONES, IVAN L.**

*Administrative Dean, Instruction*  
A.A., Modesto Junior College  
B.A., M.A., University of Washington,  
Seattle  
Ed. D., University of California at Los  
Angeles

**\*JONES, W. MACK**

*Associate Professor of Applied Science*

**\*JORDAN, GEORGE**

*Instructor in Real Estate*  
B.S., University of Pittsburg  
G.R.I., California Association of  
Realtors.  
Past President of Crescenta Canada  
Board of Realtors

**\*JOW, YUZO**

*Instructor in Electronics*  
A.A., Los Angeles City College  
B.S., California State University, Los  
Angeles  
M.S., University of Southern California

**\*KAMARA-KAY, PHILIP S.**

*Counselor*  
B.A., M.A.Ed., Azusa Pacific College  
Ed.D., University of Southern California

**\*KEAST, LAWRENCE J.**

*Instructor in Music*  
B.A., California State University, Los  
Angeles

**KEEFE, JOSEPH M.**

*Assistant Professor of Botany,  
Division Chairperson*  
B.A., M.A., University of California at  
Santa Barbara

**\*KELLOGG, L. EDMUND**

*Assistant Professor of Business Law*  
B.A., University Notre Dame  
M.A., California State University, Los  
Angeles  
J.D. Van Norman University  
Member of State Bar of California

**KERN, DAVID E.**

*Associate Professor of Applied Science  
Division Chairperson*  
A.A., A.S., Glendale Community College  
B.V.ed., California State University, Long  
Beach  
FFA Ratings: Commercial Pilot, Flight  
Instructor, Airframe and Powerplant,  
Advanced Ground Instructor,  
Authorized Inspector, Accident  
Prevention Counselor, Designated  
Examiner, Instrument Instructor

**KIBLER, ROBERT L.**

*Instructor in Art*  
B.S., Southeast Missouri State  
University  
M.A., San Diego State University

**\*KILKEARY, DESMOND B.**

*Associate Professor of English*  
B.A., California State University,  
Humboldt  
M.A., California State University, Los  
Angeles

**\*KIRKEBY, LENNY**

*Instructor in Business*  
B.A., Pacific Lutheran University  
M.S., University of Southern California

**\*KIEWER, GRACE**

*Instructor in Music*  
A.A., Reedley Community College,  
Reedley, California  
B.A., Mills College, Oakland, California

**\*KNECHT, JANE**

*Assistant Professor of Music*  
B.A., University of California at Los  
Angeles  
M.A., California State University, Los  
Angeles

**\*KNUDSEN, MARY CHRISTINE**

*Instructor in English*  
B.A., Russell College  
M.A., California State University, Los  
Angeles

\*Part Time

**KRAY, JOHN S.**

*Assistant Professor of Technical Education*  
A.S., Los Angeles Trade Technical  
College  
B.A., California State University, Los  
Angeles

**\*KRUEGER, KURT A.**

*Instructor in Physical Education*  
A.A., Los Angeles Valley College  
B.A., University of Colorado  
M.S.Ed., Mount St. Mary's College

**\*KUTCHER, STEVEN**

*Instructor in Biology*  
A.A., Los Angeles Pierce College  
B.S., University of California at Davis  
M.A., California State University, Long  
Beach

**\*LARSON, FRED**

*Instructor in Business*  
B.S., Bryant College, Providence, Rhode  
Island

**\*LA SALVIA, LOUIS**

*Instructor in Family and Consumer Studies*  
B.A., M.A., Arizona State University

**LASHLEY, VIRGINIA L. C.D.E.**

*Associate Professor*  
*Division Chairperson*  
A.B., University of Kansas  
M.A., Occidental

**\*LAUTER, ELVA**

*Assistant Professor in English*  
B.Ed., M.S., University of Oregon

**LAYTON, GORDON L.**

*Associate Professor of Applied Science*  
A.A., Los Angeles Valley College  
FAA Ratings: AP Mechanic License  
Commercial Pilot License with Multi  
Engine Rating  
Designated Mechanic Examiner,  
Authorized Inspector

**LECUYER, JEAN**

*Associate Professor of Physics*  
B.S., University of Montreal  
Ph.D., University of Chicago

**LEE, SANDRA K.O.**

*Counselor*  
B.Ed., University of Hawaii  
M.S., California State University, Los  
Angeles

**\*LEEK, DAVID C.**

*Instructor in English*  
B.A., Huron College, South Dakota  
M.A., Willamette University, Oregon

**LeMIEUX, HILARY J.**

*Professor of Health and Physical  
Education*  
D.P.E., University of Otago, New  
Zealand  
Dip. Tchng., Auckland Teachers College,  
New Zealand  
M.S., University of Wisconsin

**LEW, KIM**

*Instructor in Nursing*  
B.S., M.S., California State University,  
Los Angeles

**\*LIENHARD, JEROME TRAVERS**

*Assistant Professor of Business*  
B.E.E., University of Detroit  
M.B.A., M.B.T., University of Southern  
California

**LIENHARD, PATRICIA A.**

*Dean, Student Support Services*  
B.A., Immaculate Heart College  
M.S., California State University, Los  
Angeles

**\*LIENHARD, THOMAS B.**

*Assistant Professor of Business*  
B.E.E., University of Detroit  
M.B.A., M.B.T., University of Southern  
California

**LINEBAUGH, ALVEN E.**

*Assistant Professor of Applied Science*  
FAA Ratings: Commercial Pilot, Flight  
Instructor Airplanes and Instruments,  
Ground Instructor Advanced and  
Instrument, FAA designated Pilot  
Examiner

**LIVINGOOD, EARL R.**

*Professor of History*  
A.A., Santa Monica City College  
A.B., M.A., University of California at Los  
Angeles

**\*LIVINGSTON, PATRICIA**

*Instructor in English*  
B.S., Indiana University of Pennsylvania  
M.A., California State College,  
California, Pennsylvania

\*Part Time

**\*LLOYD, STEPHEN**

*Instructor in Real Estate*  
B.S., Brigham Young University

**LOVING, CHRISTINE**

*Coordinator Homebound Education Program*  
B.A., California State University, Northridge

**\*LUDBERG, FRED**

*Instructor in Business*  
B.A., California State University, Long Beach

**LYNCH, CHESTER B.**

*Professor of Mathematics*  
*Division Chairperson*  
A.B., M.A., Occidental College

**\*MAAS, DAVID FRANK**

*Instructor in English*  
B.A., M.A., Ed.S., Mankato State College  
Ed.D., East Texas State University

**\*MacCARLEY, MARY**

*Instructor in Real Estate*  
A.A., Glendale Community College  
B.A., California State University, Northridge  
J.D., Loyola University School of Law

**MACK, DAVID**

*Counselor*  
A.A., Glendale Community College  
B.A., M.S., California State University, Los Angeles

**\*MALINOWSKI, LOUIS E.**

*Assistant Professor of Engineering*  
*Drawing*  
B.A., University of Minnesota  
M.Ed., University of North Dakota

**MALLORY, WILLIAM L.**

*Associate Professor of Applied Science*  
A.S., Pierce College  
B.V.Ed., M.V., Ed., California State University, Los Angeles  
FAA Ratings: Private Pilot, Airframe and Powerplant

**MANKER, VIRGINIA M.**

*Professor of Health and Physical Education*  
B.S., University of Arizona  
M.Ed., Oregon State University

**MARSDEN, STEVEN P.**

*Assistant Professor in Mathematics*  
B.A., M.A.T., University of California at Los Angeles

**\*MARSH, WALTER E.**

*Assistant Professor of Mathematics*  
B.A., Pasadena College

**\*MARTINOFF, JAMES T.**

*Assistant Professor of Biology*  
B.S., University of California, Irvine  
M.Ed., Wayne State University  
M.A., Ph.D., University of Southern California

**MAYO, PAUL**

*Assistant Professor of Music*  
B.Mus., University of Southern California

**\*McCLELLAND, P. MAUREEN**

*Instructor in Home Arts*  
B.S., M.A., Pacific Oaks College

**\*McCORMICK, ELOISE**

*Instructor in Family and Consumer Studies*  
B.A., DePaul University, Chicago  
M.A., Mount St. Mary's Los Angeles  
Oriff Schulwerk Specialist, LACAOSA

**McDONALD, E. LANE**

*Associate Professor of Biology*  
B.S., University of Missouri  
M.A., University of California at Los Angeles

**\*McEACHERN, WAYNE**

*Instructor in Business*  
B.S., Lewis and Clark College  
M.S., University of Southern California

**McGUIRE, BARBARA N.**

*Associate Professor*  
*Coordinator — Parent Education and Home Arts, Adult Education*  
B.A., University of California at Los Angeles  
M.A., Teachers College, Columbia University

**McKAY, GRIFFIN R.**

*Dean, Career Education*  
B.S., M.P.A., University of Southern California

**McKENNON, H. DEAN**

*Associate Professor of Theater Arts*  
A.A., Glendale Community College  
B.A., M.A., University of California at Los Angeles

**\*McMAHON, BROOK J.**

*Instructor in Administration of Justice*  
B.A., California State University, Northridge  
M.P.A., University of Southern California

**\*McMURRAY, THOMAS**

*Instructor in Health and Physical Education*  
B.A., California State University at Los Angeles

**McMURREY, FRANK LYNN**

*Instructor in Dance*  
B.A., American University of Beirut, Lebanon

**MEADOWS, ROBERT J.**

*Instructor in Administration of Justice*  
B.S., Northern Arizona University  
M.S., Pepperdine University

**MERCADE, JOSÉ A.**

*Counselor*  
A.A., Pasadena City College  
B.A., M.S., California State University, Los Angeles

**MESEC, MURRAY**

*Professor of Health and Physical Education*  
B.S., M.A., Northwestern University

**\*MILLS, ARTHUR**

*Instructor in Art Metal and Jewelry*  
B.S., Johns Hopkins University

**\*MIZUNO, LYNN**

*Instructor in Physiology*  
B.S., University of Southern California  
M.S., California State University, Los Angeles

**MOHS, BETTY**

*Learning Disabilities Specialist*  
B.S., M.A., University of Kansas  
M.S., California Lutheran College

\*Part Time

**MONDRUS, MARTIN**

*Professor of Art*  
A.B., California State University, Los Angeles  
M.F.A., Claremont Graduate School

**MONTANTE, ANGELO THOMAS**

*Assistant Professor of History*  
A.A., Santa Monica City College  
B.A., University of California at Los Angeles  
M.A., California State University, Northridge  
C.Phil., University of California at Los Angeles

**MOODY, MARGARET J.**

*Professor of History*  
A.A., Los Angeles City College  
A.B., M.A., University of Southern California  
M.A., California State University, Northridge

**\*MOORE, GEORGIA J.**

*Assistant Professor of Philosophy*  
A.B., Augustana College, Illinois  
M.A., University of Illinois

**MORROS, GEORGE P.**

*Professor*  
A.B., M.A., University of Southern California

**NAKANO, CAROL**

*Instructor in Guidance*  
B.S.W., M.S.W., University of Southern California

**\*NELSON, KRISTINE**

*Instructor in College Orientation*  
B.A., California State University, Los Angeles

**NELSON, VIRGINIA**

*Adult Education, Business Education, Office Skills Center  
Division Chairperson*  
B.S., University of California at Los Angeles

**NEUFELD, HELEN H.**

*Professor of Chemistry*  
B.S., Murray State University, Kentucky  
M.S., University of Redlands  
M.Sc., University of London

\*Part Time

**NIBLEY, LINDA S.***Associate Professor of English*

A.B., M.A., University of California at Los Angeles

**\*NISSEN, EDWARD***Assistant Professor of Accounting*

B.S., Midland College

M.A., Omaha University

**NORMAN, RUSSELL F.***Professor of Business*

B.S., M.Ed., University of California at Los Angeles

**NORRIS, LEE***Professor of Applied Science***NOVINGER, ANNE MARIE***Assistant Professor**College Nurse*

A.A., Pasadena City College

B.A., M.A., California State University, Los Angeles

**NUNN, MARSHALL E.***Professor*

A.B., Stanford University

M.S.L.S., University of Southern California

**NUNNELEE, B.H. (JIM)***Assistant Professor of Applied Science*

B.S., Northrop Institute of Technology

FAA Ratings: Private Pilot, Airframe and Powerplant, Authorized Inspector

**\*O'CONNOR, MICHAEL***Instructor in Geography*

B.A., University of California at Los Angeles

M.A., California State University, Los Angeles

**\*OLENIK, JANET L.***Instructor in Art*

A.A., Moorpark College

B.F.A., Otis Art Institute, Los Angeles

M.A., California State University, Los Angeles

**\*O'NEIL, MARGARET***Instructor in English*

B.A., St. Mary's College

M.A., Creighton University

**\*OROCIO, ZENaida***Instructor in Nursing*

M.S.Ed., Mount St. Mary's College

**\*OWENS, ARTHUR E.***Assistant Professor of Accounting*

B.A., California State University, Los Angeles

**\*PACK, RICHARD***Assistant Professor of Geography*

B.A., University of California at Los Angeles

M.S., Oregon State University

**PARKER, WILLIAM L.***Professor of Philosophy*

A.B., Pasadena College (Nazarene)

M.A., University of Southern California

J.D., Loyola University School of Law

**\*PAWLICKI, PRICILLA***Instructor in Music*

B.A., Brandeis University

M.A., University of California at Los Angeles

**\*PERRY, JEAN***Instructor in Speech*

B.A., M.A., University of Southern California

**PETERKA, RONALD***Instructor in Applied Science*

Graduate of Northrup Institute

FAA Ratings: Airframe and Powerplant, Private Pilot

**\*PEYTON, WILLIAM M.***Assistant Professor of Accounting*

B.S., University of California at Los Angeles

M.B.A., University of Southern California

**\*PHIPPS, JERRY***Instructor in Automatic Sprinkler and Fire Control***PITTARD, JOANNE***Instructor in Allied Health***\*PLUNKETT, HARRY L.***Assistant Professor of Business*

B.S.E.E., University of Illinois

L.L.B., New York University and

Southwestern School of Law

J.D., Southwestern University

\*Part Time



**\*POLLOCK, MARTHA**

*Instructor in Psychology*  
 B.S., Kansas State University  
 M.A., Azusa Pacific College  
 Licensed Marriage, Family and Child  
 Counselor

**PRATT, ANNE P.**

*Instructor in Allied Health*  
 R.M., Union Hospital Nurses Training  
 School, Fall River, Massachusetts  
 P.H.N., St. John's University

**\*PRESSNALL, GERALD D.**

*Instructor in Mathematics*  
 B.S., Minnesota State University  
 M.A., California State University,  
 Northridge

**PUGLIA, JOSEPH**

*Assistant Professor*  
 B.S., University of Dayton, Ohio  
 M.A., California State University, Los  
 Angeles  
 Ed.D., Nova University

**RASMUSON, N. ARTHUR**

*Dean, Extended Day*  
 A.B., M.A., Occidental College

**REINBOLT, DWAIN O.**

*Dean, Admissions and Records*  
 A.A., Pasadena City College  
 A.B., M.A., M.S., California State  
 University, Los Angeles

**REINHARD, C. WILLIAM**

*Professor of Health and Physical  
 Education*  
*Division Chairperson and Athletic Director*  
 A.B., University of California at Berkeley  
 M.A., Azusa Pacific College

**\*REINHART, CHARLES**

*Instructor in Business*  
 B.S., University of Texas

**\*REIS, RONALD A.**

*Instructor in Architecture*  
 B.A., M.A., California State University,  
 Los Angeles

**\*RENO, FRED B.**

*Instructor in Administration of Justice*  
 B.S., California State University, Los  
 Angeles  
 M.P.A., University of Southern California

**REYES, RAYMOND A.**

*Specialist, EOPS Director*  
 A.A., East Los Angeles College  
 B.A., California State University, Los  
 Angeles  
 M.A., California Lutheran College

**REYES, TITA-GENEROSA**

*Director, R.N. Program*  
 B.S., M.A., University of the Philippines  
 Ph.D (Honorary Degree) World  
 University, Kowloon, Hong Kong

**\*RITTER, ERIC**

*Instructor in Political Science*  
 B.A., University of California at Los  
 Angeles  
 M.A., California State University, Los  
 Angeles

**\*ROBINSON, W. EARLE**

*Assistant Professor of Business*  
 B.S., Western Michigan University,  
 Kalamazoo, Michigan  
 M.B.A., Michigan State University,  
 Lansing, Michigan  
 C.L.U., American College of Life  
 Underwriters

**RUBIO, AURORA LARGOZA**

*Assistant Director, Allied Health*  
 B.S., Far Eastern University, Philippines  
 M.A., New York University

**\*RUNYAN, THOMAS**

*Instructor in Music*  
 B.A., California State University, Los  
 Angeles

**\*RUSSELL, ROBERT M.**

*Instructor in English*  
 A.A., Long Beach City College  
 B.A., M.A., Occidental College

**\*SANCHEZ, MARIA**

*Instructor in Spanish*  
 B.A., M.A., California State University,  
 Los Angeles

**\*SANDELL, STANLEY, JR.**

*Assistant Professor of Business*  
 A.A., Glendale Community College  
 B.S., M.B.A., University of Southern  
 California  
 J.D., Southwestern University School of  
 Law

\*Part Time

**SARTORIS, JAMES M.**

*Associate Professor of Health and Physical Education*  
*Head Football Coach*  
 B.A., University of Washington  
 M.A., California State University, Los Angeles

**\*SAVIN, GERALD**

*Instructor in Business*  
 B.A., Montclair State College  
 B.A., Ambassador College  
 M.A., California State University, Los Angeles

**\*SAVIN, WALTER**

*Assistant Professor of Business*  
 B.S., California State University, Los Angeles

**\*SCARPACE, MICHAEL**

*Instructor in Health and Physical Education*  
 A.B., M.S., University of Southern California

**\*SCHILLER, ESTHER LAWRENCE**

*Instructor in Music*  
 B.A., Temple University, Philadelphia, Pennsylvania

**\*SCHULTHEISS, JOHN**

*Instructor in Art*  
 B.A., John Carroll University, Cleveland, Ohio  
 M.A., University of California at Los Angeles  
 Ph.D., University of Southern California

**SCULL, SHARON D.**

*Instructor in English*  
 A.A., Pasadena City College  
 B.A., California State University, Los Angeles  
 M.A., Occidental College

**\*SEBENIUS, WAYLAND**

*Instructor in Management*  
 A.A., John Muir College  
 B.S., University of California at Los Angeles  
 M.B.A., Pepperdine University  
 Certificate in Data Processing

**SEIFERT, RAMONA L.**

*Professor of Business*  
 A.B., Colorado State College of Education  
 M.A., California State University, Los Angeles

**SHAW, FRANCES F.**

*Associate Professor of Home Arts*  
*Coordinator Cosmetology, Work Experience*  
*Division Chairperson*  
 A.A., Glendale Community College  
 Bachelor of Vocational Education  
 M.A., California State University, Los Angeles

**\*SHIELD, RAYMOND G.**

*Instructor in Electronics*  
 B.S.E.E., San Diego State College

**SIEGEL, ROY**

*Associate Professor of Engineering*  
 B.S., University of California at Los Angeles  
 M.S.E.E., University of Southern California

**\*SIMS, DONALD**

*Instructor in Economics*  
 B.S., University of California at Los Angeles  
 M.A., University of Southern California

**SING, SUSAN FONG**

*Instructor in Art*  
 A.A., Modesto Junior College  
 B.A., California State College, Stanislaus  
 M.A., San Francisco State University

**\*SKINNELL, ROBERT**

*Instructor in Music*  
 B.A., Azusa Pacific College  
 M.M., University of Southern California

**SMITH, J. WALTER**

*Dean, Student Activities*  
 B.S., M.S., University of Southern California

**SMITH, JAMES M.**

*Associate Professor of Anthropology*  
 B.A., M.A., California State University, Los Angeles

\*Part Time

**\*SMITH, JANET A.**

*Instructor in Physical Education*  
A.A., Glendale Community College  
B.A., University of Redlands

**\*SMITH, JONNYE**

*Instructor in Art*  
B.F.A., University of Texas  
M.A., University of Iowa

**\*SMITH, MARGARET E.**

*Instructor in Home Arts*  
A.A., Glendale Community College  
Community College Instructional  
Credential, California Community  
Colleges

**SPANGLER, DIANNE M.**

*Instructor in Health and Physical Education*  
B.A., M.A., California State University,  
Los Angeles

**SPEISER, EVELYN W.**

*Instructor in Business*  
B.A., Cornell University  
M.S., Columbia University

**SPRAGUE, DIANE L.**

*Associate Professor*  
A.B., University of Michigan  
M.S., California State University, Los  
Angeles

**\*STEELE, DAVID**

*Assistant Professor of Biology*  
B.A., M.A., Drake University Des Moines  
Ph.D., University of Southern California

**\*STEEN, RONALD**

*Instructor in Art History*  
B.A., B.A., M.A., California State  
University, Los Angeles  
Past Executive Director of the Downey  
Museum of Art

**\*STEMBRIDGE, JACKIE**

*Instructor in English*  
A.A., Glendale Community College  
B.A., M.A., California State University,  
Los Angeles

**\*STERN, TED**

*Instructor in Music*  
B.A., University of Oregon  
M.M., University of Southern California

\*Part Time

**\*STEVENS, CAROL**

*Instructor in Business*

**STEVENSON, DALE**

*Instructor in Art*  
A.A., Glendale Community College  
B.A., California State University, Los  
Angeles

**STIRDIVANT, JEANETTE**

*Counselor*  
B.A., M.S., California State University,  
Los Angeles

**STONEY, DAISIE A.**

*Professor of Family and Consumer Studies*  
A.B., M.A., University of California at Los  
Angeles

**\*STORMONT, BETH**

*Assistant Professor of Music*  
B.A., California State University, Long  
Beach  
M.A., Occidental College  
D.M.A., University of Southern California

**STRANGE, WILLIAM J.**

*Director of Library Service*  
B.S., M.S., Emporia Kansas State  
University

**SWEENEY, THOMAS J.**

*Assistant Professor of Applied Science*  
A.A., Glendale Community College  
B.V.Ed., M.A., California State  
University, Los Angeles

**TANSLEY, JOHN A.**

*Assistant Professor of Health and Physical  
Education*  
A.A., Chaffey College  
A.B., California State University, Long  
Beach  
M.A., Azusa Pacific College

**\*TANSLEY, SHARON L.**

*Instructor in Home Arts*  
B.S., University of Colorado

**\*TAUFER, WILLIAM DALE**

*Assistant Professor of Political Science*  
B.A., M.A., California State University,  
Los Angeles

**TAYLOR, ROBERT J.**

*Counselor*  
A.B., Beloit College  
M.S., California State University, Los Angeles

**TENNEN, EDWARD F.**

*Coordinator Instructional Support Services*  
B.A., California State University, Long Beach  
M.A., M.S.L.S., University of Southern California  
Ed.D., Nova University

**THOMAS, JOSEPH G.**

*Professor of Journalism, Speech*  
A.B., M.Ed., University of New Hampshire

**THOMSEN, ROBERT E.**

*Professor of Art*  
A.B., California College of Arts and Crafts  
M.A., Stanford University

**\*THORPE, THOMAS E.**

*Assistant Professor of Astronomy*  
B.A., M.A., University of California at Los Angeles

**\*TOMSIK, GERALD**

*Instructor of Real Estate*  
B.S., Wharton School of Finance and Commerce, University of Pennsylvania  
J.D., Loyola University School of Law

**TRUPP, S. KENNETH**

*Associate Professor of English*  
B.A., Roanoke College, Virginia  
M.A., California State University, San Francisco

**\*TSUYUKI, MAKOTO**

*Instructor in Social Science*  
B.A., M.A., California State University, Los Angeles

**TUCKER, DELOS R.**

*Professor of Geology*  
B.S., M.S., Louisiana State University  
Ph.D., University of Texas

\*Part Time

**TUFTELAND, JERRY M.**

*Assistant Professor of Business*  
B.A., Augustana College, South Dakota  
M.A., University of Pittsburgh

**\*TURNER, NANCY K.**

*Instructor in Art*  
B.A., Queens College, Flushing, New York  
M.A., University of California at Berkeley

**TYNER, KATHY**

*Instructor of Chemistry*  
A.A., Glendale Community College  
B.S., Pepperdine University  
M.S., University of Southern California

**UNTERMAN, ROBERT G.**

*Instructor in Business/Data Processing*  
B.A., State University of New York at Stony Brook  
M.A., M.B.A., University of California at Los Angeles

**\*VALLICELLA, PHILLIP**

*Instructor in English*  
B.A., University of California at Santa Barbara  
M.A., University of Michigan

**VAN DAM, DENIS C.**

*Assistant Professor of English*  
B.A., University of California at Los Angeles  
M.A., California State University Long Beach

**\*VAUGHT, ROBERT**

*Instructor in Music*  
B.A., M.A., California State University, Los Angeles

**VELTMAN, CLARENCE**

*Professor of Chemistry*  
A.B., Hope College  
M.S., Washington University, St. Louis

**\*VERNAND, ROBERT K.**

*Instructor in Mathematics*  
B.A., M.A., California State University, Los Angeles

**\*VIZUETTE, SUSAN L.**

*Instructor in English*  
A.B., M.A., Occidental College

**WANG, YEIMEI**

*Assistant Professor in Food Services*  
B.S., Marietta College, Ohio

**\*WASLEY, KNOX**

*Instructor in Business*  
B.S., M.B.A., University of Colorado

**\*WAYNE, GARY**

*Instructor in Geography*  
B.A., M.A., University of California at Los Angeles

**\*WEAVER, ROBERT**

*Instructor in Art*  
B.A., M.F.A., Otis Art Institute

**\*WESTENDORF, M. CARMEN**

*Instructor in Spanish*  
B.A., California State University, Los Angeles  
M.A., University of California at Los Angeles

**WHELOCK, CHARLES C.**

*Instructor in Business*  
A.B., Westmont College, Santa Barbara  
M.A., California State University, Los Angeles  
Ed.D., University of California at Los Angeles

**\*WHITAKER, RICHARD B.**

*Instructor in Administration of Justice*  
A.A., Los Angeles Valley College  
B.I.S., Brigham Young University  
M.P.A., University of Southern California

**\*WHITE, LOYD**

*Instructor in Psychology*  
M.A., Pepperdine University

**\*WHITE, VERA**

*Instructor in Business*  
A.A., Los Angeles Valley College  
B.A., M.A., California State University, Los Angeles

**\*WICKMAN, A. CARVER**

*Instructor in Business*  
B.S., University of Southern California  
M.B.A., Brigham Young University

**\*WILLIAMS, RICHARD L.**

*Associate Professor of Political Science*  
B.A., M.A., San Jose State University

**\*WILLIS, LAVERNE**

*Instructor in Business*  
A.A., Pasadena City College

**\*WINTERS, LINDA S.**

*Librarian*  
B.A., University of Kansas  
M.A., Emory University, Atlanta, Georgia

**WITT, GEORGE J.**

*Assistant Professor of Mathematics*  
B.A., University of California at Irvine  
M.A., California State University, Long Beach

**\*WONG, DAVID**

*Instructor in Business*  
B.A., University of California at Los Angeles

**\*YANOVER, ROBERT M.**

*Assistant Professor of Management*  
B.S., M.S., California State University, Los Angeles

**\*YOUNG, JOHN T.**

*Instructor in Economics*  
B.A., M.A., University of California, Santa Barbara

**YOUNG, MILTON B.**

*Professor of Music*  
B.Mus., University of Redlands  
M.Mus., University of Southern California

**YOUNGQUIST, JOEL C.**

*Professor of Economics*  
A.B., Occidental College  
M.B.A., Harvard Graduate School of Business Administration

**ZEIN, CHERIF**

*Instructor in Physical Education*  
B.A., University of California at Los Angeles

# INDEX

## A

Academic Renewal without course repetition.  
44

Accounting,  
see Business ..... 119  
curriculum ..... 55

Accreditation ..... 13

Activity Period ..... 33

Activities, student ..... 33

Address, College ..... 251

Administration, college ..... 5

Administration of Justice  
(Police Science) courses ..... 101, 112  
curriculum ..... 53, 65

Admission Requirements ..... 36

Adult Education, see Continuing Education 15

Advanced Placement Examinations, Credit  
for ..... 45  
Non-Credit ..... 16

Advanced standing on entry to universities 20

Advertising Art, courses ..... 109  
curriculum ..... 53

Advisory Committees ..... 13

Aeronautics, see Aviation and Transportation  
113  
curriculum ..... 54, 55, 56, 71

Agricultural Engineering (See Engineering) 73

Agriculture, curriculum ..... 66

Air Force ROTC ..... 15

Airline industry, courses ..... 113  
curriculum ..... 54-55

Algebra, see Mathematics

Allied Health (Vocational Nursing) courses .....  
103  
curriculum ..... 63, 89

American History, courses ..... 151

Anatomy, see Biology 120 ..... 117

Anthropology, courses ..... 106

Anthropology/Geography

Application, admission ..... 36

Archaeology, see Anthropology 103

Architectural Drafting and Design courses .....  
106  
curriculum ..... 53, 67

Architectural courses ..... 106

Architectural Engineering, Drafting and  
Design, courses ..... 106  
curriculum ..... 53

Army ROTC ..... 14

Art, courses ..... 107  
curriculum ..... 53

Associate in Arts Degree, requirements 50-52

Associate in Science Degree, requirements ...  
52

Associated Student Body ..... 33, 42

Astronomy, courses ..... 112

Athletic program ..... 33

Attendance and punctuality ..... 49

Automated Typing Courses ..... 125  
Curriculum ..... 55

Automatic Sprinkler and Fire Control,  
courses ..... 112

Aviation and Transportation, courses ..... 113

curriculum ..... 53, 54, 66

Mechanic curriculum ..... 54

"A" and "P" Licenses ..... 54

Pilot Training, curriculum ..... 54

Awards, see Scholarships

## B

Band, see Music

Banking, see Business 151  
curriculum ..... 55

Basic Educational Opportunity Grant  
Program ..... 22

Bilingual/Bicultural Education ..... 73

Bilingual, courses ..... 121  
Curriculum ..... 58

Biology, courses ..... 117  
curriculum

Board of Education ..... 5

Bookkeeping, see Business 119  
curriculum ..... 55

Botany, see Biology 137

Brigham Young University

Business Administration,  
curriculum ..... 67-69

Business courses ..... 119  
curriculum ..... 55-60, 73-75  
machines ..... 120, 121, 125  
mathematics ..... 157

## C

Calculus, see Mathematics 103, 104, 105

Calendar ..... 7

California Institute of Technology

California Lutheran College

California State University and Colleges ..... 222

California Western Campus ..... 216

Campus Center ..... 21  
Speakers ..... 34

Carpentry, courses ..... 127

Ceramics, see Art

Certificate Programs ..... 53-65

Chemistry, courses ..... 127  
curriculum ..... 69

Child study, see Family and Consumer  
Studies

Chiropractic, Los Angeles, College of ..... 70

City and Regional Planning

Claremont Men's College

Clearance of Obligations ..... 50

Clerical teaching, courses ..... 151  
curriculum ..... 57

Clothing, see Home Arts

Clubs ..... 33

College Calendar, of events ..... 7

College Level Examinations ..... 46

Colloquia, course ..... 99

Community Services ..... 12

Computer Programming ..... 120

Computer Science, curriculum ..... 70

Conduct, General ..... 48

Continuing Education ..... 15

Constitution, U.S., requirement for graduation  
51

Cooperative Education ..... 20

courses.....128  
 Cosmetology, courses.....129  
     curriculum.....60  
 Costs.....41  
 Costume Construction, see Theater Arts 123  
 Counseling services.....12, 39  
 Course Descriptions.....99  
 Courses, eligibility for.....40  
 Credit by Examination.....46  
 Credit for Advanced Placement,  
     Examinations.....45  
 Credit for Military Training.....45  
 Credit-No Credit Courses.....16, 46  
 Criminal Justice, curriculum.....71  
 Criminology, see Administration of Justice  
 Curriculums, suggested.....52

**D**

Data Processing — Business  
     courses.....120  
     curriculum.....56  
 Degree, Associate in Arts.....50  
 Degree, Associate in Science.....52  
 Dental Hygienist, curriculum.....71  
 Dental Materials, see Art 151  
 Dentistry, curriculum.....72  
 Descriptive Geometry, see Architecture 103,  
     see Engineering 103  
 Development Studies.....100  
 Dietetics, curriculum.....90  
 Dismissal.....43  
 Distribution of Literature.....34  
 Distributive Education.....56  
 Drafting courses.....130  
 Draftsman, curriculum.....60  
 Drama and Radio Production, see Theater  
     Arts  
     curriculum.....65  
 Dropping courses, see Withdrawal

**E**

Earth Science, curriculum  
     curriculum.....132  
 Educational Media Technology, courses ..132  
     curriculum  
 Educational Opportunity, Grant.....22  
 Electronics, courses.....133  
 Electronics Technician, curriculum.....60  
 Eligibility for Courses.....40  
 Elliott Campus.....216  
 Emergency Medical Technology, course ..134  
 Employment.....21  
 Engineer — Junior curriculum.....60  
 Engineering, courses.....134  
     curriculum.....73-78  
 English, courses.....135  
     curriculum  
     requirement for graduation.....50  
 Entrance requirements.....36  
 Examination, credit by.....46  
     final.....50  
     pre-registration, see College Calendar.....7  
 Executive secretary, courses.....124  
     curriculum.....58  
 Extended Day, see Continuing Education ..15

**F**

Faculty.....225  
 Family and Consumer Studies.....139  
 Fashion Sketching.....140  
 Fashion Design.....139  
 Fees, Student Body.....41  
 Field Biology, see Biology 130  
 Final Examinations.....50  
 Fire Science, courses.....142  
 First Aid, course, see Health 101  
     requirement for graduation.....51  
 Flight Attendant, see Aviation and  
     Transportation 129  
 Flight Training, course.....113  
     curriculum.....54  
 Food and Nutrition, curriculum.....90  
 Food Service, courses.....143  
     curriculum.....61  
 Food Service Management, courses.....144  
     curriculum.....61  
 Foreign Language, courses.....144, 146, 153,  
     178, 180  
     curriculum  
 Foreign Study.....100  
 Forestry and conservation, curriculum.....79  
 French, courses.....144

**G**

G.E.D. Testing.....17  
 General Information.....11  
 General Secretary courses.....123  
     curriculum.....57  
 Geography courses.....145  
     curriculum  
 Geology, courses.....146  
     curriculum  
 Geometry, courses.....106, 134, 158  
 Geophysics, curriculum  
     German, courses.....146  
 Glendale Community College.....3  
 Grade Points.....43  
 Grades.....43  
     incomplete.....43  
     repetition.....44  
     requirements for graduation.....50  
 Graduation, requirements for.....50, 188  
 Graphics and Design.....147  
 Group Counseling.....39  
 Guidance.....39  
     courses.....148

**H**

Handicapped Students.....17  
 Hazing.....33  
 Health, courses.....149  
 Health Center.....22  
 High School Credits.....16  
 History, courses.....150  
     curriculum  
     requirements for graduation.....51  
 Holidays.....7  
 Home Arts, courses.....139  
 Honors.....34  
 Honor Societies.....34  
 Hotel and Restaurant Management.....79  
 Housing.....22  
 Human Services, curriculum.....62

Human Services Aide .....	62	Matriculated Student .....	36
Hygiene, requirement for graduation .....	50	Medical Assistant .....	124
<b>I</b>			
Independent Study .....	153	(Administrative) .....	124
Industrial Arts, curriculum .....	79	Medical Secretary, courses .....	124
Industrial Technology, curriculum .....	80	curriculum .....	59
Information, general .....	11	Medical Transcriptionist, courses .....	125
Espanol .....	18	curriculum .....	57
Instrumental Music, courses .....	162	Medicine, curriculum .....	86
Insurance, see Business 149		Loma Linda University .....	88
curriculum .....	57	Stanford University .....	88
Interior Design, see Art 130		University of California, Davis .....	87
International Field Study, course .....	100	University of California, Irvine, California	
International Students .....	18	College of Medicine .....	87
Investments, see Business 153		University of California, Los Angeles .....	87
Italian, courses .....	153	University of California, San Francisco .....	88
<b>J</b>			
Jewelry, see Art 118		University of Southern California .....	88
Job Placement, see Employment		Merchandising, see Business 173	
Journalism, courses .....	154	Metals, course .....	159
curriculum .....	62	Meteorology, see Aviation and Transportation	
Junior standing in 4-year college,		122	
requirement for .....	20	Microbiology, see Biology 122	
<b>L</b>			
Landscape Architecture, curriculum .....	82	Mineralogy, courses .....	159
Law, see Administration of Justice, criminal ...		Mount St. Mary's College .....	211
101		Multi-Media, course .....	159
curriculum .....	83	Music, courses .....	159
Law Enforcement and Administration; see		curriculum	
Administration of Justice .....	101	<b>N</b>	
Leadership class .....	178	National Field Study, course .....	100
Learning Resource Center .....	40	Natural Resources, school of	
Leave of Absence .....	49	curriculum .....	88
Legal Secretary, courses .....	124	Navigation, see Aviation and Transportation	
curriculum .....	59	121	
Lettering, see Art 132		New Horizons .....	19
Liberal Studies, curriculum .....	85	Non-Discrimination Policy .....	20
Librarianship, curriculum .....	86	Non-Matriculated Student .....	36
Library .....	19	Northrop University .....	212
Library Assistant .....	62	Nursery School, see Family and Consumer	
Library Technology, courses		Studies	
Literature, see English		curriculum .....	63
Loans .....	23	Nursing — (R.N.), curriculum .....	89
Location of College .....	249-250	Nursing, Vocational, Licensed Vocational	
Loma Linda University		Nurse Based Registered Nursing Program	
Lower division, general requirements .....	20	see Allied Health, curriculum .....	63
Loyola Marymount University .....	210	Nutrition, see Home Arts 125	
<b>M</b>			
Machine Technology, courses .....	154	curriculum .....	90
Machinist, curriculum .....	62	<b>O</b>	
Management, courses .....	156	Objective and Functions .....	12
curriculum .....	62	Obligations, clearance .....	50
Manufacturing Technology .....	63	Occidental College .....	212
Maps		Oceanography, course .....	165
campus .....	244	curriculum .....	91
freeway .....	250	Office Assistant, courses .....	121
Marketing, see Business 171		curriculum .....	57
Marriage, see Psychology 131		Office Assistants (Bilingual), courses .....	121
Materials and Processes, course .....	157	curriculum .....	58
Mathematics, courses .....	157	Office orientation, see Business 231	
business .....	119	Optometric Technician, curriculum .....	92
curriculum		Optometry, curriculum .....	92
proficiency examination .....	37	Orchestra, see Music 151	
requirements for graduation .....	50	Organ, see Music 166	
<b>N</b>			
Natural Field Study, course .....	100	Organization roster .....	35
Natural Resources, school of		Organizations, student .....	33
curriculum .....	88	Orientation of new students .....	34
Navigation, see Aviation and Transportation			
121			
New Horizons .....	19		
Non-Discrimination Policy .....	20		
Non-Matriculated Student .....	36		
Northrop University .....	212		
Nursery School, see Family and Consumer			
Studies			
curriculum .....	63		
Nursing — (R.N.), curriculum .....	89		
Nursing, Vocational, Licensed Vocational			
Nurse Based Registered Nursing Program			
see Allied Health, curriculum .....	63		
Nutrition, see Home Arts 125			
curriculum .....	90		



**P**

Pacific Oaks College ..... 214  
 Painting, see Art  
 Paleontology, course ..... 166  
 Pepperdine University Los Angeles ..... 215  
     Seaver College (Malibu) ..... 215  
 Personal Development ..... 140  
 Perspective Graphics, see Architecture 93  
 Petitions ..... 50  
     Change of Program ..... 49  
     Honorable Dismissal ..... 49  
 Pharmacy, curriculum ..... 93  
 Philosophy, courses ..... 166  
 Philosophy of the College ..... 11  
 Photography, courses ..... 167  
     curriculum ..... 64  
 Physical Education, course ..... 168  
     curriculum ..... 49  
     exemption ..... 49  
     requirement for graduation ..... 51  
     teacher, curriculum ..... 173  
 Physical Science, course ..... 173  
 Physical Therapy, curriculum ..... 93  
 Physics, courses ..... 173  
     curriculum ..... 173  
 Physiology, see Biology 121  
 Piano, see Music  
 Pilot Training, courses ..... 113  
     curriculum ..... 54  
 Podiatry, curriculum ..... 101  
 Police Science, courses ..... 53  
     curriculum ..... 53  
     requirement for graduation ..... 50  
 Pre-dental, curriculum ..... 72  
 Pre-registration Examinations ..... 37  
 Pre-school child, see Family and Consumer Studies  
 President ..... 5  
 Printing, courses ..... 176  
 Probation, academic ..... 43  
 Programs and Services ..... 12  
 Psychobiology, curriculum ..... 76  
 Psychology, courses ..... 76  
     curriculum ..... 177  
 Public Administration courses ..... 177  
 Public Health, curriculum ..... 178  
 Public Health, School of

**R**

Reading, course ..... 135  
 Real Estate, courses ..... 177  
     curriculum ..... 58  
 Recreation ..... 86  
 Recreational Leadership, courses ..... 178  
     curriculum ..... 64  
 Registration, dates ..... 7  
     procedure ..... 40  
 Religions, see Philosophy  
 Residence requirements ..... 38  
 Russian ..... 178

**S**

Salesmanship, see Business 175  
 Scholarship standards ..... 43  
     academic probation ..... 43  
 Scholarship and aid funds ..... 23  
 Scholarship information and regulations ..... 43

Science, General, see Physical Science 131  
 Sculpture, see Art 140  
 Secretarial training, courses ..... 123  
     curriculum ..... 61, 62  
 Shakespeare, see English 125  
 Shorthand, see Business  
 Silk Screen Printing, see Art 144-145  
 Slide rule, see Engineering 142  
 Social Science, courses ..... 178  
 Social Services ..... 180  
 Sociology courses ..... 180  
 Spanish, courses ..... 180, 237  
 Speakers, Campus ..... 34  
 Speech, courses ..... 182  
     curriculum ..... 184  
 Stagecraft, see Theater Arts ..... 184  
 Stanford University ..... 216  
 State University and Colleges ..... 188  
 Student Government and Activities ..... 33  
     associated ..... 42  
     health ..... 22  
     leadership ..... 180  
 Student Services ..... 21  
 Summer Term ..... 17  
 Superintendent ..... 5  
 Supervision, see Management  
     curriculum ..... 57  
 Supplemental Educational opportunity grant .. 22

**T**

Table of contents ..... 6  
 Teacher Aide ..... 64  
 Teaching, requirements for ..... 94  
 Teaching Nursery School ..... 63  
 Technical Education (Graphics) courses .. 147  
     curriculum ..... 64  
 Television Courses ..... 99  
 Television Repair, courses ..... 183  
     curriculum ..... 65  
 Temporary Leave of Absence ..... 49  
 Test of English as a Foreign Language (TOEFL) ..... 37  
 Tests, Counseling ..... 39  
     pre-registration ..... 37  
 Theater Arts, courses ..... 184  
     curriculum ..... 65  
 Transcripts ..... 37  
     forwarding of ..... 50  
 Transfer programs ..... 52, 67  
 Transfer, colleges ..... 20, 65  
 Transfer Students Program for ..... 20, 65  
 Trigonometry, see Mathematics 102  
 Tuition ..... 38, 41  
 Typing, see Business

**U**

United States International University, San Diego ..... 216  
 Units, definition ..... 42  
     Limitations ..... 42  
     requirements for graduation ..... 50  
 University of California Berkeley ..... 189  
     lower division requirements — business administration ..... 67  
     College of Letters and Science ..... 189  
 University of California Davis ..... 193

University of California Irvine .....193  
 University of California, L.A.  
   accounting .....67  
   admission .....189  
   College of Fine Arts .....195  
   Dentistry .....72  
   College of Letters and Science .....196  
 University of California, Riverside  
   College of Letters and Science .....198  
 University of California, San Diego, Muir  
   College .....201  
   Revelle College .....202  
   Third College .....203  
   Warren College .....204  
 University of California, Santa Barbara,  
   College of Letters and Science .....205  
 University of California, Santa Cruz .....205  
 University of Southern California Business,  
   School of .....69  
   Dentistry .....71  
   Lower division requirements — College of  
   Letters, Arts and Science.....217

**V**

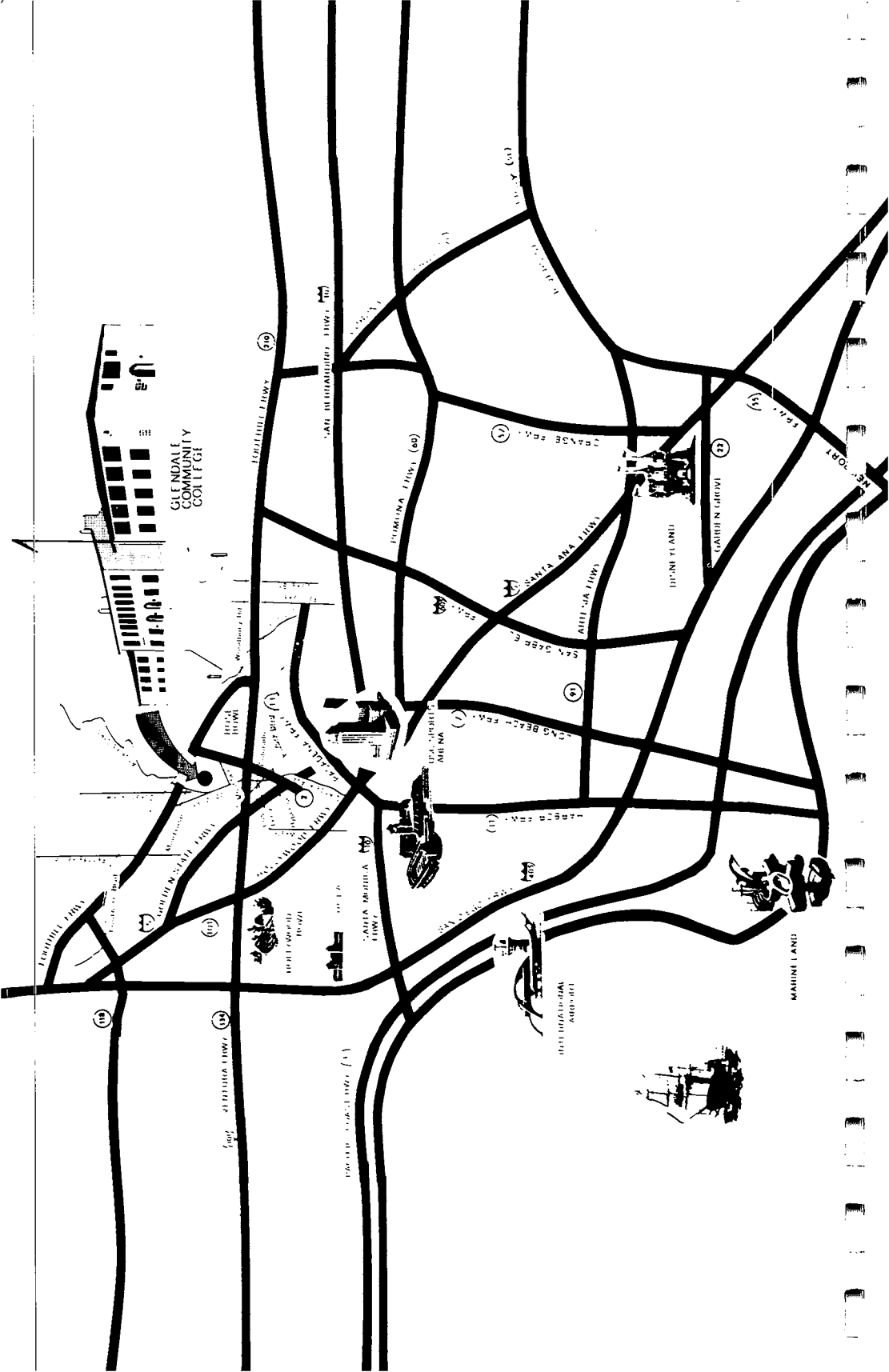
Veterans, education .....20  
   military training credit .....45  
 Veterinary Medicine: curriculum .....96  
 Vocal music, see Music  
 Vocational Nursing, see Allied Health  
   curriculum .....63, 89

**W**

Welding, occupational .....  
   curriculum .....65  
   courses .....185  
 Whittier College .....219  
 Withdrawal from class .....49  
   from college .....49  
 Word Processing Courses.....126  
   curriculum .....59  
 Work Experience, see Cooperative Education

**Y**

Yoga, Physical Education.....173



GLENDALE  
COMMUNITY  
COLLEGE

MARINE LAND

PORT



100

101

102

103

104

105

106

107

108

109

110

111

112

113

114

115

116

117

118

119

120

121

122

123

124

125

126

127

128

129

130

131

132

133

134

135

136

137

138

139

140

141

142

143

144

145

146

147

148

149

150

151

152

153

154

155

156

157

158

159

160

161

162

163

164

165

166

167

168

169

170

171

172

173

174

175

176

177

178

179

180

181

182

183

184

185

186

187

188

189

190

191

192

193

194

195

196

197

198

199

200

201

202

203

204

205

206

207

208

209

210

211

212

213

214

215

216

217

218

219

220

221

222

223

224

225

226

227

228

229

230

231

232

233

234

235

236

237

238

239

240

241

242

243

244

245

246

247

248

249

250

251

252

253

254

255

256

257

258

259

260

261

262

263

264

265

266

267

268

269

270

271

272

273

274

275

276

277

278

279

280

281

282

283

284

285

286

287

288

289

290

291

292

293

294

295

296

297

298

299

300

301

302

303

304

305

306

307

308

309

310

311

312

313

314

315

316

317

318

319

320

321

322

323

324

325

326

327

328

329

330

331

332

333

334

335

336

337

338

339

340

341

342

343

344

345

346

347

348

349

350

351

352

353

354

355

356

357

358

359

360

361

362

363

364

365

366

367

368

369

370

371

372

373

374

375

376

377

378

379

380

381

382

383

384

385

386

387

388

389

390

391

392

393

394

395

396

397

398

399

400

401

402

403

404

405

406

407

408

409

410

411

412

413

414

415

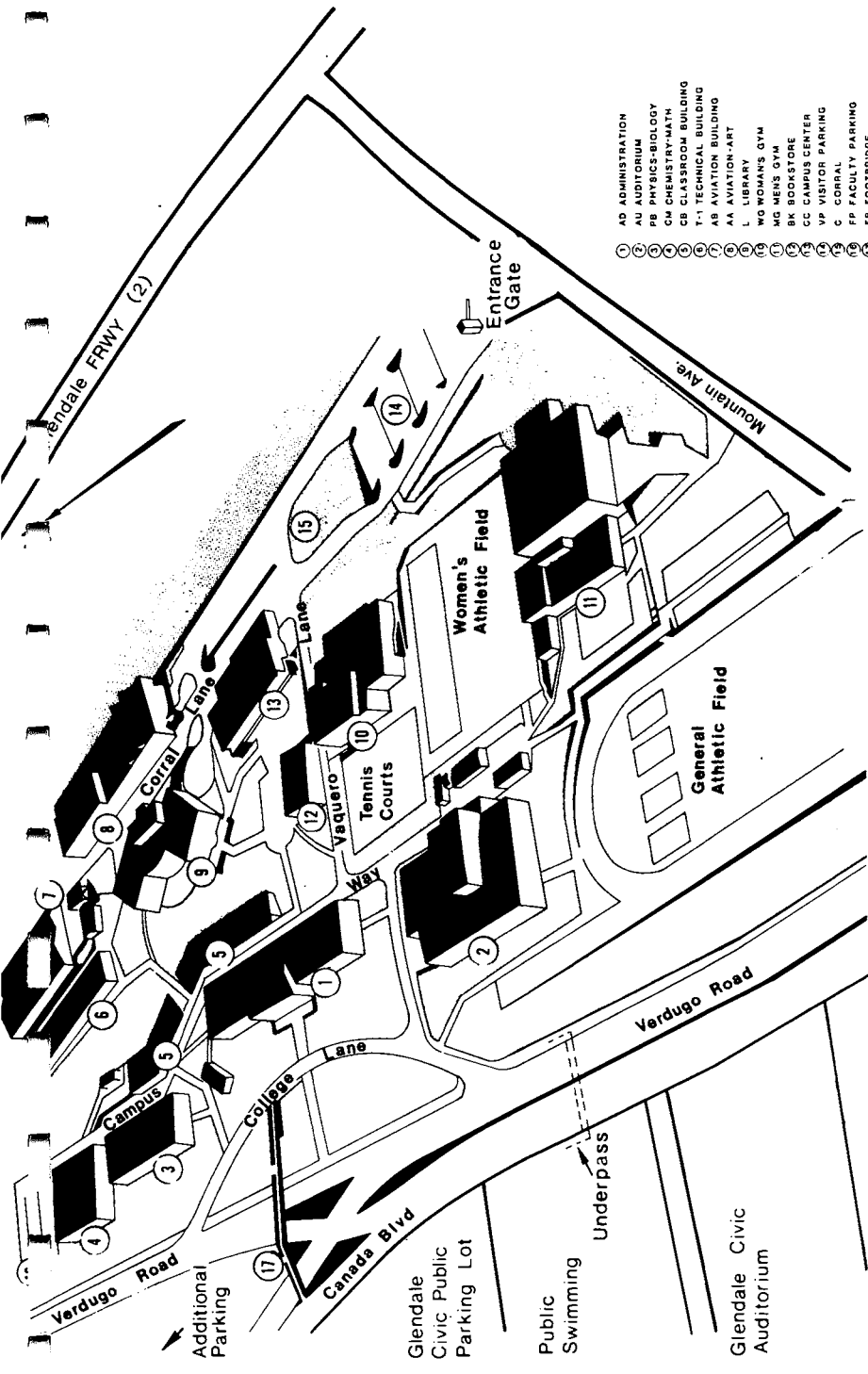
416

417

418

419

420



- ① ADMINISTRATION
- ② AU AUDITORIUM
- ③ PB PHYSICS-BIOLOGY
- ④ CM CHEMISTRY-MATH
- ⑤ CB CLASSROOM BUILDING
- ⑥ T-1 TECHNICAL BUILDING
- ⑦ AB AVIATION BUILDING
- ⑧ AA AVIATION-ART
- ⑨ L LIBRARY
- ⑩ W WOMAN'S GYM
- ⑪ MG MEN'S GYM
- ⑫ BK BOOKSTORE
- ⑬ CC CAMPUS CENTER
- ⑭ VP VISITOR PARKING
- ⑮ C CORRAL
- ⑯ PP FACULTY PARKING
- ⑰ FB FOOTBRIDGE
- ⑱ EOP. WORK EXPERIENCE.
- ⑳ FOOD SERVICE. HUMAN SERVICE AIDE PROGRAMS
- ㉑ B-1. B-2

# Glendale Community College

1500 North Verdugo Road  
 Glendale, California 91208, (213) 240-1000

Pay Parking Lot

Mountain Ave Parking Lot

Glendale Civic Public Parking Lot

Public Swimming

Glendale Civic Auditorium

Underpass

1980

JANUARY							FEBRUARY							MARCH							APRIL										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
			1	2	3	4 5							1 2				2	3	4	5	6	7	8	1				1	2	3	4 5
6	7	8	9	10	11	12	3	4	5	6	7	8 9	9	10	11	12	13	14	15	6	7	8	9	10	11	12					
13	14	15	16	17	18	19	10	11	12	13	14	15 16	16	17	18	19	20	21	22	13	14	15	16	17	18	19					
20	21	22	23	24	25	26	17	18	19	20	21	22 23	23	24	25	26	27	28	29	20	21	22	23	24	25	26					
27	28	29	30	31			24	25	26	27	28	29	30	31					27	28	29	30									
<b>MAY</b>							<b>JUNE</b>							<b>JULY</b>							<b>AUGUST</b>										
				1	2	3	1	2	3	4	5	6 7				1	2	3	4 5							1 2					
4	5	6	7	8	9	10	8	9	10	11	12	13 14	6	7	8	9	10	11	12	3	4	5	6	7	8	9					
11	12	13	14	15	16	17	15	16	17	18	19	20 21	13	14	15	16	17	18	19	10	11	12	13	14	15	16					
18	19	20	21	22	23	24	22	23	24	25	26	27 28	20	21	22	23	24	25	26	17	18	19	20	21	22	23					
25	26	27	28	29	30	31	29	30					27	28	29	30	31		24	25	26	27	28	29	30						
<b>SEPTEMBER</b>							<b>OCTOBER</b>							<b>NOVEMBER</b>							<b>DECEMBER</b>										
			1	2	3	4 5 6						1 2 3 4							1				1	2	3	4 5 6					
7	8	9	10	11	12	13	5	6	7	8	9	10 11	2	3	4	5	6	7	8	7	8	9	10	11	12	13					
14	15	16	17	18	19	20	12	13	14	15	16	17 18	9	10	11	12	13	14	15	14	15	16	17	18	19	20					
21	22	23	24	25	26	27	19	20	21	22	23	24 25	16	17	18	19	20	21	22	21	22	23	24	25	26	27					
28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31								
													30																		

1981

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6 7	1	2	3	4	5	6 7					1	2	3 4		
4	5	6	7	8	9	10	8	9	10	11	12	13 14	8	9	10	11	12	13 14	5	6	7	8	9	10	11		
11	12	13	14	15	16	17	15	16	17	18	19	20 21	15	16	17	18	19	20 21	12	13	14	15	16	17	18		
18	19	20	21	22	23	24	22	23	24	25	26	27 28	22	23	24	25	26	27 28	19	20	21	22	23	24	25		
25	26	27	28	29	30	31							29	30	31				26	27	28	29	30				
<b>MAY</b>							<b>JUNE</b>							<b>JULY</b>							<b>AUGUST</b>						
					1	2	1	2	3	4	5	6 7					1	2	3 4							1	
3	4	5	6	7	8	9	7	8	9	10	11	12 13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	14	15	16	17	18	19 20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	21	22	23	24	25	26 27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	28	29	30				26	27	28	29	30	31	23	24	25	26	27	28	29		
31																			30	31							
<b>SEPTEMBER</b>							<b>OCTOBER</b>							<b>NOVEMBER</b>							<b>DECEMBER</b>						
			1	2	3	4 5						1 2 3							1				1	2	3	4 5	
6	7	8	9	10	11	12	4	5	6	7	8	9 10	8	9	10	11	12	13 14	6	7	8	9	10	11	12		
13	14	15	16	17	18	19	11	12	13	14	15	16 17	15	16	17	18	19	20 21	13	14	15	16	17	18	19		
20	21	22	23	24	25	26	18	19	20	21	22	23 24	22	23	24	25	26	27 28	20	21	22	23	24	25	26		
27	28	29	30				25	26	27	28	29	30 31	29	30					27	28	29	30	31				



